

**ITEM 9**  
**INCORRECT REDUCTION CLAIM**  
**FINAL STAFF ANALYSIS**

Statutes of 1984, Chapter 1459  
Statutes of 1975, Chapter 486

*Mandate Reimbursement Process I*  
Fiscal Year 1995-1996  
01-4485-I-01

Redwood City Elementary School District, Claimant

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**EXECUTIVE SUMMARY**

**Overview**

This incorrect reduction claim challenges a reduction made by the State Controller's Office to the claimant's reimbursement claim for costs incurred in the 1995-1996 fiscal year for the *Mandate Reimbursement Process I* program. Under that program, local agencies and school districts are eligible to claim reimbursement for the costs to prepare and submit successful test claims, reimbursement claims, and incorrect reduction claims for the state-mandated costs recoverable under article XIII B, section 6 of the California Constitution.

The dispute here involves the costs incurred in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated costs. The parameters and guidelines authorize reimbursement to prepare and submit reimbursement claims as follows:

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

Following a desk audit, the State Controller's Office reduced the reimbursement claim in the amount of \$11,122.00 based on "excessive time."

The claimant seeks a determination from the Commission pursuant to Government Code section 17551, subdivision (d), that the State Controller's Office incorrectly reduced the claim and requests that the Controller reinstate the \$11,122.00 reduced.

On February 1, 2011, the State Controller's Office filed comments on the draft staff analysis asserting that it reinstated the full amount reduced and paid the entire claim on June 11, 2002, "per claim schedule MA13655A." The Controller's Office therefore requests that the Commission withdraw this incorrect reduction claim. On February 4, 2011, the Controller's Office also filed with the Commission a letter dated December 11, 2001 to the claimant, which states that "we reviewed the claim and concur that the following amount [\$11,122.00, the

amount the claimant alleges was incorrectly reduced] is due to the school district . . . .” The Controller’s Office requests that the claimant withdraw the incorrect reduction claim.

First, the Commission does not have the authority to withdraw an incorrect reduction claim. Only the claimant has that authority and can withdraw an incorrect reduction claim by written application any time before a decision is adopted or by oral application at the time of the hearing. (Cal. Code Regs., tit. 2, § 1185.6.) The claimant has not filed an application to withdraw this claim.

In addition, the Controller’s letters contain only hearsay assertions of payment, but there is no admissible evidence of payment. Hearsay evidence may be used for purposes of supplementing or explaining other evidence, but hearsay evidence shall not be sufficient itself to support a finding. (Cal. Code Regs., tit. 2, § 1187.5, subd. (a).) The December 11, 2001 letter to the claimant acknowledges that payment is due, but says nothing about whether payment was made. The February 2011 letters assert that payment was made in June 2002 by “claim schedule MA13655A.”

However, the Controller’s assertion of fact that the claim was paid in full eight years ago is not supported by any documentary evidence of payment authenticated by a declaration signed under penalty of perjury by a person who is authorized and competent to authenticate such records and who has information or belief about the payment, as required by section 1185.1 of the Commission’s regulations. A true and correct copy (authenticated by the State Controller’s Office by declaration signed under penalty of perjury) of an official record held by the State Controller’s Office showing that payment was made to the claimant for this mandated program for fiscal year 1995-1996 in the amount of \$11,122.00, would satisfy this evidentiary requirement. Nor has a percipient witness from the Controller’s Office with personal knowledge that the payment was made (either by the witness completing the paperwork required for the payment to be made, or by the witness being present when payment was made to the claimant on June 11, 2002) provided sworn testimony or documentation signed under penalty of perjury.

Thus, until there is evidence in the record that the claim has been paid or the claimant has withdrawn the incorrect reduction claim, the Commission is required to proceed on this item and determine the merits of the claim.

### **Procedural History**

On November 27, 1996, the claimant filed a reimbursement claim with the State Controller’s Office for actual costs incurred in fiscal year 1995-1996 for filing reimbursement claims on 13 state-mandated programs in the total amount of \$38,214.00.<sup>1</sup> The claimant sought reimbursement for the following employee costs:

- Salary and benefits for 74 school district employees to prepare the reimbursement claims for the 15 state-mandated programs in the amount of \$34,597.00. These employees

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<sup>1</sup> The state-mandated programs identified in the reimbursement claim are Mandate Reimbursement Process, Notification of Truancy, Certification of Teacher Evaluations, School Bus Safety, Open Meetings Act, Pupil Health Screening, Charter Schools, Aids Prevention Instruction, Collective Bargaining, Removal of Chemicals, Immunization Records, Physical Examination for Scoliosis, Credential Monitoring, Emergency Procedures, and School Crimes Reporting.

include accountants, controller, principals, vice principals, attendance clerks, administrative assistants, resource teachers, office assistants, office managers, purchasing agents, superintendents, directors, custodians, transportation manager, secretaries, payroll specialists, dispatcher/driver, and support services.

- Cost of attending School Services of California “Mandated Cost Claim Classes” in the amount of \$50.00.

On September 9, 1998, the State Controller’s Office notified the claimant following a desk audit that it reduced the reimbursement claim by \$11,122.00 for “excessive time.” The claimant sent two letters and documentation to support the costs claimed to the State Controller’s Office in September and October 1998. The September letter also confirmed a conversation with the State Controller’s Office that the reduction “findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred [by the claimant] in performing this mandated program.” The Controller’s Office did not respond to the letters. On September 6, 2001, the claimant filed the incorrect reduction claim with the Commission. On September 19, 2001, the incorrect reduction claim was deemed complete and issued for comment. No comment was filed on the incorrect reduction claim.

The draft staff analysis was issued on January 21, 2011. As described above, the State Controller’s Office filed comments on February 1 and 4, 2011, asserting that payment has been made. The claimant has not filed comments on the draft staff analysis, or withdrawn the claim.

### **Commission Responsibilities**

Government Code section 17561, subdivision (b), authorizes the State Controller’s Office to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state-mandated costs that the State Controller’s Office determines is excessive or unreasonable.

Government Code Section 17551, subdivision (d), requires the Commission to hear and decide a claim that the State Controller’s Office has incorrectly reduced payments to the local agency or school district.

If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.7 of the Commission’s regulations requires the Commission to send the Statement of Decision to the State Controller’s Office and request that the costs in the claim be reinstated.

### **Analysis**

The State Controller’s Office reduced the claim in the amount of \$11,122.00 following a desk audit because of “excessive time” purportedly spent by the claimant’s employees performing the reimbursable activities to prepare and submit reimbursement claims.

Of the total amount claimed by the claimant for fiscal year 1995-1996 (\$38,214.00), 90 percent is for the salaries and benefits of school district employees “preparing and submitting” reimbursement claims for state-mandated programs and for training (\$34,597.00). There is no evidence in the record of which employee’s time the Controller’s Office determined is excessive, or what activities performed by the claimant’s employees took too long.

However, the claimant submitted a letter dated September 22, 1998, confirming a telephone conversation with the State Controller’s Office explaining that the Controller’s “findings were based on statistics generated from reimbursement claims submitted by other school districts, not

from the actual cost incurred [by the claimant] in performing this mandated program.” The Controller’s Office has not rebutted this letter and, thus, it is presumed that the Controller’s reduction of the claimant’s costs to prepare and submit reimbursement claims is based on statistics generated from the reimbursement claims filed by other school district claimants; i.e., the average time it took other districts to perform the reimbursable activities.

For the reasons below, staff finds that the reduction by the State Controller’s Office is not based on the parameters and guidelines adopted by the Commission, and not supported by the evidence in the record for the actual costs incurred by the claimant for the *Mandate Reimbursement Process I* program. Therefore, staff finds that the State Controller’s reduction of costs in this case is incorrect.

The parameters and guidelines require that reimbursement claims for the costs incurred by a claimant’s employees be based on actual costs. Section V of the parameters and guidelines states that “all costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts” and allowable costs include, “but are not limited to,” “salaries and benefits, service and supplies, contracted services, training and overhead.” Section VI of the parameters and guidelines provides that source documents that evidence the validity of the actual costs be made available upon request of the State Controller’s Office. The parameters and guidelines do not provide for reimbursement based on the average time it takes the employees of all eligible claimants to prepare and submit reimbursement claims, or any other statistical method based on the claiming data of other claimants.

Nevertheless, by using average costs or statistics generated from the reimbursement claims of other eligible claimants, the State Controller’s Office is applying a “uniform cost allowance” or “allocation formula” to the claimant’s reimbursement claim. A “uniform cost allowance” or “allocation formula” is a reimbursement methodology based on a unit cost or a standard formula adopted by the Commission for the reimbursement of state-mandated costs, and is used in lieu of requiring documentation for actual costs incurred.<sup>2</sup>

The State Controller’s Office, however, does not have the authority to apply a uniform cost allowance or allocation formula when auditing reimbursement claims if such formulas or uniform cost allowances are not included in the parameters and guidelines adopted by the Commission.<sup>3</sup>

Moreover, the reduction by the State Controller’s Office is not supported by the evidence in the record that does support the actual costs incurred and claimed by the claimant for the *Mandate Reimbursement Process I* program. In accordance with the parameters and guidelines and claiming instructions, the claimant identified in the reimbursement claim each employee’s name, position, hourly rate, hours worked on the reimbursable activities, and salary and benefit amounts for the time it took to prepare and submit reimbursement claims for fiscal year 1995-1996. The reimbursement claim was certified by the claimant under penalty of perjury. In addition, documentation in the form of employee time logs for fiscal year 1995-1996 (titled “mandated costs log sheet”) signed by the employee performing the reimbursable tasks was

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<sup>2</sup> See current definition in Government Code sections 17557 and 17518.5.

<sup>3</sup> Government Code sections 17557 and 17558.



submitted and made available to the State Controller's Office. The time logs identify the task performed by the employee, the date, and the time spent performing the task. The tasks identified in the time logs are consistent with preparing and submitting reimbursement claims for the state-mandated costs for the programs identified in the reimbursement claim. In addition, receipts and agendas for in-service mandates training, an activity that is eligible for reimbursement, were submitted.

Accordingly, staff finds that the State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* program.

**Conclusion**

Staff concludes that the State Controller's Office incorrectly reduced the costs incurred by Redwood City Elementary School District in the amount of \$11,122.00 for fiscal year 1995-1996 for the *Mandate Reimbursement Process I* program.

**Staff Recommendation**

Staff recommends that the Commission adopt this analysis to approve the incorrect reduction claim filed by Redwood City Elementary School District and request the State Controller's Office to reinstate the full amount reduced, \$11,122.00, to Redwood City Elementary School District.

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## STAFF ANALYSIS

### Claimant

Redwood City Elementary School District

### Chronology

- 04/24/86 Commission adopts Statement of Decision on *Mandate Reimbursement Process I* test claim (Ex. B)
- 11/20/86 Commission adopts parameters and guidelines on *Mandate Reimbursement Process I*
- 10/26/95 Amended parameters and guidelines adopted for *Mandate Reimbursement Process I*, beginning in the 1995-1996 fiscal year (Ex. C)
- 04/96 State Controller's Office issues revised claiming instructions for *Mandate Reimbursement Process I*
- 11/27/96 Claimant files reimbursement claim for actual costs incurred for the 1995-1996 fiscal year in the amount of \$38,214.00
- 09/09/98 State Controller's Office issues an adjustment letter to the claimant, reducing reimbursement claim by the sum of \$11,122.00
- 09/22/98 Claimant sends letter and supporting documentation (time log sheets) for the reimbursement claim to State Controller's Office
- 10/23/98 Claimant sends letter to State Controller's Office requesting a response on the matter
- 09/06/01 Claimant files incorrect reduction claim with the Commission (Ex. A)
- 09/19/01 Commission deems incorrect reduction claim complete and issues claim for comment
- 01/21/11 Draft staff analysis issued for comment (Ex. D)
- 02/01/11 State Controller's Office files comments on draft staff analysis stating that it paid the claimant's claim in full in 2002 and requests the Commission to withdraw the incorrect reduction claim (Ex. E)
- 02/04/11 State Controller's Office files letter addressed to the claimant indicating that the school district's reimbursement claim was paid in full in 2002, and requests that the claimant withdraw the incorrect reduction claim (Ex. F)

### I. Background

This is an incorrect reduction claim filed by claimant, Redwood City Elementary School District. The claimant filed a reimbursement claim for the *Mandate Reimbursement Process I* program for fiscal year 1995-1996 in the total amount of \$38,214.00 to prepare and submit reimbursement claims to the State Controller's Office for the reimbursement of state-mandated costs. The State Controller's Office reduced the claim by \$11,122.00 for "excessive time." The claimant seeks a determination from the Commission pursuant to Government Code section 17551,

subdivision (d), that the State Controller's Office incorrectly reduced the claim and requests that the Controller reinstate the \$11,122.00 reduced.

### The Mandate Reimbursement Process I Program

In 1986, the Commission approved a test claim on the *Mandate Reimbursement Process I* program, and determined that the statutory process in Government Code section 17500 and following (as originally added in 1984) for the determination of, and reimbursement for, state-mandated costs pursuant to article XIII B, section 6 of the California Constitution, imposed a reimbursable state-mandated program.

The parameters and guidelines adopted by the Commission recognize that "since local costs would not have been incurred for test claims and reimbursement claims but for the implementation of state-imposed mandates, all resulting costs are recoverable." Thus, the parameters and guidelines authorize reimbursement for the costs to prepare and file successful test claims, reimbursement claims, and incorrect reduction claims.<sup>4</sup>

The dispute here involves the costs to prepare and submit reimbursement claims for state-mandated programs. Under the parameters and guidelines, claimants are eligible to claim reimbursement for these costs as follows:

#### C. Reimbursable Activities – Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

The parameters and guidelines also provide instructions for preparing reimbursement claims for the costs incurred as follows:

#### VI. Claim Preparation

##### A. Supporting Data

All claims must be submitted in a timely fashion and contain sufficient documentation to support the amounts for which reimbursement is sought. A list of mandates causing the claiming costs should be included, but it is not necessary to show the claiming costs for each documentation to support the amounts for which reimbursement is mandate[d].

For auditing purposes, all costs claimed must be traceable to source documents or worksheets that show evidence of and the validity of such costs. These documents must be kept of file for a period of no less than 3 years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller.

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<sup>4</sup> The parameters and guidelines have been amended many times to reflect state budget acts that limited reimbursement for independent contractor costs for preparation and submission of reimbursement claims. The parameters and guidelines in effect for fiscal year 1995-1996 are in Exhibit C.

B. Salaries and Benefits

Employee costs should be supported by the following: employee name, position (job title), productive hourly rate, hours worked, salary and benefit amounts, and a description of the tasks performed as they relate to this mandate.

C. Service and Supplies

Identify any direct costs for materials that have been consumed or expended specifically for this mandate. Indirect costs may be included in the overhead calculation.

D. Contract Services

Costs incurred for contract services and/or legal counsel that assist in the preparation, submission and/or presentation of claims are recoverable. Provide copies of the invoices and/or claims that were paid.

E. Training

Include the costs of classes designed to assist the claimant in identifying and correctly preparing State-required documentation for specific reimbursable mandates. Such costs include, but are not limited to, salaries and benefits, transportation, registration fees, per diem, and related costs incurred because of this mandate.

The claiming instructions issued by the State Controller's Office for the *Mandate Reimbursement Process I* program similarly provide that "All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable." The claiming instructions further allow reimbursement for "Classes for Claim Preparation" as follows:

The costs of attending classes designed to assist the claimant in identifying and correctly preparing the required documentation for a specific mandate are reimbursable. Allowable costs include, but are not limited to, salaries and benefits, transportation, registration fees and per diem.

Please note that costs of preparing and submitting reimbursement claims should be claimed in the fiscal year in which costs were incurred rather than in the fiscal year of the program cost.

For example, the initial filing deadline for Chapter 1117/84, Airport Land Use, for the increased costs incurred in the 1985/86 through 1988/89 fiscal years was May 15, 1990. The costs would be incurred in the 1989/90 fiscal year to prepare and to file reimbursement claims for all four fiscal years. Therefore, the costs should be identified in the 1989/90 Mandate Reimbursement Process claim.<sup>5</sup>

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<sup>5</sup> Exhibit A.

### Reimbursement Claim Filed by Claimant and Reduction by State Controller's Office

In November 1996, the claimant filed a reimbursement claim with the State Controller's Office for actual costs incurred in fiscal year 1995-1996 for filing reimbursement claims on 13 state-mandated programs in the total amount of \$38,214.00.<sup>6</sup> The claimant sought reimbursement for the following costs:

- Salary and benefits for 74 school district employees to prepare the reimbursement claims for the 15 state-mandated programs in the amount of \$34,597.00. These employees include accountants, controller, principals, vice principals, attendance clerks, administrative assistants, resource teachers, office assistants, office managers, purchasing agents, superintendents, directors, custodians, transportation manager, secretaries, payroll specialists, dispatcher/driver, and support services;
- Supplies: "postage and paper, copying and binders" in the amount of \$125.00;
- Cost of attending School Services of California "Mandated Cost Claim Classes" in the amount of \$50.00;
- Registration fee for the school district's controller to attend "Mandated/Cost Academy class" on the Collective Bargaining program in the amount of \$159.00; and
- Annual fee and supply costs to the accountant for mandated cost preparation in the amounts of \$675.00 and \$384.00, respectively.

The reimbursement claim was certified and signed by the claimant under penalty of perjury.

On September 9, 1998, the State Controller's Office issued a notice of adjustment to the claimant following a desk audit, reducing the reimbursement claim by a sum of \$11,122.00 for "excessive time."<sup>7</sup>

On September 22, 1998, the claimant sent a letter to the State Controller's Office with documentation to support the reimbursement claim. The letter states the following:

On our phone conversation on September 17, 1998, you explained that your findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred in performing this mandated program. As a result, your office reduced our reimbursement claim without requesting any supporting documentation from us. We have been diligently collecting the information on a regular basis. We have conducted in-service training in order to collect and file a more accurate claim. We have filed for a number of retroactive claims. We have responded to every single request for documentation from your office. All of these activities involve a great deal of

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<sup>6</sup> See Exhibit A. The state-mandated programs identified in the reimbursement claim are Mandate Reimbursement Process, Notification of Truancy, Certification of Teacher Evaluations, School Bus Safety, Open Meetings Act, Pupil Health Screening, Charter Schools, Aids Prevention Instructions, Collective Bargaining, Removal of Chemicals, Immunization Records, Physical Examination for Scoliosis, Credential Monitoring, Emergency Procedures, and School Crimes Reporting.

<sup>7</sup> Exhibit A.

time. The claiming instructions indicated that "All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable." Our claims were prepared based on the actual time records and other supporting documentation.<sup>8</sup>

The documentation supporting the claim includes log and time sheets prepared by the claimant's employees that record the activity performed to claim reimbursement for the state-mandated programs identified in the reimbursement claim, the date, and the time spent on the activity; notice, agendas, and sign-in sheets for in-service training on claiming mandated costs; purchase orders for supplies; and an invoice and agreement for mandated cost claims services from School Services of California.

On October 23, 1998, the claimant sent a second letter to the State Controller's Office requesting a response on the matter.<sup>9</sup> The claimant received no response from the State Controller's Office.

## **II. Positions of the Parties**

### Claimant

The claimant alleges that its reimbursement claim complied with the parameters and guidelines and claiming instructions for the *Mandate Reimbursement Process I* program. The claimant further argues that it properly claimed reimbursement for the actual costs incurred, and that the reduction by the State Controller's Office is arbitrary, capricious, and contrary to law. The claimant describes its process for preparing and filing reimbursement claims as follows:

According to the Adjustment Letter from the SCO dated September 8, 1998, \$11,122.00 was disallowed due to excessive time. This allegation is not valid since the District documented the total time spent to prepare the reimbursement claims. The Redwood City Elementary School District on an annual basis would perform the following regimen to obtain data in order to file its SB90 reimbursement claims:

On a monthly basis, a staff member from the District Office would visit the 15 school sites to meet and collect mandate information from various personnel (Principal, Vice-Principal, Office Manager, Attendance Clerk, Nurse, and Outreach Specialist). Each school site visit would take no less than 1 hour but not more than two hours to gather the necessary information. This also included travel time. Before a site visit occurred, there was a coordination effort between the District office staff and the staff at the school site to schedule a meeting date. Once at the site, the District office staff member would interview the appropriate personnel and review the requirement of each applicable mandate.

During the 1995-1996 fiscal year, school districts were eligible to file approximately 19 mandates. If the site incurred costs for a mandate, the District office member would make sure the time was valid and documented and that the supporting material would be available in case of an audit.

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<sup>8</sup> Exhibit A.

<sup>9</sup> Exhibit A.

At the end of the fiscal year, the District Office staff would go through all of the log sheets accumulated from the sites and separate the information for each mandate into a file. For each mandate, the SB90 coordinator had to tally the individual time for each applicable reimbursable component.

The same process was carried out in meeting with district office staff. Additional time was spent attending SB90 workshops, creating data collection forms for school sites, creating master claim forms in excel to mimic the Office of State Controller's forms, gathering information on district salaries and then calculating the productively hourly rate [sic] along with benefits.

During the 1995-1996 fiscal year, there were three new claims due to the State for a first-time filing. ...

In addition to the annual claims due November 30, 1996, the District worked on researching the new requirements of the mandate, determined whether or not the District was in compliance and if so, which was the case, begin a process of gathering the necessary information and implementing a methodology to keep track of current time. Once the information was gathered, time was spent to prepare the claims for each of the eligible fiscal years.

All of the district staff time related to SB90 has been documented ...

The claimant requests that the Controller reinstate the full costs reduced in the amount of \$11,122.00.

#### State Controller's Office

On February 1, 2011, the State Controller's Office filed comments, which state that the Controller paid the claim in full on June 11, 2002, and requests that the Commission withdraw the incorrect reduction claim as follows.

The State Controller's Office (SCO) reinstated the full costs in the amount of \$11,122 and the claim was paid in full.

On June 11, 2002, the SCO made the payment of \$11,122 per claim schedule MA13655A, the amount of the warrant was \$8,078 because \$3,044 was an offset for an account receivable. Since the obligation was satisfied, the SCO is requesting that you withdraw the subject IRC from the Commission as soon as possible because this IRC is on the agenda for the March 24, 2011 hearing.<sup>10</sup>

On February 4, 2011, the State Controller's Office filed a letter it sent to the claimant indicating that the claim was paid on June 11, 2001, and requesting the claimant to withdraw the incorrect reduction claim. Attached to the letter is another letter sent to the claimant on December 11, 2001, which states that the Controller's Office "reviewed the claim and concur that the following amount is due to the school district: . . . ." <sup>11</sup>

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<sup>10</sup> The letter was filed February 1, 2011, but is actually dated February 4, 2011. See Exhibit E.

<sup>11</sup> Exhibit F.

### III. Discussion

Government Code section 17561, subdivision (b), authorizes the State Controller's Office to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state mandated costs that the State Controller's Office determines is excessive or unreasonable.

Government Code Section 17551, subdivision (d), requires the Commission to hear and decide a claim that the State Controller's Office has incorrectly reduced payments to the local agency or school district. That section states the following:

The commission, pursuant to the provisions of this chapter, shall hear and decide upon a claim by a local agency or school district filed on or after January 1, 1985, that the Controller has incorrectly reduced payments to the local agency or school district pursuant to paragraph (2) of subdivision (b) of Section 17561.

If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.7 of the Commission's regulations requires the Commission to send the Statement of Decision to the State Controller's Office and request that the costs in the claim be reinstated.

**A. The State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* Program.**

State Controller's Assertion that the Claim Has Been Paid in Full

On February 1, 2011, the State Controller's Office filed comments on the draft staff analysis asserting that it reinstated the full amount reduced and paid the entire claim on June 11, 2002, "per claim schedule MA13655A." The Controller's Office therefore requests that the Commission withdraw this incorrect reduction claim. On February 4, 2011, the Controller's Office also filed with the Commission a letter dated December 11, 2001 to the claimant, which states that "we reviewed the claim and concur that the following amount [\$11,122.00, the amount the claimant alleges was incorrectly reduced] is due to the school district . . ." The Controller's Office requests that the claimant withdraw the incorrect reduction claim.

First, the Commission does not have the authority to withdraw an incorrect reduction claim. Only the claimant has that authority and can withdraw an incorrect reduction claim by written application any time before a decision is adopted or by oral application at the time of the hearing. (Cal. Code Regs., tit. 2, § 1185.6.) The claimant has not filed an application to withdraw this claim.

In addition, the Controller's letters contain only hearsay assertions of payment, but there is no evidence of payment. Hearsay evidence may be used for purposes of supplementing or explaining other evidence, but hearsay evidence shall not be sufficient itself to support a finding. (Cal. Code Regs., tit. 2, § 1187.5, subd. (a).) The December 11, 2001 letter to the claimant acknowledges that payment is due, but says nothing about whether payment was made. The February 2011 letters assert that payment was made in June 2002 by "claim schedule MA13655A."

However, the Controller's assertion of fact that the claim was paid in full eight years ago is not supported by any documentary evidence of payment authenticated by a declaration signed under



penalty of perjury by a person who is authorized and competent to authenticate such records and who has information or belief about the payment, as required by section 1185.1 of the Commission's regulations. A true and correct copy (authenticated by the State Controller's Office by declaration signed under penalty of perjury) of an official record held by the State Controller's Office showing that payment was made to the claimant for this mandated program for fiscal year 1995-1996 in the amount of \$11,122.00, would satisfy this evidentiary requirement. Nor has a percipient witness from the Controller's Office with personal knowledge that the payment was made (either by the witness completing the paperwork required for the payment to be made, or by the witness being present when payment was made to the claimant on June 11, 2002) provided sworn testimony or documentation signed under penalty of perjury.

Thus, until there is evidence in the record that the claim has been paid or the claimant has withdrawn the incorrect reduction claim, the Commission is required to proceed on this item and determine the merits of the claim.

#### Merits of Incorrect Reduction Claim

The dispute here involves the costs incurred by the claimant to prepare and submit reimbursement claims for state-mandated costs. Under the parameters and guidelines for the *Mandate Reimbursement Process I* program, claimants are eligible to claim reimbursement for "all costs incurred for the preparation and submission of successful reimbursement claims," including the time spent in mandates training, as follows:

##### C. Reimbursable Activities – Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

The State Controller's Office reduced the claim in the amount of \$11,122.00 following a desk audit because of "excessive time" purportedly spent by the claimant's employees performing the reimbursable activities. Of the total amount claimed by the claimant for fiscal year 1995-1996 (\$38,214.00), 90 percent is for the salaries and benefits of school district employees "preparing and submitting" reimbursement claims for state-mandated programs and for training (\$34,597.00). There is no evidence in the record of which employee's time the Controller's Office determined is excessive, or what activities performed by the claimant's employees took too long.

However, the claimant submitted a letter dated September 22, 1998, confirming a telephone conversation with the State Controller's Office explaining that the Controller's "findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred [by the claimant] in performing this mandated program." The Controller's Office has not rebutted this letter and, thus, it is presumed that the Controller's reduction of the claimant's costs to prepare and submit reimbursement claims is based on statistics generated from the reimbursement claims filed by other school district claimants; i.e., the average time it took other districts to perform the reimbursable activities.

For the reasons below, staff finds that the reduction by the State Controller's Office is not based on the parameters and guidelines adopted by the Commission, and not supported by the evidence

in the record for the actual costs incurred by the claimant for the *Mandate Reimbursement Process I* program. Therefore, staff finds that the State Controller's reduction of costs in this case is incorrect.

The parameters and guidelines require that reimbursement claims for the costs incurred by a claimant's employees be based on actual costs. Section V of the parameters and guidelines states that "all costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts" and allowable costs include, "but are not limited to," "salaries and benefits, service and supplies, contracted services, training and overhead." Section VI of the parameters and guidelines provides that source documents that evidence the validity of the actual costs be made available upon request of the State Controller's Office. The parameters and guidelines do not provide for reimbursement based on the average time it takes the employees of all eligible claimants to prepare and submit reimbursement claims, or any other statistical method based on the claiming data of other claimants.

Nevertheless, by using statistics generated from the reimbursement claims of other eligible claimants, the State Controller's Office is applying a "uniform cost allowance" or "allocation formula" to the claimant's reimbursement claim. A "uniform cost allowance" or "allocation formula" is a reimbursement methodology based on a unit cost or a standard formula adopted by the Commission for the reimbursement of state-mandated costs, and is used in lieu of requiring documentation for actual costs incurred.<sup>12</sup>

The State Controller's Office, however, does not have the authority to apply a uniform cost allowance or allocation formula when auditing reimbursement claims if such formulas or uniform cost allowances are not included in the parameters and guidelines adopted by the Commission.

The authority to adopt a uniform cost allowance or other reimbursement methodology belongs to the Commission. At the time the Commission adopted the original parameters and guidelines for the *Mandate Reimbursement Process I* program, and when the Commission amended the parameters and guidelines for fiscal year 1995-1996, Government Code section 17557 provided that "in adopting parameters and guidelines, the Commission may adopt an allocation formula or uniform allowance which would provide for reimbursement of each local agency or school district of a specified amount each year." Today, the Legislature has clarified the Commission's authority to adopt a "reasonable reimbursement methodology" that "shall be based on general allocation formulas, uniform cost allowances, and other approximations of local costs." The reasonable reimbursement methodology must be based on cost information from a representative sample of eligible claimants and consider the variation of costs among local agencies and school districts to implement the mandate in a cost-efficient manner.<sup>13</sup> Pursuant to Government Code section 17558, the claiming instructions prepared by the Controller's Office are required to be derived from the parameters and guidelines adopted by the Commission.

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<sup>12</sup> See current definition in Government Code section 17518.5.

<sup>13</sup> Government Code sections 17557, subdivision (b), and 17518.5 (as last amended by Stats. 2007, ch. 329.).

Since the Controller's audit and reduction of costs to prepare and submit reimbursement claims is based on the statistical time data of other claimants, the audit and reduction does not comply with the parameters and guidelines that require reimbursement based on the actual time and costs incurred by the claimant.

Moreover, the reduction by the State Controller's Office is not supported by the evidence in the record that does support the actual costs incurred and claimed by the claimant for the *Mandate Reimbursement Process I* program. In accordance with the parameters and guidelines and claiming instructions, the claimant identified in the reimbursement claim each employee's name, position, hourly rate, hours worked on the reimbursable activities, and salary and benefit amounts for the time it took to prepare and submit reimbursement claims for fiscal year 1995-1996. The reimbursement claim was certified by the claimant under penalty of perjury. In addition, documentation in the form of employee time logs for fiscal year 1995-1996 (titled "mandated costs log sheet") signed by the employee performing the reimbursable tasks was submitted and made available to the State Controller's Office. The time logs identify the task performed by the employee, the date, and the time spent performing the task. The tasks identified in the time logs are consistent with preparing and submitting reimbursement claims for the state-mandated costs for the programs identified in the reimbursement claim. In addition, receipts and agendas for in-service mandates training, an activity that is eligible for reimbursement, were submitted.

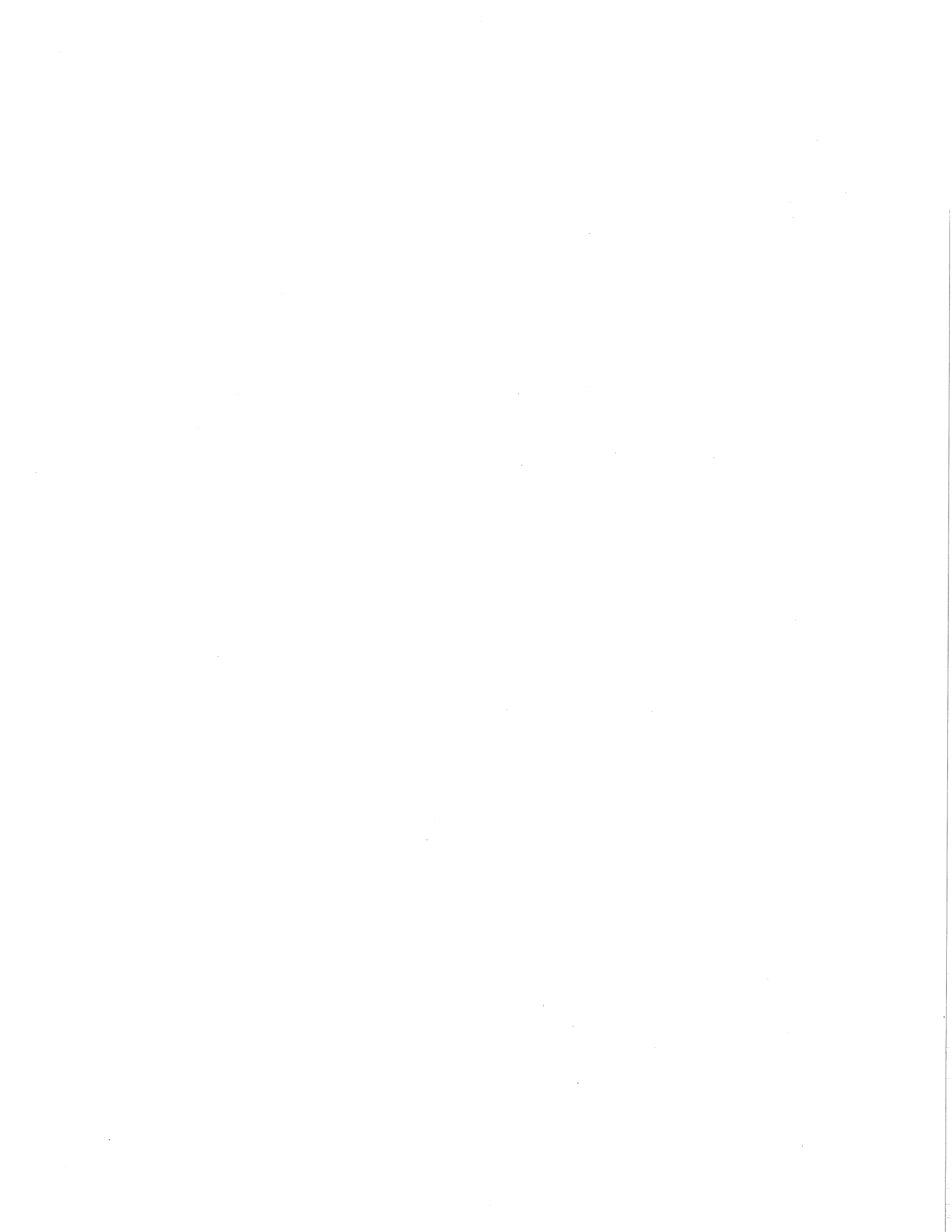
Accordingly, staff finds that the State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* program.

#### **IV. Conclusion**

For the foregoing reasons, staff concludes that the State Controller's Office incorrectly reduced the costs incurred by Redwood City Elementary School District in the amount of \$11,122.00 for fiscal year 1995-1996 for the *Mandate Reimbursement Process I* program.

#### **V. Staff Recommendation**

Staff recommends that the Commission adopt this analysis to approve the incorrect reduction claim filed by Redwood City Elementary School District and request the State Controller's Office to reinstate the full amount reduced, \$11,122.00, to Redwood City Elementary School District.



## Commission on State Mandates

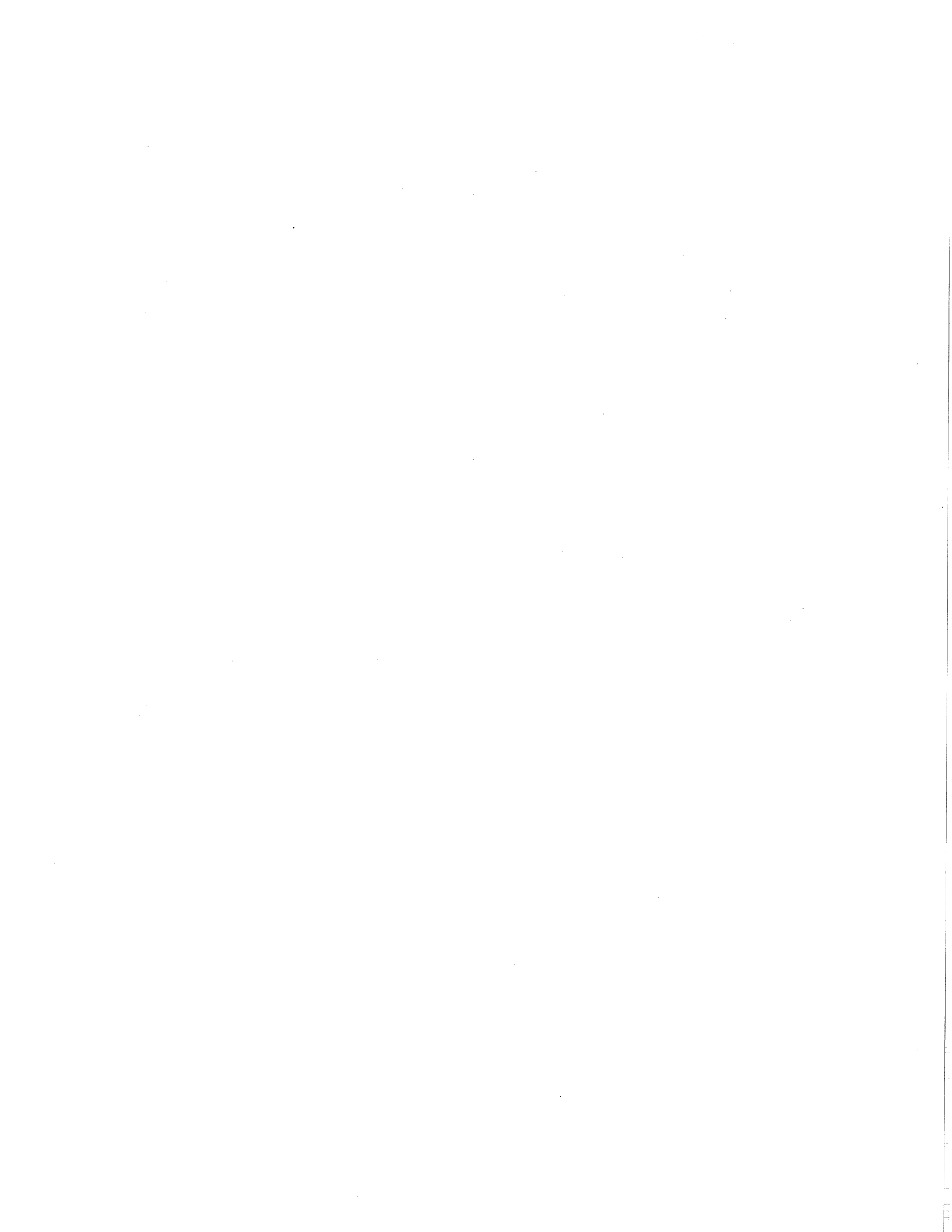
Original List Date: 9/30/2001  
Last Updated: 2/24/2011  
List Print Date: 03/03/2011  
Claim Number: 01-4485-I-01  
Issue: Mandate Reimbursement Process

### Mailing List

#### TO ALL PARTIES AND INTERESTED PARTIES:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.2.)

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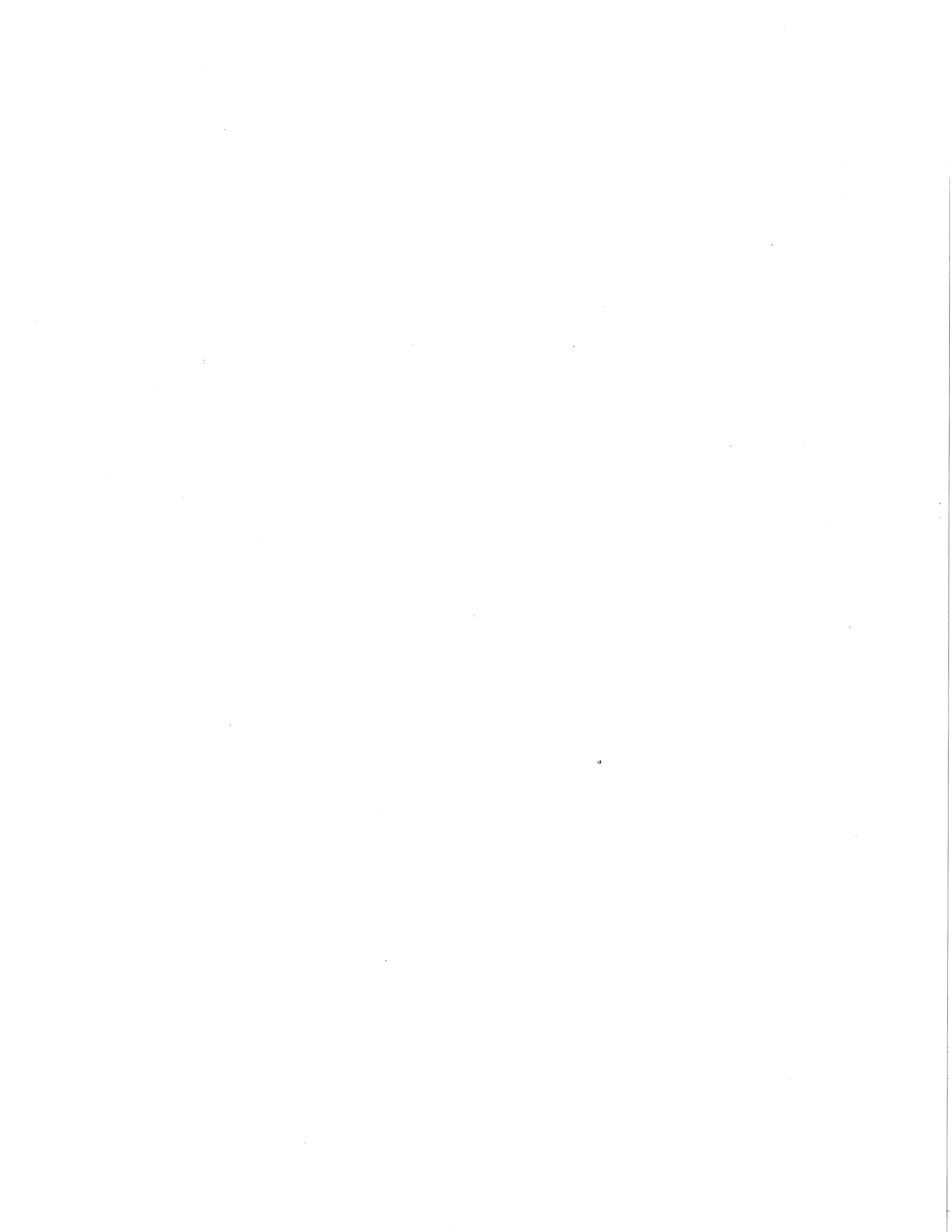
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**ITEM 9**  
**INCORRECT REDUCTION CLAIM**  
**FINAL STAFF ANALYSIS**

Statutes of 1984, Chapter 1459  
Statutes of 1975, Chapter 486

*Mandate Reimbursement Process I*  
Fiscal Year 1995-1996  
01-4485-I-01

Redwood City Elementary School District, Claimant

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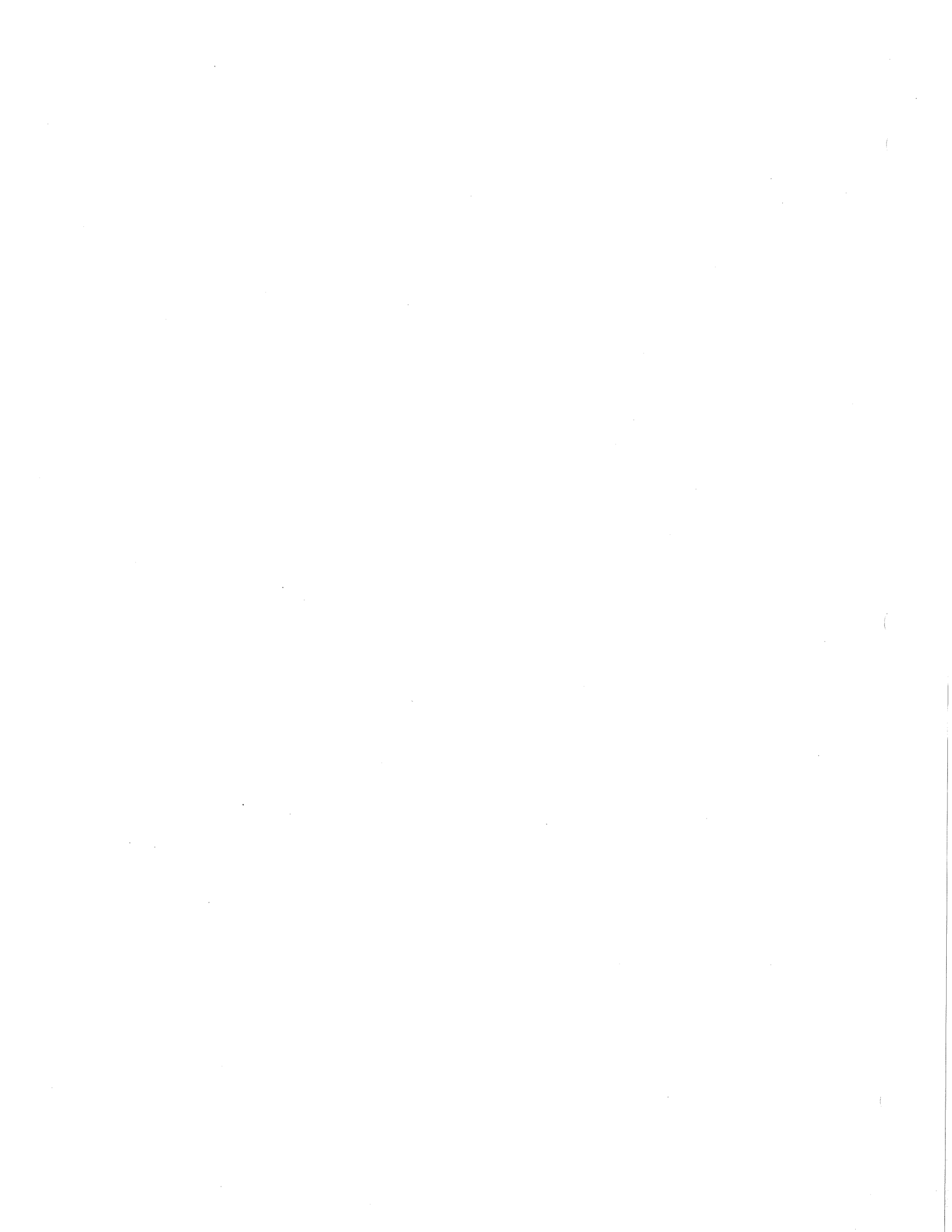
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COMMISSION ON STATE MANDATES  
380 Ninth Street, Suite 300  
Sacramento, CA 95814

(916) 323-3562  
CSM 2(2/91)

**INCORRECT REDUCTION CLAIM FORM**

For Official Use Only
<b>RECEIVED</b>
SEP 06 2001
SEP 06 2001
<b>COMMISSION ON STATE MANDATES</b>
Claim No.

Local Agency or School District Submitting Claim

Redwood City Elementary School District

Contact Person

Allan Burdick or Ferlyn Junio

Telephone No.

(916) 485-8102

Address

4320 Auburn Blvd., Suite 2000, Sacramento CA 95814

Representative Organization to be Notified

School Services of California, 1121 L Street, Suite 1060, Sacramento CA 95814

This claim alleges an incorrect reduction of a reimbursement claim filed with the state Controller's Office pursuant to section 17561 of the Government Code. This incorrect reduction claim is filed pursuant to section 17551(b) of the Government Code.

CLAIM IDENTIFICATION: Specify Statute or Executive Order

Mandate Reimbursement Process-Chapter 486, Statutes of 1975 & Chapter 1459, Statutes of 1984

Fiscal Year\*

Amount of the Incorrect Reduction

1995-1996

\$11,122

TOTAL

\$11,122

\*More than one fiscal year may be claimed.

**IMPORTANT: PLEASE SEE INSTRUCTIONS AND FILING REQUIREMENTS FOR COMPLETING AN INCORRECT REDUCTION CLAIM ON THE REVERSE SIDE.**

Name and Title of Authorized Representative

Krishna Kirpalani / Asst. Supt., Business Services

Telephone No.

(650) 423-2232

Signature of Authorized Representative

*Krishna Kirpalani*

Date

9/5/01

**Incorrect Reduction Claim  
for  
Redwood City Elementary School District**

**INCORRECT REDUCTION CLAIM OF THE  
REDWOOD CITY ELEMENTARY SCHOOL DISTRICT**

Chapter 486, Statutes of 1975  
Chapter 1459, Statutes of 1984  
Mandate Reimbursement Process

The State Controller's Office (hereinafter SCO) incorrectly reduced the claim of the Redwood City Elementary School District (hereinafter District) for reimbursement of the District's costs of implementing the requirements of Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984. The District's claim complied with the Parameters and Guidelines and Claiming Instructions for Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984, and is supported by substantial documentation and evidence. However, the SCO's reduction of this claim is arbitrary, capricious, and contrary to law.

**I. SUMMARY OF THE CLAIM**

The State Controller's Office incorrectly reduced the claim of the Redwood City Elementary School District for reimbursement of the District's costs of implementing the requirements of Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984, referred to as Mandate Reimbursement Process. The SCO reduced the Mandate Reimbursement Process Claim filed by the District for the 1995-96 fiscal year.

The Commission on State Mandates (CSM) has the authority pursuant to Government Code, Section 17551(b) to hear and decide upon a claim by a local agency or school district filed on or after January 1, 1985, that the Controller has incorrectly reduced payments to the local agency or school district pursuant to paragraph (2) of subdivision (d) of Section 17561. The Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984 is a school district as defined in Government Code, Section 17519.

**II. STATEMENT OF ISSUES IN DISPUTE**

The following is a list of issues associated with this claim:

1. The amount claimed by the District for reimbursement of the costs of the mandate imposed by Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984, fairly represents the actual costs incurred by the District in carrying out the mandated activities. These costs were properly claimed under the Parameters and Guidelines for Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984 adopted by the CSM, and the Claiming Instructions as prepared by the SCO. Reimbursement of these costs is mandated under Article XIII B, Section 6 of the California Constitution.
2. The adjustments to the District's reimbursement claims by the SCO's Local Reimbursement Section have no force or effect in law since:

- a) The SCO did not audit the claims or records of the District prior to denial of payment to verify the actual amount of the mandated costs, as is required by Government Code, Section 17561(d)(1)(A), and
- b) There is adequate documentation to support the \$11,122.00 reduction for Excessive Time and
- c) The adjustments made by the SCO are not supported by the evidence, and are arbitrary, capricious and contrary to law, and
- d) The incorrect reduction claim has been timely filed, and,
- e) Because the SCO has enforced and is seeking to enforce its adjustment in the contravention to the requirements of Government Code, Section 17561 and the Constitution of the State of California, the burden of proof is upon the SCO to establish a legal basis for its actions. The District has met its burden of going forward on this claim through its compliance with Title 2, California Code of Regulations, Section 1185.

3. The CSM has authority to hear this claim and direct restoration of the amounts claimed by the District which were incorrectly reduced. This claim provides sufficient information for the CSM to direct the Controller to reverse the reductions previously made and to direct the Controller to pay the District.

### **III. BRIEF HISTORY AND BACKGROUND OF MANDATE REIMBURSEMENT PROCESS**

#### **The Mandate Reimbursement Process Mandate**

Chapter 486, Statutes of 1975, established the Board of Control's authority to hear and make determinations on claims submitted by local governments that allege costs mandated by the State. In addition, Chapter 486/75 contained provisions authorizing the State Controller's Office to receive, review and pay reimbursement claims for mandated costs submitted by local governments.

Chapter 1459, Statutes of 1984 created the Commission on State Mandates which replaced the Board of Control with respect to hearing mandated cost claims. This law established the sole and exclusive procedure by which a local agency or school district is allowed to claim reimbursement as required by Section 6 of Article XIII B of the California Constitution for State mandates under the Revenue and Taxation Code (Government Code Section 17552).

Together, these laws established the process by which local agencies and school district are to receive reimbursement for State mandated programs. They also dictated reimbursement activities by requiring localities to file claims according to instructions issued by the State Controller's Office.

## Parameters and Guidelines

Parameters and Guidelines were originally adopted on November 20, 1986. They have been amended several times subsequent thereto, and were last amended on October 26, 1995 to include the operative reimbursable components of Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984. A true and correct copy of the Parameters and Guidelines is attached hereto as Exhibit 1 and incorporated herein by reference.

Specifically, the SCO has disallowed some \$11,122 for excessive time. The costs incurred were in regard to the gathering and preparation of reimbursement claims to the Office of the State Controller. Specifically, Section V.C. of the Parameters and Guidelines states the following, in pertinent part:

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

Thus, although the Parameters and Guidelines allow for such reimbursement, same was disallowed arbitrarily and capriciously, and without foundation, by the SCO. Copies of time logs and invoices were transmitted to the SCO with the claim, and are attached hereto as Exhibit 2, an incorporated herein by reference.

Notwithstanding the foregoing, the SCO disallowed \$11,122, which are assumed to fall into the categories above. Although substantial documentation was provided showing the basis for the claimed reimbursement for the total hours, the SCO has not provided District with any information as to why the documentation submitted was inadequate for their purposes.

## Controller s Claiming Instructions

The SCO issued Claiming Instructions for the within reimbursement claim. The Claiming Instructions which were effective for the within reimbursement claim were those revised on 4/96. A true and correct copy of said Claiming Instructions is attached hereto as Exhibit 3 and, and incorporated herein by reference.

It should be noted that the reimbursable components at issue herein are found in Section 6, Reimbursable Components, commencing on Page 2.

Commencing on Page 3, Section B, Reimbursement Claims is clearly a reimbursable component, including:

All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable. <sup>1</sup>

The costs of attending classes designed to assist the claimant in identifying and correctly preparing the required documentation for a specific mandate are reimbursable. Allowable costs include, but are not limited to, salaries and benefits, transportation, registration fees and per diem.

Please note that costs of preparing and submitting reimbursement claims should be claimed in the fiscal year in which costs were incurred rather than in the fiscal year of the program cost. <sup>2</sup>

It is the foregoing items of costs, which were disallowed by the SCO, notwithstanding their eligibility for reimbursement.

#### **IV. THE DISTRICT'S CLAIM AND THE CONTROLLERS REDUCTIONS**

The District timely filed claims for reimbursement of the costs incurred in implementing Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984, all completed in accordance with the Claiming Instructions in effect on the date of the claim or in accordance with information provided by the State Controller. Said claim for the 1995-1996 fiscal year were due to be filed with the Controller on or before November 30, 1996. A true and correct copy of said claim is attached hereto as Exhibit 4.

Without going through an audit, but merely a desk review, on September 9, 1998, District was notified by the SCO that its total claim in the amount of \$38,214 was reduced by the sum of \$11,122. A true and correct copy of the Adjustment Letter is attached hereto as Exhibit 5 and incorporated herein by reference. District did not agree with the reduction for excessive time.

District attempted to resolve the reduced amount on three occasions. On September 17, 1998, Krishna Kirpalani, Assistant Superintendent of Business spoke to Mr. Jeff Yee of the Office of the State Controller regarding the reduction amount. Mr. Yee stated that the SCO's findings were based on statistics generated from reimbursement claims submitted by other school districts and not from actual costs incurred in performing this mandated program. Inappropriateness on behalf of the SCO to make such a ruling, since actual costs were documented and by which claiming instructions state the reimbursement for the costs of preparing and submitting reimbursement claims.

A second attempt, involved a letter to Mr. Yee dated September 22, 1998. A true and correct copy of said letter, together with attachments, is attached hereto as Exhibit 6 and incorporated herein by reference.

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<sup>1</sup> Page 3, Item B (1)

<sup>2</sup> Page 3, Item B (2)



Not having a response from the SCO within 30 days of the original letter, Ms. Kirpalani again wrote to Mr. Yee on October 23, 1998. A true and correct copy of said letter is attached hereto as Exhibit 6 and incorporated herein by reference.

As of September 4, 2001, the District has not ever received a response from the SCO.

### Controller s Claim of Excessive Time

According to the Adjustment Letter from the SCO dated September 9, 1998, \$11,122.00 was disallowed due to excessive time. This allegation is not valid since the District documented the total time spent to prepare the reimbursement claims. The Redwood City Elementary School District on an annual basis would perform the following regimen to obtain data in order to file its SB90 reimbursement claims:

On a monthly basis, a staff member from the District Office would visit the 15 school sites to meet and collect mandate information from various personnel (Principal, Vice-Principal, Office Manager, Attendance Clerk, Nurse, and Outreach Specialist). Each school site visit would take no less than 1 hour but no more than two hours to gather the necessary information. This also included travel time. Before a site visit occurred, there was a coordination effort between the District office staff and the staff at the school site to schedule a meeting date. Once at the site, the District office staff member would interview the appropriate personnel and review the requirement of each applicable mandate.

During the 1995-1996 fiscal year, school districts were eligible to file approximately 19 mandates. If the site incurred costs for a mandate, the District office member would make sure the time was valid and documented and that the supporting material would be available in case of an audit.

At the end of the fiscal year, the District Office staff would go through all of the log sheets accumulated from the sites and separate the information for each mandate into a file. For each mandate, the SB90 coordinator had to tally the individual time for each applicable reimbursable component.

The same process was carried out in meeting with district office staff. Additional time was spent attending SB90 workshops, creating data collection forms for the school sites, creating master claim forms in excel to mimic the Office of State Controller s forms, gathering information on district salaries and then calculating the productively hourly rate along with benefits.

During the 1995-1996 fiscal year, there were three new claims due to the State for a first-time filing. Identified below are the mandates and the reimbursement period:

- 1). AIDS Prevention Instruction, Chapter 818/91, (1/1/92-6/30/92, 92/93 and 93/4)
- 2). School Testing: Physical Fitness, Chapter 1675/84 (88/89, 89/90, 90/91, 91/92, 92/93 and 93/94)
- 3). Civic Center Act, Chapter 49/84, (85/86, 86/87, 87/88, 88/89, 89/90, 90/91, 91/92)

In addition to the annual claims due November 30, 1996, the District worked on researching the new requirements of the mandate, determined whether or not the District was in compliance and if so, which was the case, begin a process of gathering the necessary information and implementing a methodology to keep track of current time. Once the information was gathered, time was spent to prepare the claims for each of the eligible fiscal years.

All of the district staff time related to SB90 has been documented for Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984.

#### V. CONCLUSION

The actions of the SCO were arbitrary, capricious and contrary to law. The CSM should find that the claim submitted by Redwood City Elementary School District was in compliance with the Parameters and Guidelines and appropriate Claiming Instructions, that the claims were supported by proper documentation, that the costs claimed by the District are all reimbursable pursuant to Article XIII B, Section 6 of the California Constitution, and direct the State Controller's Office to pay \$11,122 as allowable pursuant to the Parameters and Guidelines issued on Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984.

#### VIII. CERTIFICATION

I certify by my signature below that the statements made in this document are true and correct of my own knowledge, or as to all other matters, I believe them to be true and correct based upon information and belief.

Executed this 4 day of Sept, 2001 at Redwood City, California.

Kandina Kupalad

Name

Chief Business Official

Title

# EXHIBIT 1

Parameters and Guidelines  
Chapter 486, Statutes of 1975  
and  
Chapter 1459, Statutes of 1984

Mandate Reimbursement Process

I. Summary of Mandate

Chapter 486, Statutes of 1975, established the Board of Control's authority to hear and make determinations on claims submitted by local governments that allege costs mandated by the State. In addition, Chapter 486/75 contains provisions authorizing the State Controller's Office to receive, review, and pay reimbursement claims for mandated costs submitted by local governments.

Chapter 1459, Statutes of 1984, created the Commission on State Mandates, which replaced the Board of Control with respect to hearing mandate cost claims. This law established the "sole and exclusive procedure" by which a local agency or school district is allowed to claim reimbursement as required by Section 6 of Article XIII B of the California Constitution for State mandates under the Revenue and Taxation Code (Government Code Section 17552).

Together these laws establish the process by which local agencies are to receive reimbursement for State-mandated programs. As such, they prescribe the procedures which must be followed before mandated costs are to be recognized. They also dictate reimbursement activities by requiring localities to file claims according to instructions issued by the Controller.

II. Commission on State Mandates Decision

On March 27, 1986, the Commission on State Mandates determined that local agencies and school districts incurred "costs mandated by the State" as a result of Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984. Specifically, the commission found that these two statutes imposed a new program by requiring local governments to file claims in order to establish the existence of a mandated program as well as to obtain reimbursement for the costs of mandated programs.

III. Eligible Claimants

All local agencies and school districts incurring increased costs as a result of this mandate are eligible to claim reimbursement of those costs.

- 2 -

#### IV. Period of Claim

Section 17557 of the Government Code (GC) requires test claims to be submitted on or before November 30 following the fiscal year in which costs were incurred in order to establish eligibility for reimbursement for that fiscal year. This claim was filed by Fresno County on November 27, 1985. Therefore, only costs incurred on or after July 1, 1984, are eligible for reimbursement.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Section 2231(d) (3) of the Revenue and Taxation Code (RTC), all claims for reimbursement of costs shall be submitted within 120 days of notification by the State Controller of the enactment of the claims bill.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by RTC Section 2233.

#### V. Reimbursable Costs

##### A. Scope of Mandate

Local agencies and school districts filing successful test claims and reimbursement claims incur State-mandated costs. The purpose of this test claim was to establish that local governments (counties, cities, school districts, special districts, etc.) cannot be made financially whole unless all state mandated costs--both direct and indirect--are reimbursed. Since local costs would not have been incurred for test claims and reimbursement claims but for the implementation of State-imposed mandates, all resulting costs are recoverable.

##### B. Reimbursable Activities--Test Claims

All costs incurred by local agencies and school districts in preparing and presenting successful test claims are reimbursable, including those same costs of an unsuccessful test claim if an adverse Commission ruling is later reversed as a result of a court order. These activities include, but are not limited to, the following: preparing and presenting test claims, developing parameters and guidelines, collecting cost data, and helping with the drafting of required claiming instructions. The costs of all successful test claims are reimbursable.

Costs that may be reimbursed include the following: salaries and benefits, materials and supplies, consultant and legal costs, transportation, and allowable overhead.

- 3 -

### C. Reimbursable Activities - Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training, and overhead.

Incorrect Reduction Claims are considered to be an element of the reimbursement claim process. Reimbursable activities for successful incorrect reduction claims include the appearance of necessary representatives before the Commission on State Mandates to present the claim, in addition to the reimbursable activities set forth above for successful reimbursement claims.

## VI. Claim Preparation

### A. Supporting Data

All claims must be submitted in a timely fashion and contain sufficient documentation to support the amounts for which reimbursement is sought. A list of the mandates causing the claiming costs should be included, but it is not necessary to show the claiming costs for each mandate.

For auditing purposes, all costs claimed must be traceable to source documents or worksheets that show evidence of and the validity of such costs. These documents must be kept on file for a period of no less than 3 years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller.

### B. Salaries and Benefits

Employee costs should be supported by the following: employee name, position (job title), productive hourly rate, hours worked, salary and benefit amounts, and a description of the tasks performed as they relate to this mandate.

### C. Service and Supplies

Identify any direct costs for materials that have been consumed or expended specifically for this mandate. Indirect costs may be included in the overhead calculation.

### D. Contract Services

Costs incurred for contract services and/or legal counsel that assist in the preparation, submission and/or presentation of claims are recoverable. Provide copies of the invoices and/or claims that were paid.

- 4 -

**E. Training**

Include the costs of classes designed to assist the claimant in identifying and correctly preparing State-required documentation for specific reimbursable mandates. Such costs include, but are not limited to, salaries and benefits, transportation, registration fees, per diem, and related costs incurred because of this mandate.

**F. Allowable Overhead Costs**

Local agencies, with the exception of public school employers, have the option of using 10% of direct labor as indirect costs or preparing a departmental rate for this program using the Indirect Cost Rate Proposal method.

Public school employers shall use the J-41A Non-Restrictive Indirect Cost Rate.

**G. Legal Costs**

Legal counsel costs not exceeding \$90 per hour will be considered reimbursable, subject to proper documentation being submitted, which verifies the amounts for which reimbursement is sought.

Any amounts exceeding \$90 per hour will be subject to review by the State Controller's Office for verification and appropriateness. The reimbursability of any legal costs exceeding \$90 per hour is subject to approval by the State Controller's Office.

**VII. Offsetting Savings and Other Reimbursement**

Any offsetting savings the claimants experience as a direct result of this statute must be deducted from the costs claims. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim.

VIII. Required Certification

The following certification must accompany the claim:

I DO HEREBY CERTIFY:

THAT sections 1090 to 1096, inclusive, of the Government Code and other applicable provisions of the law have been complied with; and

THAT I am the person authorized by the local agency to file claims for funds with the State of California.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

WP 1422A



# EXHIBIT 2

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

9/5/96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
MR	2/96	Filing Mandated Reimbursement Claims for Open Meetings	8 HRS	

Madhuri Patel, 2/96, School / Department, Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY 18

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M.R	9/25	Kathy V. train staff on Mandated Reimbursement	2 hrs	
	9/26	Discuss different mandates with	2 hrs	
	9/27	various school site principals + and	8 hrs	
	9/28	to read & review cleaning instructions	1 hr	
	9/29	✓	1 hr	
	10/2	✓	1/2 hr	
	10/4	✓ @ Roosevelt	2 hrs	
	10/5	✓ @ Toff	2 hrs	
	10/10	County Mandated Review meeting	4 hrs	
	10/11	@ Hoover	2 hrs	
MR	10/18	Meeting @ Orion - pulling out logsheets	1 3/4 hr	
MR	10/24	Follow-up mandates material rec'd with Kathy V.	2 hrs	
MR	11/2	Fair Oaks - explain process - followup forms, get information	<del>2 hrs</del>	
	11/3	Deseg. Claim - prepare	8 hrs	
	11/3	Deseg. claim - prepare	<del>2 hrs</del>	
	11/3	Stochocis - prepare	8 hrs	
	11/7	Mandate Costs claims discussion	1 hr	
	11/8	& cleaning parents on preparation	2 hrs	
	11/9	& collection with Kathy V.	1 1/2 hrs	

Employee Signature: Michael Patel Date: 11/9/95 School / Department: BO Title: 4875 Counselor

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
MR	4/16	Civiccenter net - backup copies for Controller	4 hrs	
	17	✓ worksheet ✓	8 hrs.	

Employee Signature: Neelam Patel Date: 4/18/96 School / Department: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

Mohan

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M/R	10/9/95	Setting up worksheet mandated costs	.15 mins	
M/R	10/3	Travelling time Henry Ford <sup>Meeting</sup> R/T	1.40	
M/R	10/4	Travelling time Roosevelt <sup>Meeting</sup> RT	1.40	
M/R	10/5	Travelling time Taft <sup>Meeting</sup> RT	1.30	
M/R	10/11	Travelling time Hawes <sup>Meeting</sup> RT	1.30	
MR	10/17	Discussing various claims K. Vogel	1.30	
MR	10/18	Traveling time & meeting with ORION	2	
MR	10/23	working on work sheets on Computer	30 mins	
MR	10/25	Worked on SP work sheet computer	30 mins	
MR	10/30	Discussing worksheet for Collective Bargaining	.45	
MR	11/1	Discussing costs relating to collective Barg.	.30	
MR	11/4	Fair Oaks Traveling time RT	2	
MR	11/8	Review Mandate claims w/K. Vogel	45 mins	
MR	11/13	Review mandate claim w/ K. Vogel	1.5	
MR	11/14	Review Mandate claims w/ K. Vogel	1.5	
MR	11/15	Review mandate claims w/ K. Vogel	1.00	
MR	11/16	" "	450	
MR	11/17	" "	450	
MR	11/20	" "	6.00	
MR	11/21	" "	6.5	
MR	11/22	" "	3.5	

~~2014.2~~  
11.4.2

Employee Signature: Mohan Patel Date: 11/30/95 School / Department: BO Title: controller

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

Mohan

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/27	Review Mandate claims w K. Vogel	8	
MR	11/28	Process Mandate claims	8.8	
MR	11/29	" "	7	
MR	11/30	Review final Mandated claims w K. Vogel	8	
			31	

Employee Signature: Moham Patel Date: 11/30/95 School / Department: BO Title: custodian

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 1221 BUSINESS OFFICE BY THE END OF THE MONTH

\$\$\$ THIS IS A REVENUE GENERATING MACHINE

\$\$\$

(This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95/96  
Sch Year

USE FOR : All activities and costs related to compiling  
and filing Mandated Cost Reimbursement Claims

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
8/31	Civil Center - mandate	8 hrs	
8/30	✓ Reimbursement	8 hrs	
8/29	✓ Claims	3 hrs	
		19	

Moham Patel  
Date 8/31/95

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

9/6/91  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies at Other Co
MR		Prepare claims - Health Screening	10 HRS	
	Wk to 5	- Charter school	8 HRS	
	8/19/91	- School Bus Safety	12 HRS	
			<del>30</del>	

Employee Signature: Alma Jant      Date: 9/6/91      School / Department: BC / Controller      Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A.24 THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

PLEASE PRINT

NAME Vaeel Kathy  
LAST FIRST

SCHOOL/DEPT. Bus Off

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER  
1 1 1 1614 1401

SEND CHECK TO ADDRESS/SCHOOL BELOW:  
1614 1401

REASON FOR TIMESHEET (CHECK ONE)

VACANCY  PART TIME

PAY PERIOD:

ABSENCE

11TH OF 1 THRU 10TH OF 11 1975

ABSENT EMPLOYEE'S NAME

11TH 7 hours 27TH 6.5 hours

OTHER/SPECIFY REASON:

12TH 5 hours 28TH \_\_\_\_\_ hours

FUNDING SOURCE

13TH 6.5 hours 29TH \_\_\_\_\_ hours

TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

14TH \_\_\_\_\_ hours 30TH 6.5 hours

5TH \_\_\_\_\_ hours 31ST 7 hours

16TH 6.75 hours 1ST \_\_\_\_\_ hours

17TH 7 hours 2ND 4.75 hours

FOR PAYROLL OFFICE USE ONLY

18TH 7 hours 3RD 5 hours

TOTAL RATE AMOUNT PSEUDO #

19TH \_\_\_\_\_ hours 4TH \_\_\_\_\_ hours

123.75 20.00

20TH 4 hours 5TH \_\_\_\_\_ hours

21ST \_\_\_\_\_ hours 6TH 7 hours

22ND \_\_\_\_\_ hours 7TH 6 hours

23RD 7 hours 8TH 6 hours

24TH 7 hours 9TH 6 hours

25TH 6.75 hours 10TH \_\_\_\_\_ hours

26TH 5 hours

COPY DISTRIBUTION  
WHITE - BUSINESS OFFICE  
PINK - EMPLOYEE  
YELLOW - SCHOOL/DEPT.

K. Milva Kuppala  
APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST  
BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH.  
NO SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE.  
IF ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN,  
THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE. 25

Mandated Costs

REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET

95-96

PLEASE PRINT

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

NAME Vogel Kathy  
LAST FIRST

SCHOOL/DEPT. Bus Off

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER  
1 1 1 16141 400

SEND CHECK TO ADDRESS/SCHOOL BELOW:

REASON FOR TIMESHEET (CHECK ONE)

PAY PERIOD:

VACANCY PART TIME

11TH OF Sept THRU 10TH OF Oct. 1995

ABSENCE  
ABSENT EMPLOYEE'S NAME

11TH hours 27TH 7 hours

OTHER/SPECIFY REASON:

12TH hours 28TH 6 hours

FUNDING SOURCE

13TH hours 29TH 6 hours

TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

14TH hours 30TH hours

FOR PAYROLL OFFICE USE ONLY

15TH hours 31ST hours

TOTAL	RATE	AMOUNT	PSEUDO #
76	20.00	1520.00	

16TH hours 1ST hours

17TH hours 2ND 7 hours

18TH hours 3RD 7 hours

19TH hours 4TH 8 hours

20TH hours 5TH 7 hours

21ST hours 6TH 7 hours

22ND hours 7TH hours

23RD hours 8TH hours

24TH hours 9TH hours

25TH 7 hours 10TH 7 hours

26TH 7 hours

COPY DISTRIBUTION  
 WHITE - BUSINESS OFFICE  
 PINK - EMPLOYEE  
 YELLOW - SCHOOL/DEPT.

APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST  
BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH.  
NO SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE.  
IF ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN,  
THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE.

**REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET**

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

PLEASE PRINT

NAME Vogel Kathleen  
LAST FIRST

SCHOOL/DEPT. Bus. OFF

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER  
1 1 1 1 1 6141 400

SEND CHECK TO ADDRESS/SCHOOL BELOW:  
5017 Royal Estate Ct.  
San Jose, Ca. 95135

REASON FOR TIMESHEET (CHECK ONE)

VACANCY \_\_\_\_\_ PART TIME \_\_\_\_\_

PAY PERIOD:

ABSENCE \_\_\_\_\_

11TH OF Nov THRU 10TH OF Dec 1999

ABSENT EMPLOYEE'S NAME \_\_\_\_\_

\*OTHER/SPECIFY REASON:  
\_\_\_\_\_  
\_\_\_\_\_

11TH hours 7.75 27TH hours

12TH hours 8. 28TH hours

13TH 6 hours 29TH 7 hours

14TH 7.75 hours 30TH 5.25 hours

15TH 7 hours 31ST hours

16TH 6.75 hours 1ST hours

17TH 8 hours 2ND hours

18TH ~~8.5~~ hours 3RD hours

19TH hours 4TH hours

20TH 8.5 hours 5TH hours

21ST 5.75 hours 6TH hours

22ND 6 hours 7TH hours

23RD 7.25 hours 8TH hours

24TH hours 9TH hours

25TH hours 10TH hours

26TH hours

FUNDING SOURCE \_\_\_\_\_

\*TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

FOR PAYROLL OFFICE USE ONLY

TOTAL RATE AMOUNT PSEUDO #

91.00

COPY DISTRIBUTION  
WHITE - BUSINESS OFFICE  
PINK - EMPLOYEE  
YELLOW - SCHOOL/DEPT.

K. K. K.  
APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH. NO SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE. ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN, THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE.

**COPY**

for Krishna

REDWOOD CITY SCHOOL DISTRICT  
Department of Personnel  
815 Allerton Street  
Redwood City, California 94063

Yes

CONTRACTED PERSONNEL REQUEST FORM

Date 9/21/95

Name and address or person or firm to furnish contracted service

Kathleen C Vogel

5017 Royal Estates Court  
San Jose Ca 95135

What services are to be performed

Filing mandated cost claims

• Data gathering

• Data preparation

• meeting with principals and administrators

Services are to be performed on the following basis: (circle one) Hourly Weekly Monthly

Reimbursement to be based on:

Hourly Rate

Amount

\$ 20.00

Total Contract

\$ 6000

paid monthly

Daily Rate

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Monthly Rate

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Beginning date of service:

9/25/95

Ending date of service:

10/30/95

Social Security #

559-76-7117

Estimated Total Amount to be paid

6000

Requested by Krishna K. Gopalani  
Signature and Title

Recommended by Krishna K. Gopalani  
Director/Department Head

(Staff member requesting authorization will not receive personal gain as a result of contract)

AUTHORIZATION OF FUNDS:

APPROVAL:

Krishna K. Gopalani  
Assistant Superintendent - Business

Neil R. Cull  
Assistant Superintendent - Personnel

Date

9/21/95

Date

Sept 21, 1995

Funding Source:

State mandated program

Project Number:

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies at Other Co
MR	4/11/96	Review of state letter E.L. letter to life	7	
MR	4/16/96	Review of state letter K.C. letter March Elaine KK	7	
MR	4/16/96	Review of state letter K.C. letter	15	
			14.5	

*[Handwritten Signature]*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A:29HE BUSINESS OFFICE BY

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/16/95	Gladiys/Terrri Food Service	4	
MR	11/7/95	review Procedures with MOT	4	
MR	11/20/95		2	
MR	11/22/95	Mary Loren - Procedures of McC Level	4	
MR	11/27/95	meeting with Cathy repondrag 1994-95 claims	4	
MR	11/28/95	199-95 claims review	7	
MR	11/29/95	review claims	8	29.0
RC	11/29/95	Denni - Ford Service	2	
Neg	1/26/96	material to RCTA - Ken Ball	1	
RG	2/22/96	Class - E. Blenco & Smahi	1	

KK

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

Krishna

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/16	Review mandate claims w/R. Vogel	1/2	
MR	11/17	"	7	
MR	11/20	"	4	
MR	11/21	"	1/2	
MR	11/22	"	1	
MR	11/27	"	2	
MR	11/28	"	2	
<del>MR</del>	<del>11/29</del>	<del>"</del>	<del>3</del>	
MR	11/30	"	1	
MR			<del>18</del>	
MR			18	
MR				
MR				
MR				
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MR				
MR				
MR				
MR				
MR				
MR				

Krishna Kirpalani, 11/30/95  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

**NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 1311 BUSINESS OFFICE BY**

Krishna

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/2/95	Review mandated cost reim + forms w Selby	2.5	
MR	10/3/95	Review mandated cost reim + forms w clifford	2.5	
MR	10/4/95	Review mandated cost reim claims + forms w Kennedy	2.0	
MR	10/6/95	Review mandated cost reim claim forms w Roy cloud	1.00	
MR	10/11/95	Review mandated cost reim claim forms w John Bates <small>RE: Hoover</small>	.50	
MR	9-25 - 9-30	training K. Vogel regarding reim mandated reim cost claims + forms	4 <del>12.5</del>	

Krishna Kirpalani, 11/30/95  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



Krishna

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/2	Travelling time Selby R/T	.30	
MR	10/3	Travelling time clifford R/T	.30	
MR	10/4	Travelling time Kennedy R/T	.30	
MR	10/6	Travelling time Roy cloud R/T	.30	
MR	10/13	Travelling time McKinley	.30	
MR	10/17	meeting Carolyn Curry	.60	
MR	10/17	meeting + Travelling time John Gill	.45	
MR	10/17	Discussing various claims K. Vogel	.30	
MR	10/27	Discussing various claims w McKinley staff + traveling time R/T	1.5hr	
MR	10/30	Discussing worksheet for collective Bargaining	.45	
RR	11/1	Discussing costs relating to collective Barg.	.30	
MR	11/7	Meeting w Mot. discussing various claims and meeting w K. Vogel discussing mandate claims	3 hrs	
MR	11/8	Meeting w K. Vogel discussing mandate claims	2.00	
MR	11/10	Review Mandate claims w K. Vogel	2	
MR	11/13	" "	2	
MR	11/14	" "	1	
MR	11/15	" "	1 / 10.25	

Krishna Kupalani, 11/30/95  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 33RD OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
MR	2/22	OPEN MEETINGS - DATA COLLECT.	4 HR	
MR	2/26	" " " "	1 HR	
MR	2/28/96	" " DATA COLLECT & FILING FORMS	5 HR	
MR	3/1/96	EARTHQUAKE - GATHERING ADDITIONAL INFO	30 MIN	
MR	3/5/96	Civic Center film	2 HR	
MR	4/1/96	GATHERING ADDITIONAL	8 HR	
MR	4/2/96	DATA, MAKING COPIES	4 HR	
MR	4/3/96	↓	4 HR	
MR	4/9/96	↓	4 HRS	
MR	4/10/96	↓	2 HRS	
MR	4/16/96	↓	1 1/2 HRS	
MR	4/17/96	↓	5 HRS	
MR	4/30/96	↓	1 HR	
MR	5/2/96	↓	1/2 HR	
MR	5/7/96	↓	2 1/2	
MR	6/11	Check on mandates & Harber	1	
MR	6/17	Met with principal & Sec. at Joffe	1 HR	
MR	6/18	Met with prin. & Ale. FO.	45 MIN	
MR	6/18	" " " " MCK.	1 HR	

Employee Signature: Colaine Gaudette Date: \_\_\_\_\_ School / Department: Bus. Office Title: Asst.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 341E BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$

(This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95/96  
Sch Year

USE FOR : All activities and costs related to compiling and filing Mandated Cost Reimbursement Claims

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
7/7/95	CIVIC CENTER MANDATE	8	
7/10/95	" " "	4	
7/12/95	" " "	4	
7/13/95	" " "	8	
7/17/95	" " "	6 1/2	
7/18/95	" " "	1 1/2	
7/20/95	" " "	2	
7/24/95	" " "	1	
7/25/95	" " "	3 1/2	
8/28/95	" " "	8	
8/29/95	" " "	6 1/2	
8/30/95	" " "	5 1/2	
		58.50	

K. Gaudello , 8/31/95  
Employee Signature/Title Date

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI 35 THE BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/24	compiling & filing	8	
	11/27	Earthquake prep. class	8	
	11/28	↓	8	
	11/29	↓	4	
			28	

*E. Hudetto*, 11/30, B.O., Account.  
 Employee Signature                                  Date                                  School / Department                                  Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies at Other Co
MR	6/18/96	met with principal (Ohan) school to go thru logs	30 MIN	
	6/19/96	met with (Hines) staff	30 MIN	
	6/19/96	met with #4 Aid staff	7 HR	
	6/19/96	" " Sperry	1 1/2 HR	
	6/19/96	" " Hill	15 MIN	
	6/19/96	" " Cloud	30 MIN	
	6/24/96	" " Ford - prin	30 MIN	
	6/24/96	" " Roos prin	1 HR	
	6/24/96	organizing data collected	1 HR	
	6/25/96	met with Clifford	1 1/2 HR	
	6/26/96	" " Kennedy	1 HR	
				9.25

*E. Garretto*      6/26/96      DO./30      Acct.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 371E BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	6/7	Betty Hobbs - A teacher complaint ✓	3 min	
PC	6/8	Rocio Calzada - wanted to know if a teacher had a problem with her son (she was concerned) ✓	3 min	
PC	6/8	Mrs. Bonzani - Daughter's backpack was stolen	3 min	
PC	6/12	Mrs. Hickok - still needs to phone call ascert. feel problem was resolved ✓	3 min	
PC	6/13	Jan Hollins - complain son never received summer school application ✓	3 min	
PC	6/14	Barbara Brown - concerned that her check for Panorama has not been cashed	3 min	94-95
PC	6/15	Betty Hobbs - grade	2 min	
PC	6/15	Colleen Selg - threatened by two students	5 min	
PC	6/20	Billie - IFS - outstanding past due balance on Fund Raiser	3 min	
PC	8/22	Mrs. Bonzani - son received a "C" in class "is that right?" ✓	4 min	95-96
PC	9/1	Neighbor - There's a couch dumped by dumpster she doesn't like it there	5 min	
PC	9/18	Martha Gil - parent/neighbor saw 4-5 students come out of yellow bus (Back) she thinks they were on drugs also saw some dismantled bikes.	7 min	
PC	9/19	Wendy Denillo - complain about John Gill and McKinley back to school night (SAME NIGHT)	4 min	
PC	9/21	Mrs. Fuentes - problem w/ teacher ✓	3 min	
PC	9/28	Paw Prints - outstanding payment	2 min	
PC	10/17	Mrs. De Mello - complain about a student running for President doesn't have the grades	5 min	
PC	10/19	Maria Palacios - son's backpack was ripped	3 min	
PC	10/25	Mrs. Aldridge - has called twice, teacher not returning call (concerned about grades)	4 min	
PC	10/26	Gail Wohlan - teacher hasn't returned call ✓	2 min.	
	1994-95	Initial Invariant Letters (34)		
PC	10/27	Jeff Owens - called twice - very upset Daughter has not received school picture	4 min	

MR 10/27 Research through log book for PK reports 1 hr

Employee Signature: Q Acosta Date: 10/27/95 School / Department: McKenley Title: Attendance

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 1381 BUSINESS OFFICE BY \_\_\_\_\_

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/5/95	time spent reviewing & posting mandate train forms	1	

Jan Holloway      10/5/95      Teft      1 Principal  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TE30 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	4/17/96	PC. for <del>TEACHER</del> - By MRS. ADAMS. RE <sup>USE</sup> OF PHYSICAL FORCE	1 HR.	
PC	4/17/96	↓	1 1/2 HR.	
PC	6/5/96	FROM MRS. WAYSHAK AGAINST TEACHER	1/2 HR	
PC	5/7/96	MRS. GARCIA AGAINST TEACHER	1/2 HR	
PC	3/18/96	↓	1/2 HR.	
PC	10/13/95	Re VEGA GRANDMOTHER - AGAINST TEACHER	45 MIN	
PC	4/19/96	MRS. VAKAHI AGAINST TEACHER	1 HR.	
PC	4/24/94	MRS. ADAMS. WITH DISTRICT PERSONNEL ADM & ME	45 MIN	
PC	4/17/96	Mr. Jackson against Teacher	1/2 HR	
PC	3/29/96	MRS. VAKAHI re teacher	1 HR	
PC	5/13/96	MRS GUTIERREZ re: class.	1 HR	
MR.	6/17/96	going over M. Costa & Elaine G.	1 HR	

E. Gaudette for Jean Anthony  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department TAFI Title PRINCIPAL

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
<del>HR</del>				
HR		OPEN MEETINGS Log, 27 ENTRIES @ 2 MIN EA	54 MIN	

[Signature] Employee Signature      8/30/95 Date      RCSD Office School / Department      Translator Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE 4th BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/11/95	Reviewing & posting mandated cost reims	1.50	

Employee Signature: [Signature] Date: 10/11/95 School / Department: Hoover Title: Director

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

REDWOOD CITY SCHOOL DISTRICT

November

MANDATED COSTS LOG SHEET

05

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	11/1/95	Marilyn McGowan - teacher	10 min	
MR	12/30/95	Mandated Costs	5 min	
SS	11/30/95	Classroom Reports	5 min	

C. J. ... 12/1/95 Hawes 1 Principal  
Employee Signature                          Date                          School / Department                          Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

*October*

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/7	Mrs. Aguilar-teacher	15 min	
SS	10/11	Crime Report	15 min	
MR	10/11	Mandated Cost Meeting	2 hr	
PC	10/11	Cara Yuppitt - teacher	20 min	
PC	10/11	Marilyn McHowan-teacher	10 min	
PC	10/13	Martha Diaz-teacher	10 min	
PC	10/26	Jennifer Gill-teacher	20 min	
PC	10/27	Jennifer Gill-teacher	15 min	
PC	10/30	Jennifer Gill-teacher	15 min	
PC	10/31	Jennifer Gill-teacher	1 hr	
PC	10/31	Mrs. Flores-substitute	15 min	
PC	10/15	Hilda Quiroz-administrator	10 min	

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NOV 6 1995

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

*Barbara Brown* \_\_\_\_\_ *11/1/95* \_\_\_\_\_ *Hawes* \_\_\_\_\_ *Principal* \_\_\_\_\_  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/11/95	Discussing & posting mandated cost Reim forms & claims	.50	

Employee Signature: \_\_\_\_\_ Date: 11/11/95 School / Department: Business Title: Principal

**NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH**

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
PC	3/13/96	C. Fries - certificated	1 HR	
PC	5/24/96	M. SUAREZ - certificated	1 HR	
PC	6/6/96	K. RUSTING - cert class.	15 MIN	
CM	8/95	going over class	1 HR	
CM	5/96	Assignments based on creditials	1 HR	
PT	4/96 - 6/96	<del>overseeing classroom of probationary teacher who was out of classroom because of illness as well as his need.</del>	10 HRS.	
HR	6/19/96	spent time going over year's occurrences	30 MIN	

Bernard Baran 10/19/96 HAWES Principal  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 461E BUSINESS OFFICE BY

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/17/95	Reviewing mandated costs Reim forms	.15 hrs	

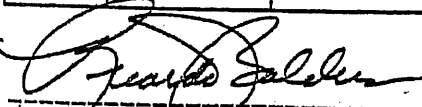
Employee Signature: Guillermo Balderas Date: 10/17/95 School / Department: John Hill Title: Principal

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
CM	May-	Review teacher certification status confer w/ Neil Call.	1 hr	
MR	June 19	Logging mandated costs info & meeting with district staff.	30 min	

 1/6/19/96 John Bill, Principal  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIBRAJANI AT THE BUSINESS OFFICE











**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
TN	10/27/95	Juan Carlos Ortega	10 min	
TN	10/27/95	Yesenia Molina	10 min	
TN	10/27/95	Kendall E. Carcamo	10 min	
TN	10/27/95	Iran C. Vilchris	10 min	
TN	10/27/95	Yuli Medina	10 min	
TN	10/27/95	Jose E. Perez	10 min.	
TN	1/15/96	Antonio Davila	10 min.	
TN	1/16/96	Eduardo Garza	10 min.	
TN	3/19/96	Julio C. Mendoza	10 min	
TN	2/1/96	Mario Carter	10 min	
TN	2/1/96	Daniel Perez	10 min	
TN	2/1/96	Jose A. Cendejas	10 min.	
TN	12/13/95	Rita Roman	10 min.	
TN	5/29/96	Marco Carter	10 min.	
MR	6/18/96	Time spent logging	40 min.	

A. Rosa Busto      6/18/96      Fair Oaks      Office Asst I  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR	11/2/95	Review mandated Procedures	1 hr 15 min	
PC	11/8/95	Ms. Gardner / Office Asst (Rosa)	12 min	
PC	11/21/95	Ms. Gardner / Office Asst (Anne)	10 min.	
PC	12/6/95	Ms. Gardner / Office Asst. (Rosa)	18 min.	
P.C.	12/6/95	Ms. Gardner / Off. Asst. (Rosa)	3 min	
P.C.	12/6/95	Ms. Gardner / Office Asst	2 1/2 min	
P.C.	12/11/95	(Yessenia Molina) Rm 24 / <del>Off. Asst.</del> Teacher Mendez	20 min.	
P.C.	1/9/96	Ms. Gardner / Off. Asst.	3 min	
P.C.	1/17/96	" " / " "	8 min	
P.C.	1/19/96	" " / " "	1 1/2 min.	
P.C.	2/7/96	Ms. Gardner / Office Asst (Rosa)	20 min	
P.C.	2/7/96	Ms. Gardner / Off. Asst. (Rosa)	2 min	
<del>P.C.</del>	<del>2/7/96</del>	<del>Ms Gardner / Off. Asst. (Roberta)</del> <del>(talked to her)</del>	<del>25 min</del>	
P.C.	4/19/96	Mr. & Mrs. Molina / <sup>Mendez</sup> Teacher Rm 24	40 min.	
EP.	4/22/96	Earth quake Prepare & NORM SMITH	30 min	
MR	6/18/96	Time Spent logging	45 min	2 hr
PH	YR LOW	notify new parents of requirements	1 HR	

A. Rosa Bustos      1/6/18/96      FAIR OAKS      Office Asst I  
Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TEL 54 BUSINESS OFFICE BY

*Una Calderon*

**REDWOOD CITY SCHOOL DISTRICT**

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JUN 14 1996

**MANDATED COSTS LOG SHEET**

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

*95196*

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
TN	10/30/95	Truancy notification	3 hr.	
TN	1/12/96	Truancy notification	1 hr.	
TN	11/2/95	Truancy notification	2 hr.	
TN	1/5/96	Truancy notification	1 hr.	
TN	1/12/96	Truancy notification	1 hr.	
TN	2/2/96	Truancy notification	1 hr.	
TN	3/7/96	Truancy notification	2 hr.	
TN	4/15/96	Truancy notification	2 hr.	
TN	5/14/96	Truancy notification	1 hr.	
		14 letters		
MR			15 min	

*[Signature]*  
Employee Signature

*6/14/96 Hoover / office*  
Date School / Department

*Office Assistant II*  
Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TE55 BUSINESS OFFICE BY THE END OF THE MONTH





**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
MR	11/20	Assisting K. Vogel re: vacation	1.00	
MR	11/21	sick time for mandated cost	1.5	
MR	11/22	claims	1.00	
MR	11/27		1.5	
MR	11/28		1.00	

*Judy Cefalas*  
 Employee Signature

11-30-95  
 Date

Business Office Receptionist  
 School / Department

Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 157 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
SS	9/29	Call police, photos meet with officers, student suspension report - meet with adm.	1 1/2	
SS	10/31		1 1/2	
SS	11/30		1 1/2	
SS	12/15		1 1/2	
SS	1/31		1 1/2	
SS	2/29		1 1/2	
SS	3/29		1 1/2	
SS	4/30		1 1/2	
SS	5/31		1 1/2	
SS	6/14		1 1/2	
EP	10/16	Compiled & printed procedures for each teacher to be given at staff meeting & made keys.	6 HRS	34.00 25 pag
MR		dueny log	30 MIN	

*Sharon K. Lee*  
Employee Signature

Date

TAFT

School 58 / Department

Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
SS	4/24	Investigation of Graffiti/vandalism	1 hr.	
PC	2/24	Staff complaints ag. Classified	5 hrs.	
	2/1	Parent Complaint - Don't explain	1 hr.	
PC	5/1	Parent Complaint - Kyle Jensen ag. Teacher over the year (Certified)	2 hrs.	
PC	5/96	Mrs. Mason + Mrs. Morris ag. Certified Mrs. Cardenas	2 hrs.	
PC	12/5	Mrs. Russell ag. Certified	1/2 hr.	
PC	1/96	Mrs. Enriquez ag. Certified	1/2 hr.	
EP	4/11/96	Meeting with Staff	1/2 hr.	
SB	4/24/96	Met over school problems with bus safety	1 hr.	
PC	12/11/95	Mrs. Jakobson ag. Certified	1 1/2 hr.	
PC	3/12/96	Mrs. Duggan ag. Certified about homework	1 hr.	
PC	5/8/96	Mrs. Lehman ag. Certified	1 hr.	
PC	5/15/96	Mrs. Novak ag. Certified	1 hr.	
PC	5/96	Mrs. Olsen ag. Classified	1/2 hr.	
PC	2/96	Mrs. Rougharden ag. Certified	1 hr.	
PC	1/19/96	Mrs. Westendorf ag. Classified	1 hr.	
PC	12/7/95	Mrs. Spring ag. Certified	1 hr.	
PC	all year	Mrs. Weir ag. Certified	2 hrs.	
MR	6/25/96	Spent time with District office staff	1 1/2 hr.	

Audrey Cattedo, 6/25/96 ag. Cleffard  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

**REDWOOD CITY SCHOOL DISTRICT**

**RECEIVED**

**MANDATED COSTS LOG SHEET**

OCT 13 1995

95-96

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PL	10/3	McDonald / Teacher Teacher commented on how nice a student looked in uniform	15 mins	
PL	9/17	Calonge / Teacher Did not like teaching style of teacher and said teacher was not good	2	
PL / Doc	9/20	Masters / teacher Feels child is singled out for poor behavior	2	
PL	9/7	Les Forsyth / teacher ?	1	
PL	9/20	Marellich / yard duty - complained that yard duty yells	1	
PL	9/27	Gomez / bus driver was too strict	1/2	
PL	9/25	Marcicci / Aide Parking problems	1/2	
PL	9/7	D. Anduha / yard duty - yells too much	1	
PL	9/7	Ryan		
PL	9/7	Andehu		
PL	9/7	Forsyth		
PL	9/13	Sween / teacher - not creative enough	1/2	
RG	9/25	Ann Marie Soltzback / scheduling 1/ID not fair	1	
RG	↓	" " "	1/2	
EP	8/30	Meeting staff earthquake agenda	1	
EP	10/2	Meet with parent earthquake specialist	1	
EP	4/17	Meeting with staff to review plan before earthquake emergency fire earthquake drill	90 mins	
MR	10/3	Meeting & discussing & reviewing & posting mandated costs	2	
SB	10/4	Principal talk bus safety relating to field trips	1	
EP	Various	teachers checking class room back packs	3	
EP	Various	Earthquake emergency cards by staff (Klein)	1/2	6.00

Audrey Crestadori, 10/3/95, Clifford, Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
CM	6/11/96	Review of Teachers, Assignments, & Credentials for 1996-97 school year	20 min	
CM	4/30/96	"	1 1/2 hrs.	
CM	5/8/96	"	30 min	
EP	4/17/96	Earthquake Preparedness	45 min	
MR	6/11/96	Time spent preparing log sheets	1 hr.	
PC	6/10/96	Ms. Barrajas complaint re: L. Aguilera	20 min.	
CM	6/24/96	Review of Teachers, Assignments & Credentials for 96-97	1 hr.	

Gay Dalt                      16-26-96                      [Signature]                      Jack. Ross  
Employee Signature                  Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 7611 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
EP	4/18/96	Earthquake Training Prep & Deliv	3 hrs	
RG	<del>1/2</del> 1/2/96	Grievance - Mendez	1 hr	
RG	10/21/25	Grievance - Reed	3 hrs	
RG	3/19/96	Grievance - Mendez	2 1/2 hrs	
PC	5/20/96	Parent Complaint - Venes, Teacher	2 hrs	
PC	2/15/96	" " - Venes Teacher	1 hr	
PC	4/1/96	Parent Complaint - Sandoval - Teacher	1 1/2 hr	
PC	2/2/96	Parent Complaint - Sandoval - Teacher	1 hr	
PC	5/9/96	Parent Complaint - <del>Sandoval</del> Cortes - Teacher	1 1/2 hr	
CM	6-20-96	Credentialed Status Renewal for class placements	1 hr	
HR	6-18-96	Completing Report	30 min	

\_\_\_\_\_  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TELL 62 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
CM	Oct	review of teacher credit	30 min	
CM	7/1/96	review of teacher & assignments for subsequent year based on creditable	1 1/2 hrs.	
CM	5/8	final review of assignments before posting	30 min	
MR	6/11/96	reviewing costs for year	1	

Aiane Edwards, 6/14/96  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 63 E BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

*94-95*

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	3/16	Sosa + Ramirez / Daniel N.	1.00	
PC	3/17	(Pierre Knapp) / Kelly Azarbach	1.15	
PC	4/20	Blanca (Suiza) / Luz A + Maridutt	1.00	
MR	10/7/95	Prep report for 94-95-95-96	.45	

Employee Signature: *Miane Edwards*     Date: *10/16/95*     School / Department: *Harbor*     Title: *Asst Principal* *94-95*

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES



# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
EP	9/95	Reviewing plan & changing names PERSONEL	3	
MR	10/5	Reviewing + posting mandated costs reim.	1 <del>30</del>	

*Deane Edwards* 10/5 *Hoover* Principal

Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT** *Barbara*

**MANDATED COSTS LOG SHEET**

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Cc
GS	9/5/96	Collecting crime reports 4	40 MIN	
EP	4/22/96	insurance on use of radio	30 MIN	
TN	FEB 96	BLAKE. RICHARDSON	1 INCIDENT	
PH	9/5/96	informing parents of need to get screened	30 MIN	
MR	6/18/96	going over calendar for log-in sheets	30 MIN	

*B. Edmond*      *6/18/96*      *Orion*      *Office Mgr*  
 Employee Signature      Date      School / Department      Title

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

195/196

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PH	Aug./Sept.	<del>Preparation of</del> Verification of completed health screening reports on file		
		approx. 60 Kindergners	12 hrs.	
MR	Oct. 18		60 min.	
	Oct.			
EP	Apr. 18	Earthquake Preparedness Training	3 hrs.	
SS	Apr. 30	Prepare Crime Report	1/2 hr.	

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 APR 29 1996  
 REDWOOD CITY SCHOOL DISTRICT  
 BUSINESS OFFICE

Employee Signature: BT Emond      Date: 10/13/95      School / Department: ORION      Title: Office Mgr.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT T67 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH


OD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PT	9/26	Staff Dev./Tech/Sally Barry Teacher	1 day	
PT	10/12	CUE Conference/Rosemarie Perez Teacher	1 day	
PT	10/13	" " Sally Barry, Teacher	1 day	
PT	"	" " Mary Leveque Teacher	1 day	
PT	10/23	Assessment/Sally Barry, Teacher	1 day	
PT	10/30	Novice Literacy Testing R Perez Teacher	1 day	
PT	11/8	Leadership Mtg/Elizabeth Stitt Teacher	4 hrs	
PT	11/9	Rigby Guided Reading/M. Leveque Teacher	1 day	
PT	11/28	Magnet Mtg/Linda Silveira, Teacher	1 day	
PT	1/9	Mac World Expo/S. Barry Teacher	1 day	
PT	1/9	Mac World Expo/I. Stitt Teacher	4 hrs	
PT	1/10	CABE/Cynthia Bettini BRT	1 day	
PT	1/11	" " " "	1 day	
PT	1/11	CABE/Rosemarie Perez/Teacher	1 day	
PT	1/12	CABE/Mary Leveque/Teacher	1 day	
PT	1/12	CABE/Linda Silveira/Teacher	1 day	
MR	1/23	Time Preparing Mandated Log Martha Etchevers/Assistant	25 min	


 Employee Signature: Martha Etchevers     
 Date: 1/23/96     
 School / Department: TAFT office     
 Title: Office Assistant

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M/R	10/5/95	Time spent reviewing & posting <del>mandate</del> <sup>mandate</sup> <del>cases</del> <sup>Reim. Forms</sup>	1	

M. Anderson Employee Signature     
 10/5/95 Date     
 Taft Office School / Department     
 1 Office Assistant Title

**NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH**

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Costs
CB	11/16/95	Support/Clerical	1	04x80
MR	11/15/95	Reporting 94-95 Mand. Cost	7	04x04
MR	11/16/95	"	4	04x2
CB	11/16/95	Support/Clerical	2	
CM	12/22/95	Circ: Manil. LK, KB, NM, RM, JM, LM, RP, KA, KC, CC, LC, JF, MH, KH	7	
CM	12/23/95	" JP, AS, JS, PS, PV, SW, JV	3.5	

L.L. Fernandez, 12/28/96, Personnel, Adm. Assist.  
 Employee Signature, Date, School / Department, Title

NOTE: PLEASE SUBMIT TO KRISINA KIRPATANI AT 70 THE BUSINESS OFFICE BY

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	2/7/95	Complaint regarding teacher Julie Garcia parent - twice	4 min	94-95
PC	2/17/95	Parent Torrie Hall complaint about son's grade	2 min	
PC	2/21/95	Mrs. Garcia - her daughter hit by another student	2 min	
PC	3/3/95	Hilda Boch - Fears son may have a drug problem	3 min	
PC	3/28/95	Mrs. Sooman - Daughter had pager taken out of backpack	2 min	
PC	3/30/95	Mrs. Garcia - Son being bothered by another student	2 min	
PC	4/4/95	Connie Curry - Concern about son's B'day & son getting "egged"	3 min	
PC	4/6/95	Mrs. Melgara - For teacher - concerned about son's behavior	1 min	
PC	4/19/95	Mrs. Williams - Very angry about daughter not being able to use phone	4 min	
PC	4/20/95	Mrs. Lopez - Very concerned about sons report card low grades	1 min	
PC	5/23/95	Kathy Tisdale - Has not heard from home study teacher	2 min	
PC	6/6/95	Mrs. Kroop - Paid for books - says school owes her 50.00 & would like it ASAP	2 min	
PC	9/6/95	Lisa Olmstead - Daughter getting to school late because of Sam Trans	4 min	95-96
PC	9/8/95	Mrs. Kroop - Complaint about daughter not getting Block M	2 min	
PC	9/8/95	Diana Walters - Very concerned about too much homework	2 min	
PC	9/15/95	Robert McKier - Son having problems w/ another student	2 min	
PC	9/21/95	Mrs. Pugh - Daughter kept after school & missed bus	2 min	
PC	9/29/95	David Neala - left mess. call not returned	1 min	
PC	10/12/95	Mrs. Prentice - Daughter pulled from class to talk to social wrk. Parent angry	2 min	
PC	10/16/95	Neighbor - garbage on grass - looks awful - complaint	4 min	
MR	10/27/95	Mandated cost mtg.	150 min	

MR 10/25/95 Mandated cost @ Staff Calendar Mtg 15 min

Susan Astrom 10/25/95 McKinley Office, Office mgr  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	4/17/95	FUNDRAISER COMPLAINT (MR. GOODENBERGER)	2 min	
PC	9/22/95	COMPLAINT ABOUT SON'S SCIENCE CLASS (MRS. PINA)	5 min.	
PC	10/3/95	COMPLAINT - SON'S SCHEDULE	2 min.	
PC	10/6/95	A student has been bothering her daughter (LIDIA SANCHEZ)	5 min.	
PC	10/20/95	Called twice for a textbook for her son. (GAIL LEDDY)	5 min	
PC	3/17/95	FUNDRAISER COMPLAINT	2 min	
PC	10/26/95	MOTHER DOESN'T LIKE HIS TEACHER QUESTIONING HIM ABOUT HIS ASTHMA (MRS. McLAUGHLIN)	5 min	
PC	10/26/95	COMPLAINT ABOUT RM. 113 NOT GIVING HOMEWORK (REGULAR TEACHER MRS. NELSON)	10 min.	
PC	10/27/95	PARENT UPSET BECAUSE SON WAS PROHIBITED FROM PLAYING FOOTBALL (MR. LILJA)	5 min.	
MR	10/25/95	CALENDAR MEETING	15 min	
MR	10/27/95	MEETING (MANDATED COSTS)	100 <sup>hr</sup> min.	

*Lilani Yarnert* 10/27/95 McKinley / office sch. office mg  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 72 E BUSINESS OFFICE BY



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sept 1995

95-96

AR 9/29

Time Spent on this sheet

Sch Year

Mandated Code

Date

Description of Activity/Name/Classification

1.5 hr.  
Time Spent (Hrs/Min)

Supplies and Other Cost

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PT	9/7/95	Working w/ new tchr on BTSN	1 hr	
PC	9/8/95	parent <sup>Roston</sup> complaint - prin. tchr -	1 hr.	
PC	9/8/95	2nd parent " <sup>Fuhrman</sup> tchr	1.5 hr.	
PT	9/11/95	working on setting up time	2 hr.	
/		for new tchrs on literacy		
PC	9/11/95	parent <sup>Fuhrman</sup> complaint - tchr.	1 hr.	
PC	9/12/95	3 different parent <sup>White</sup> complaints	1.5 hr	
/		re: tchr		
PC	9/13/95	parent <sup>Muller</sup> complaint tchr	1 hr.	
/		2nd parent <sup>Rodriguez</sup> tchr	.5 hr.	
PC	9/14/95	parent <sup>Shodrick</sup> complaint tchr	.5 hr	
PC	9/15/95	3 separate parent <sup>Nuccitelli, White, Alvarez</sup> complaints		
/		prin. & 1 classified	2 hr.	
EP	9/15	plan w/ parent volunteer	1 hr	
		for future training		
PT	9/18	work on setting up	1 hr.	
		training for prob. training		
PC	9/18	parent <sup>Jones</sup> complaint - tchr	.5 hr.	
PC	9/22	parent <sup>Palomares</sup> complaint - tchr.	.5 hr	
PC	9/25	parent <sup>Palomares</sup> complaint - tchr.	1 hr.	✓
PC	9/25	parent <sup>Muller</sup> complaint - tchr <sup>aide</sup>	.5 hr	
PC	9/28	" <sup>Abund</sup> tchr	1.5 hr.	

Employee Signature: PM Gued N. Date: 10/10/95 School / Department: Selby Lane Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sept 95

95-96

AR 9/29

Time Spent on this sheet

1.5 hr.  
Time Spent (Hrs/Min)

Sch Year  
Supplies and Other Cost

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PT	9/7/95	Working w/ new tchr on BTSN	1 hr	
PC	9/8/95	parent complaint - prin. tchr - <sup>Reston</sup>	1 hr.	
PC	9/8/95	2nd parent " Fuhrman tchr	1.5 hr.	
PT	9/11/95	working on setting up time for new tchrs on literacy	2 hr.	
PC	9/11/95	parent <sup>Fuhrman</sup> complaint - tchr.	1 hr.	
PC	9/12/95	3 different parent complaints <sup>Marchese, Warren, White</sup>	1.5 hr.	
PC	9/13/95	parent <sup>Muller</sup> complaint tchr	1 hr.	
PC	9/13/95	2nd parent <sup>Rodriguez</sup> tchr	.5 hr.	
PC	9/14/95	parent <sup>Bhodunck</sup> complaint tchr	.5 hr.	
PC	9/15/95	3 separate parent complaints <sup>Nucetella, White, Alvarez</sup>		
PC	9/15/95	prin. & 1 classified	2 hr.	
EP	9/15	plan w/ parent volunteer for future training	1 hr.	
PT	9/18	work on setting up training for prob. training	1 hr.	
PC	9/18	parent <sup>Jurison</sup> complaint - tchr	.5 hr.	
PC	9/22	parent <sup>Kalman</sup> complaint - tchr	.5 hr.	
PC	9/25	parent <sup>Kalman</sup> complaint - tchr	1 hr.	
PC	9/25	parent <sup>Muller</sup> complaint - tchr <sup>ade</sup>	.5 hr.	
PC	9/28	" " <sup>Aboud</sup> tchr	1.5 hr.	

Employee Signature: CM GuedN Date: 10/10/95 School / Department: Selby Lane Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$  
 (This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95-96  
 Sch Year

USE FOR : All activities and costs related to compiling  
 and filing Mandated Cost Reimbursement Claims.

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
10/2/95	Discussing a & forms for mandated costs	2 1/2	

Carner best , 10/2  
 Employee Signature/Title Date

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY  
 THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M.R.	10/4/94	reviewing + posting mandated re-im <sup>reports</sup> costs	1.5	

*Linda Amey*      10/4      *Roosevelt*, Principal  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other C
RG	1/24/96	A. PASTORIZA Article	45 MIN	
		4.5.1		
MR	All year		1 <sup>30</sup> HR.	
SB	YEAR	Special Ed children	6 HRS	
		throughout year.		

Krishna Gomez, 6/24 Roos, Principal  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 78E BUSINESS OFFICE BY

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

*[Handwritten Signature]*  
Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
WTR	10/27/05	<i>[Handwritten: ...]</i>	1	

*[Handwritten Signature]*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

REDWOOD CITY SCHOOL DISTRICT *copy*

MANDATED COSTS LOG SHEET

95/9  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Cc
PC	5/8/96	MR. SEVERINO - teacher	30 MIN	
PC	4/9/96	Mrs. K. HOBSON - classified	<del>30 HRS</del>	
		<i>all year long various employees</i>		
PC		Mr. Lago - classified	2 HRS	
		<i>all year long</i>		
PH		<i>all year long</i>	8 HRS	
MR	6/19/96	met to compile data	30 min	

*Libby A. Kent*      *6/19/96*      *FORD*      *1 Sec.*  
 Employee Signature      Date      School / Department      Title



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
PC	12/5/95	PUBLIC COMPLAINT ON PETE GIANFERMO	15 min	
HR	12/5/95		5 min	

**RECEIVED**  
JAN 9 1996  
REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

James P. Keane      1/15/96      TRANSPORTATION  
Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 81 THE BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MJC	11/7/95	MANDATED COST MEETING	1 hr.	

**RECEIVED**  
 DEC 5 1995  
 REDWOOD CITY SCHOOL DISTRICT  
 BUSINESS OFFICE

\_\_\_\_\_  
 Employee Signature    Date    School / Department    Title

**NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 782 BUSINESS OFFICE BY**


**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
PC	4/15/96	MRS. BACAB - TEACHER	30 MIN	
PC	↓	MRS. DELANEY "	15 MIN	
PC	↓	MR. GUERRO "	1 1/2 HR.	
PC	4/29/96	MRS. BACAB "	1 HR.	
PC	5/10/96	MRS. DELANEY "	1 HR.	
PC	6/13/96	Grandma - Prep.	10 MIN	
CM	8/19/95	5/96 going over assignments with N. Call & L. Fernandez	2 HRS.	
SS	95/96	15 MIN / mo - gathering data & completing form	2 1/2 HRS.	
EP	4/18/96	Discussion of faculty meeting	30 MIN	
MR	6/18/96	Time spent going over & entering logs.	1 HR.	


16/18/96
Date
School / Department
Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 831 E BUSINESS OFFICE BY



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

**95-96**

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
<del>PT</del>	<del>Aug 25</del>	<del>Training new teachers</del>	<del>40 hrs.</del>	<del>books/paper \$150</del>
<del>PT</del>	<del>Aug 28</del>	<del>" " " "</del>	<del>8</del>	<del>"</del>
PC	Sept 12	Parent complain	1 hr	
PC	Sept 14	" "	15 min	
PC	Oct 4	" "	30 min	
PC	Oct 7	" "	20 min	
PC	Oct 24	" "	25 min	
MR	Nov 22	mandated cost work	30 min	
	Dec 4	parent complain	20 min	
	Dec 5	Parent complain	15 min	

**RECEIVED**

OCT 29 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Maya Agarwal      8/96      RCSD      Asst Supt.  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TH85 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

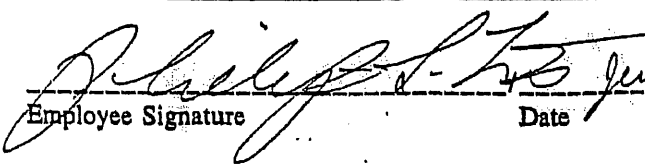
# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

1995

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/17/95	2 students - obscene letter to another student in mailbox at home	3 hrs	V. P.
PC	10/17/95	Parent, Bartleson teacher - homework	1 hr	V. P.
PC	10/20/95	Mrs. Meyer - teacher homework meeting with parent / teacher explain	2 hrs	V. P.
	<del>10/20/95</del>			V. P.
PC	11/8/95	Mrs. Hillenbary about principal words to not about what word not being appropriate	90 mins	V. P.
SS	1/22/96	Vandalism on weekend 1/21-21	2 hr. TO REMOVE	V. P.
P.C.	2/28	Discussed detention of K. McGovern father disagree with me - office + 2 phone	40 min	V. P.
	<del>2/28</del>	<del>Discussed conflict between students with parents</del>	<del>2 hr.</del>	<del>V. P.</del>
	<del>2/28</del>	<del>same as above (letter writing conflict)</del>	<del>2 hr.</del>	<del>Price.</del>
S.S.	2/22-24	Investigating graffiti vand.	4 hr	V. P.
P.C.	3/6	Parent complaint about custodian John Carterman	1/2 hr	V. P.
P.C.	4/7/95	Mr. Robinson - complaining too much homework for daughter	1 hr	V. P.
P.C.	12/8	anna westland's complaint of teacher not challenging daughter	1 hr	V. P.
P.C.	April 22	Student complaint against A. P. - spent resolving issues	4 hr.	V. P.
MR	6/25/94	Filling out log -	1 1/2 hr	V. P.
PT	3/10	Observed K. Dees Prob. Teacher	1 1/2 hr	V. P.
S.B.	2/15	Students discussed appropriate bus protocol with me after incident	1 hr.	V. P.
P.C.	April	and before they were allowed on trip. complaints against administration over use of language on uniform policy	4 hr.	V. P.


 Date: June 25, 1996  
 School / Department: Clifford, Asst. Principal  
 Title:

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 186 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
PT	5/8/96	Training / Mangiola / Indelisa Carrillo	1/45	
	5/28/96	Training / Mangiola / Indelisa Carrillo	1/30	
	11/9/95	Training / Mangiola / Isabel Fernandez	1/30	
	<del>1/30/96</del>	" " "	1/45	
	2/14/96	" " "	1/60	
	2/23/96	" " "	1/35	
	3/11/96	" " "	1/80	
	3/27/96	" " "	1/45	
	4/9/96	" " "	1/15	
	4/25/96	" " "	1/30	
	5/9/96	" " "	1/45	
✓	5/29/96	" " "	1/30	
MR		Doing leg time	1 HR	

*Lesli Mangiola*

Employee Signature

Date

*Sari Pils*

School / Department

*Resource Teacher*

Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 87 THE BUSINESS OFFICE BY

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and -Other Cost
MR	10-25	MET TO FINDOUT ABOUT LOG SHEETS	15 m	
MR	10-27	" " " "	30 m	
IC	09-18	MET CHEM. CONTROL-TOURED LAB & CLASSES	75 m	

**RECEIVED**  
NOV 1 1995  
REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

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Employee Signature \_\_\_\_\_ Date 10-31-95 School / Department MCK - ? - Title MAGABET PLANNING



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
PC	12/5	Rt driver / Pete / driver / citizen complaint unassisted turn	25 min	
PC	12/15	Rt Driver / Chris / driver / parent Christen Walters Driver Chris Skrehanick	15 min	
PC	12/15	talked to Jim about what happened	10 min	
PC	12/15	called PC PD about car in bus area talked to Chris about procedure	10 min 15 min	
MR	12/5	Rt 3 Pete	10 min	
MR	12/15	Rt 2 Chris	15 min	

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JAN 9 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

SD

25

Employee Signature: G. M. [Signature]      Date: 11-8-96      School / Department: M.O.T.      Title: Dispatcher

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 89 THE BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/7/95	meeting supervising of log sheets & information	1 hr.	
<del>MR</del>	<del>11-16-95</del>	Route / Art Harding / Bus from Mrs. Tracy	1 hr.	
PC	11-14-95 and 11-15	Route / Hansen / Bus Driver <sup>Parent</sup> Carol Helgandorf	2 hrs.	
	11-28-95	charter trip		
PC	11-21	Route / Jeff Manning student not drop off by driver Bus # 20 - Student not on bus & discuss with manager	15 min	
MR	12-4	time spent for <del>each</del> complaint to document	30 min total	
PC	11-9	Field trip charter driver speeding Parent / sue / room / charter co. / room / Parent / charter co. /	2 hrs.	
			1.5	

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DEC 5 1995

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Suzanne Newland 11-17-95 Transportation / Dispatcher  
Employee Signature Date School / Department Title

**REDWOOD CITY SCHOOL DISTRICT**

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**MANDATED COSTS LOG SHEET**

JUN 21 1996

95-96

Sch Year

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies a - Other Co
PC	4-11-96	Arrive taking student home 7 mt, Jeff Jimmie		
PC		Parent Kathy Marey talk on phone	15 min	
PC		talked to Carmen 2 times 15:10	25 min	
PC		talked to Jeff	10 min	
PC		talked to Judy	3 min	
PC		" Carmen	5 min	
PC		" Jim	10 min	
MR		resolved everyone happy See	5 min	
PC	4-25-96	Arrive Chris Harchauer complaint		
PC		by Supervisor high Employee about making turn	10 min	
PC	4-25-96	Talked to Jim (see Rozakis)	15 min	
MR		resolved	5 min	
		Shu 4-11-96-4:30-5:15 Kathy Marey 368-7918 Parents 15 mins Alisa missed Bus talked to Carmen 15 min - Jeff - 4-17 10 min Carmen 10 min Kathy 3 min Carmen 5 min	1:50	

Employee Signature: J. Newland      Date: 4-30      School / Department: Transportation      Title: Dispatcher

REDWOOD CITY SCHOOL DISTRICT

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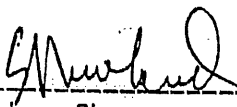
JUN 21 1996

MANDATED COSTS LOG SHEET

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
PC	2/1	Bicycle/Tolson Biker Made left turn in front of bus Bus 16 Pete Bus Driver	10 min 20 min	
MR	2/1	<del>to write this up</del> to write this up	10 min	

 \_\_\_\_\_ 1 \_\_\_\_\_  
 Employee Signature Date School / Department Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	7/95	Open Meeting Log	10 min	
	8/95	" "	20 min	
	9/95	" "	10 min	
	10/95	" "	10 min	
	11/95	" "	15 min	
	12/95	" "	10 min	
	1/96	" "	15 min	
	2/96	" "	10 min	
	3/96	" "	15 min	
	4/96	" "	15 min	
	5/96	" "	25 min	
	6/96	" "	10 min	
				<del>165 min</del>
MR	5/16/96	Collect and prepare data for Charter School Mandated log	2 hr	2.75
	5/23/96	" "	3 hr	
	6/12/96	" "	3 hr	
	6/20/96	" "	2.5 hr	
				<del>13.25</del>

Julia A. Leary 10/30/96 Administration Admin Asst  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 93E BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Description of Activity/Name/Classification Date	Time Spent (Hrs/Min)	Supplies and -Other Cos
MR	11/20	Assisting K. Vogel re: Mandated	2
	11/21	claims.	1
	11/27		.5
	11/28		2.
	11/29		1.5
	11/30		.5

8

Judy Ortiz, 11/30/95  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 941E BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
Col Bang	1/26/95	Providing info to PETA	10 min	<del>copying</del> mailing
MR	10/1/95-12/31/95	Assting & Filing mandated claim forms	3 hrs	filing
PC	2/16/96	Provide claim form to parents for Louis V a student injured @ Hoover	2 hrs	

Judy Ortiz, 1/26/95, Bus Office, Admin

















REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
CM	5/21/96	grading new assignments		
↓	5/9/96	for 96/97 with P. Call ↓	1 HR	
EP	4/11/96	Staff meeting	15 MIN	
EP	8/29/95	- Staff meeting	20 MIN	
MR	6/18/96	Review & Record M.C.	30 MIN	

Employee Signature: Sru Shalvey Date: 6/18/96 School / Department: Orion Title: Principal



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Brief Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/3/95	Discussing mandated cost forms & filling out	1.75	

David J. [Signature]      10/3/95      Henry Ford      Principal  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH 105 ALL MANDATES

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies - Other C
TN	1/26/96	MS. HOBSON/MR. MURGA		
TN	3/14/96	<del>MS. HOBSON/MR. MURGA</del>		
SB	11/29/95	Special Ed bus safety	10 MIN	
SB	4/25/96	Special Ed " "	10 MIN	
MR	ALL YEAR		30 MIN	
MR	6/24/96	met with B.O.	30 MIN	

*[Signature]* \_\_\_\_\_ 6/24/96 FORD \_\_\_\_\_ *[Signature]* \_\_\_\_\_  
 Employee Signature Date School / Department Title

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$  
 (This can generate over \$100,000. All you have to do is log in your time)

NOTIFICATION OF TRUANCY  
LOGSHEET

Use for :time spent on preparing and sending the INITIAL truancy letter  
 or making truancy phone calls  
 :supplies used

1995/96  
 Sch Year

SCHOOL: Selby Lane

DATE	Brief Description of Activity (ie Letter writing/ phone call)	Name of student	TIME SPENT
3/7/96	Attendance Letter #1	Sebastian Nguyen	30 min.
3/21/96	"	Joshua Olsen	"
3/22/96	"	Levi Vaupel	"
2/22/96	"	Marcial Vazquez	"
12/11/96	"	Salvador Vazquez	"
MR			30 min

Carolyn A. Shepard / 11/18/96  
 Employee Signature/Title Date  
 107 Outreach Specialist

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	8/23	Talking to a parent re: her child's <sup>placement</sup>	20 min	
PH	8/24	Calling all parents reminding them to bring their physical and immunizations before school starts for Kinder.	8 hrs.	
PC	9/5	Janet Mendoza doesn't like men teacher parent wants to make sure we place her in <sup>class with</sup> <del>class</del> a woman teacher.	20 min	
PC	10/5	Parents Mrs Roman complaint regarding the cafeteria ladies that they wouldn't let her daughter take her food home when she needs to go home earlier.	15	
PC	6/13	Mr. Aguilera doesn't like the idea of K-1-2 for next year complaining that teacher didn't let him know and place her in the Combo talk a long time about the system.	60 min	
MR		deney logs	30 MIN	

Debra J. Stevens 6/13 Fair Oaks School Office Manager  
 Employee Signature                      Date                      School / Department                      Title

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and - Other Co
MR	11/13	Assisting Kathy Vogel with payroll	1.50	
MR	11/14	matters re: mandated cost claims	2.00	
MR	11/15	↓	1.5	
MR	11/16		1.00	
MR	11/17		2.00	
MR	11/28		1.00	
MR	11/29		2.00	
				//
<b>RECEIVED</b>				
DEC 1 1995				
REDWOOD CITY SCHOOL DISTRICT BUSINESS OFFICE				

Cavalry 12/1/95 \_\_\_\_\_  
 Employee Signature                          Date                          School / Department                          Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A109E BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/6	time spent reviewing + posting time costs	.5	
PC	10/6	Mrs. Porter; teacher detention policies & classroom	.5	

Judith Vezzi Employee Signature    
 10/6/95 Date    
 Roy Cloud School & Department    
 Office Mgr. Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT T. 110 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

*Copy*

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/6	Time spent reviewing + posting term costs	.5	
PL	10/6	Mrs. Porter / teacher / detention policies + classroom policies	.5	

*Susan ...* Employee Signature                     
 10/6/95 Date                     
 Roy Cloud School / Department                     
 Principal Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
CM	Aug 1/25	County office staff & N. Call to go over credentials	1 1/2 HR.	
CM	MAY	going over staff for next year.	1 HR.	
ER	9/29/95	see agenda	3 HRS	
MR.	6/19/96	compiling reporting items	3 HRS	

Susan Vickrey      6/18/96      Roy Clark      Principal  
 Employee Signature      Date      School & Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A 112E BUSINESS OFFICE BY THE END OF THE FOLLOWING MONTH



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies or Other Co
PC	6/1/96	Students/Parents to Cert.	3 HRS.	
PC	6/13/14/96	G. KORTON - CERT.	4 HRS.	
CM.	FALL	go over assignments spring / credentials with pres. & d.o. present	5 HRS.	
GS.	all year	1 hr mo to month yearly audit -	15 HRS.	
MR.	6/26/96	mtg with D.O. staff	1 HR.	
<del>MR.</del>				

Bill Werner *sq* 6/26/96 VP  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A113 BUSINESS OFFICE BY

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

1995/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	6/27	Single Mandated Time review	2 1/2	1 1/2
MR	6/28	Policy 4115.1 costs (time) review	1	1/2
MR	"	Policy 4116 costs (time) review	1	1/2
MR	"	Policy 4115.2 (time)	1	1/2
MR	6/28/96	Parent Complaint review - prep for mandated costs	6	6
			18 1/2	9

Employee Signature: *Ruth Wiley*  
 Date: *6/28/96*  
 School / Department: *P.O.*  
 Title: *Manager*

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 114 BUSINESS OFFICE BY

REDWOOD CITY SCHOOL DISTRICT

BUSINESS OFFICE INSERVICE

FOR ADMINISTRATORS AND SCHOOL OFFICE MANAGERS

August 25, 1995

1:30 p.m. to 4:00 p.m.

\*\*\*\*\*

Welcome to our new school year - 1995/96. Today we would like to review some of the procedures and forms that are related to the Business Office. Hopefully, this inservice will be beneficial to you; and, if at any time you need assistance, please don't hesitate to call any of the Business Office staff members. Attached is a roster of personnel in the Business Office and their various job assignments who are always happy to serve you.

Agenda

Office Procedures and Emergency Preparedness 1:45 - 2:50 Norm Smith

Purchasing procedures - Improve the Services and  
Timelines

Krishna Kirpalani

Copy  
of purchasing  
procedures

Budget Carryover Worksheets

Noon Aides Hour Allocation

Student Attendance

Mandated Costs 2:30 - 3:30

BUSINESS OFFICE MEETING

8/25/95

NAME

SITE

Norm Smith  
Fran Corbit

MOTV  
Bus. Office

DAN LARON

WICKINLET H.S.

Jeri Murphy  
Joan Kenyon  
Jane Analla

D.O.  
D.O.  
D.O.

W. W.  
Riz Olson  
Kathy Kent

D.  
SDC  
FORD

Carolyn Dea

Ford

Maria Emma

Atkinson

Maria Ruiz

Hoover

Bonnie Basco

Hawes

Shirley Rensch

Hawes

Sonia Duffoo

F.O.

Audrey Custodis

Clifford

Alice Wycke

Selby Lane

Joyl Frazier

office Dept B.S.D.

Judy Imberline

Selby Lane

Carol Gosman

Do Eric

Don Brand

Kennedy

Moham Patel

B.O.

Carmen Gued

Selby Lane

Pauline Kline

Pl. 116

NAME

SITE

Mary Ann Sullivan	District Office
Patricia Wary	D.O.
Rosa Bustos	Fair Oaks
Sty. Stevens	Saw Oaks
<del>William</del>	<del>Union</del>
<del>Laura</del>	<del>Union</del>
Sue Rewak	Orion/Ford
Barbara Emond	Orion
Sue Shalvey	Orion
Jan Anthony	Taft
J. Crowley	Taft
Carolyn	FPS
<del>Sharon</del>	
Jew Fiskrom	McK
Gwen Thomas	Roos/Pec
Karayne Darumi	Roosevelt
Ricardo Balderras	John Gill -
Jaqueline Patton	John Gill
Barbara Neas	Roosevelt CDC -
Judy Pruzan	Roy Cloud
Susan Vickrey	Roy Cloud
<del>John</del>	<del>Union</del>
<del>John</del>	<del>Union</del>

Elaine Gardette

AGENDA - MANDATED COSTS MEETING

COE  
ROOM B

9:00 AM - 11:30 - 2.5 hours OCTOBER 10, 1995

A. CLAIMABLE MANDATES

1. COLLECTIVE BARGAINING
  - \* COST OF NEGOTIATION
  - \* CONTRACT ADMINISTRATION
2. TEACHER EVALUATORS'
  - \* PARENTAL/STUDENT COMPLAINTS AGAINST DISTRICT EMPLOYEES
  - \* TRAINING, ASSISTING AND EVALUATING PROBATIONARY TEACHERS
  - \* TEACHER EVALUATOR CERTIFICATION TRAINING PROGRAM
3. OPEN MEETINGS
4. CREDENTIAL MONITORING
5. EARTHQUAKE EMERGENCY PROCEDURES
6. MANDATE REIMBURSEMENT PROCESS
7. INVENTORYING LAB CHEMICALS (sites with Science Labs)
8. JUVENILE COURT NOTICES

NEW CLAIMS

1. AIDS PREVENTION INSTRUCTION (to 7th & 8th Graders)
2. PHYSICAL FITNESS TESTING
3. CIVIC CENTER ACT
4. SCHOOL BUS SAFETY
5. SAFE SCHOOL ASSESSMENT (SCHOOL CRIME REPORTS)
6. PUPIL HEALTH SCREENING REPORTS ( OF K & 1ST GRADERS)
7. CHARTER SCHOOL

STATE MANDATE APPORTIONMENT SYSTEM (SMAS)

1. IMMUNIZATION RECORDS
2. EXPULSION OF STUDENTS

UNIT COST CLAIMS

1. INITIAL TRUANCY NOTIFICATION
2. SCOLIOSIS SCREENING
3. EXPULSION REPORTS

Melanie Patel

*elaine*

**RECEIVED**

**DISTRICT BUSINESS SERVICES**

SEP 15 1995

announces

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

**MANDATED COSTS ROUNDTABLE**

*The focus will be on the process of data gathering and maximizing claims for districts. Also, the status of the latest claims (legislation) will be discussed.*

**DISCUSSION LEADER:**

Mohan Patel, Controller, Redwood City Elementary School District, has been on the State Mandated Cost Committee and has experience in processing mandated costs claims for his district.

**TUESDAY, October 10, 1995**

**9:00 a.m. - 11:30 a.m.**

**San Mateo County Office of Education - Conference Room B**

To sign up, please call Faith Smith, 802-5511, to let her know how many attendees OR return the following:

\*\*\*\*\*

**SAN MATEO COUNTY OFFICE OF EDUCATION - MANDATED COSTS ROUNDTABLE**

Attn: Faith Smith

\_\_\_\_\_ District

\_\_\_\_\_ Attendees

C:FLYER/WP

95/96 TIME WORKSHEET

REIMBURSEMENT CLAIM -95/96 - MR				
NAME	TITLE	HOURS	RATE	TOTAL
ACOSTA, OLIVIA	ATTENDANCE SPECIALIST	1	\$26.41	26.41
ANALLA, JANE	ADMINISTRATIVE ASSISTANT	1	\$34.31	34.31
ANTHONY, JEAN	PRINCIPAL	3	\$48.79	146.37
BABIN, BARBARA	PRINCIPAL	3	\$50.63	151.89
BAKER, JOHN	DIRECTOR	1.5	\$56.39	84.59
BALDERAS, RICARDO	PRINCIPAL	1.75	\$47.29	82.76
BRAND, JOHN	PRINCIPAL	5.5	\$51.65	284.08
BUSTOS, ROSA	OFFICE ASSISTANT	3.75	\$26.37	98.89
CEFALU, JUDY	RECEPTIONIST	6	\$22.90	137.40
CORBIT, FRAN	PURCHASING AGENT	1	\$36.43	36.43
CROWLEY, SHARON	OFFICE MANAGER	1.5	\$34.81	52.22
CURRIE, CAROLYN	DIRECTOR STUDENT SERVICES	1	\$52.90	52.90
CUSTODIO, AUDREY	PRINCIPAL	4.5	\$48.64	218.88
DALTON, GARY	RESOURCE TEACHER	1	\$55.15	55.15
DUFFOO, SONIA	PRINCIPAL	0.5	\$45.59	22.80
EDMONDS, DIANE	PRINCIPAL	3.75	\$45.97	172.39
ESMOND, ESMOND	OFFICE MANAGER	2.5	\$36.35	90.88
ETCHEVERS, MARTHA	OFFICE ASSISTANT	1.5	\$25.65	38.48
FISHTROM, SUE	OFFICE MANAGER	2.75	\$32.69	89.90
GALEOTTI, SHERRON	ADMINISTRATIVE SECRETARY	1	\$31.99	31.99
* GARDETTO, ELAINE + #6	ACCOUNTANT II	137	\$33.96	4652.52
GIANFERMO, LEILANI	OFFICE MANAGER	1.25	<del>\$25.99</del> 36.67	31.74
GIEDT, CARMEN	PRINCIPAL	4	\$52.11	208.44
GONZALEZ DALEY, LINDA	PRINCIPAL	3	\$52.12	156.36
IMPERIALE, JUDY	OFFICE MANAGER	1	\$37.64	37.64
IRWIN, KEN	CUSTODIAN	1	\$25.68	25.68
KEANE, JAMES	TRANSPORTATION MANAGER	1	\$30.78	30.78
KENT, LILY	OFFICE MANAGER	1.5	\$35.43	53.15
* KIRPALANI, KRISHNA - 28-1	ASST SUPT. BUSINESS	57.5	\$63.41	3646.08
KLEIN, EVELYN	OFFICE MANAGER	1	\$32.70	32.70
LAIRO, DAN	PRINCIPAL	2.5	\$49.31	123.28
LAIRO, MARY	ASST. SUPT. CURRICULUM	0.5	\$58.87	29.44
LAO, WELSON	ACCOUNTANT	1	\$27.74	27.74
LIND, PHIL	ASST. PRINCIPAL	2.5	\$44.37	110.93
MANGIOLA, LESLIE	RESOURCE TEACHER	1	\$49.50	49.50
MONTIJO, LUPITA	OFFICE MANAGER	1	\$37.19	37.19
MURPHY, JERI	ADMINISTRATIVE ASSISTANT	1	\$29.14	29.14
NEWLAND, SUE	DISPATCHER	2.5	\$34.23	85.58
NUGENT, PAT	RESOURCE TEACHER	0.75	\$41.04	30.78
OLSON, LIZ	STAFF DEVELOPMENT	1	\$50.92	50.92
ORTIZ, JUDY + #	ADMINISTRATIVE ASSISTANT	12	\$32.09	385.08
PATEL, MOHAN 4-#	CONTROLLER	169.5	\$47.10	7983.45
PATTON, JACQUILINE	OFFICE MANAGER	1.5	\$35.00	52.50



95/96 TIME WORKSHEET

RAMIREZ, MARIA	PAYROLL SPECIALIST	10	\$27.80	278.00
REWAK, SUE	OFFICE ASSISTANT	1.5	\$26.01	39.02
RINCK, SHIRLEY	OFFICE MANAGER	4.75	\$35.34	167.87
ROGOVSKY, RAISA	ACCOUNTING SPECIALIST	1		0.00
ROSENOW, DOROTHY	IMC MANAGER	1		0.00
RUIZ, MARIA	OFFICE MANAGER	1	\$31.86	31.86
SHALVEY, SUE	PRINCIPAL	1.5	\$49.71	74.57
SHEA, CAROLYN	PRINCIPAL	3.75	\$49.40	185.25
SMITH, NORM	ASST. SUPT. MOT	1	\$61.18	61.18
STEVENS, BERTHA	OFFICE MANAGER	1.5	\$38.39	57.59
STREHLOW, CAROLYN	PAYROLL SPECIALIST	11	\$27.02	297.22
STREHLOW, MARYE ANN	ADMINISTRATIVE SECRETARY	1	\$26.45	26.45
TARUMI, LARAYN	OFFICE MANAGER	1	\$36.43	36.43
THOMAS, GWEN	OFFICE MANAGER	1	\$32.27	32.27
VENEZIA, JUDY	OFFICE MANAGER	1.5	\$34.62	51.93
VICKREY, SUSAN	PRINCIPAL	4.5	\$51.95	233.78
VOGEL, KATHY	CONSULTANT H.C. Acct.	290.75	\$21.84	6349.98
WERNER, BILL	ASST. PRINCIPAL	1	\$48.73	48.73
WOLFE, LIZ	DIRECTOR BILINGUAL ED	1	\$53.22	53.22
WOOLF, RUTH	SUPPORT SERVICE MANAGER	1	\$48.89	48.89
WYCKE, ALICE	ASSISTANT	1	\$49.55	49.55
		794.25		27903.03

① Bregt 49<sup>15</sup>

⑤ Neil Call 62<sup>19</sup>

Julie 38<sup>15</sup>

① Eugenia 42.39

L. Fernandez \$ 35.02

① C. Currie

Balsama - 39.40

Opera. = 25.13

30min  
 (Step) MR 3799 CK.

Olexon - 50.92

① Okubo - 40.07

(Calderon) 22.23  
 15min

30min (Crates - Ron.)

① Cantalupi

## 95/96 TIME WORKSHEET

REIMBURSEMENT CLAIM -95/96 - MR				
NAME	TITLE	HOURS	RATE	TOTAL
ACOSTA, OLIVIA	ATTENDANCE SPECIALIST	1	\$26.41	26.41
ANALLA, JANE	ADMINISTRATIVE ASSISTANT	1	\$34.31	34.31
ANTHONY, JEAN	PRINCIPAL	3	\$48.79	146.37
APARICIO, MANUEL	TRANSLATOR	0.9	\$25.13	22.62
BABIN, BARBARA	PRINCIPAL	3	\$50.63	151.89
BAKER, JOHN	DIRECTOR	1.5	\$56.39	84.59
BALDERAS, RICARDO	PRINCIPAL	1.75	\$47.29	82.76
BALSAMA, VIRGINIA	TRANSLATOR	0.5	\$39.40	19.70
BRAND, JOHN	PRINCIPAL	5.5	\$51.65	284.08
BRIGHT, NOLA	RESOURCE TEACHER	1	\$49.15	49.15
BUSTOS, ROSA	OFFICE ASSISTANT	3.75	\$26.37	98.89
CALDERON, ANA	OFFICE ASSISTANT	0.25	\$22.23	5.56
CALL, NEIL	ASST. SUPT. PERSONNEL	1	\$62.19	62.19
CANTALUPI, BARBARA	SCHOOL NURSE	1	\$40.70	40.70
CEFALU, JUDY	RECEPTIONIST	6	\$22.90	137.40
CORBIT, FRAN	PURCHASING AGENT	1	\$36.43	36.43
CRATES, RON	SUPERINTENDENT	0.5	\$78.49	39.25
CROWLEY, SHARON	OFFICE MANAGER	1.5	\$34.81	52.22
CURRIE, CAROLYN	DIRECTOR STUDENT SERVICES	1	\$52.90	52.90
CUSTODIO, AUDREY	PRINCIPAL	4.5	\$48.64	218.88
DALTON, GARY	RESOURCE TEACHER	1	\$55.15	55.15
DUFFOO, SONIA	PRINCIPAL	0.5	\$45.59	22.80
EDMONDS, DIANE	PRINCIPAL	3.75	\$45.97	172.39
ESMOND, ESMOND	OFFICE MANAGER	2.5	\$36.35	90.88
ETCHEVERS, MARTHA	OFFICE ASSISTANT	1.5	\$25.65	38.48
FERNANDEZ, LINDA	ADMIN. ASST.	11	\$35.02	385.22
FISHTROM, SUE	OFFICE MANAGER	2.75	\$32.69	89.90
GALEOTTI, SHERRON	ADMINISTRATIVE SECRETARY	1	\$31.99	31.99
GARDETTO, ELAINE	ACCOUNTANT II	153	\$33.96	5195.88
GIANFERMO, LEILANI	OFFICE MANAGER	1.25	\$36.67	45.84
GIEDT, CARMEN	PRINCIPAL	4	\$52.11	208.44
GONZALEZ DALEY, LINDA	PRINCIPAL	3	\$52.12	156.36
IMPERIALE, JUDY	OFFICE MANAGER	1	\$37.64	37.64
IRWIN, KEN	CUSTODIAN	1	\$25.68	25.68
KEANE, JAMES	TRANSPORTATION MANAGER	1	\$30.78	30.78
KENT, LILY	OFFICE MANAGER	1.5	\$35.43	53.15
KIRPALANI, KRISHNA	ASST SUPT. BUSINESS	86.25	\$63.41	5469.11
KLEIN, EVELYN	OFFICE MANAGER	1	\$32.70	32.70
LAIRON, DAN	PRINCIPAL	2.5	\$49.31	123.28
LAIRON, MARY	ASST. SUPT. CURRICULUM	0.5	\$58.87	29.44
LAO, WELSON	ACCOUNTANT	1	\$27.74	27.74
LAU, EUGENIA	FOOD SERVICE DIRECTOR	1	\$42.39	42.39
LIND, PHIL	ASST. PRINCIPAL	2.5	\$44.37	110.93

95/96 TIME WORKSHEET

MANGIOLA, LESLIE	RESOURCE TEACHER	1	✓ \$49.50	49.50
MONTIJO, LUPITA	OFFICE MANAGER	1	✓ \$37.19	37.19
MURPHY, JERI	ADMINISTRATIVE ASSISTANT	1	✓ \$29.14	29.14
NEWLAND, SUE	DISPATCHER	2.5	✓ \$34.23	85.58
NUGENT, PAT	RESOURCE TEACHER	0.75	✓ \$41.04	30.78
OKUBO, CATHY	STAFF DEVELOPMENT	2 1	✓ \$50.92	50.92
O'LEARY, JULIE	ADMIN. ASST.	13.25	✓ \$38.15	505.49
OLSON, LIZ	STAFF DEVELOPMENT	2 1	✓ \$50.92	50.92
ORTIZ, JUDY	ADMINISTRATIVE ASSISTANT	16	✓ \$32.09	513.44
PATEL, MOHAN	CONTROLLER	194.5	✓ \$47.10	9160.95
PATTON, JACQULINE	OFFICE MANAGER	1.5	✓ \$35.00	52.50
RAMIREZ, MARIA	PAYROLL SPECIALIST	10	✓ \$27.80	278.00
REWAK, SUE	OFFICE ASSISTANT	1.5	✓ \$26.01	39.02
RINCK, SHIRLEY	OFFICE MANAGER	4.75	✓ \$35.34	167.87
RUIZ, MARIA	OFFICE MANAGER	1	✓ \$31.86	31.86
SHALVEY, SUE	PRINCIPAL	1.5	✓ \$49.71	74.57
SHEA, CAROLYN	PRINCIPAL	3.75	✓ \$49.40	185.25
SHEPARD, CAROLYN	RESOURCE	1.00 0.5	✓ \$37.99	19.00
SMITH, NORM	ASST. SUPT. MOT	1	✓ \$61.18	61.18
STEVENS, BERTHA	OFFICE MANAGER	1.5	✓ \$38.39	57.59
STREHLOW, CAROLYN	PAYROLL SPECIALIST	11	✓ \$27.02	297.22
STREHLOW, MARYE ANN	ADMINISTRATIVE SECRETARY	10	✓ \$26.45	264.50
TARUMI, LARAYN	OFFICE MANAGER	1	✓ \$36.43	36.43
THOMAS, GWEN	OFFICE MANAGER	1	✓ \$32.27	32.27
VENEZIA, JUDY	OFFICE MANAGER	1.5	✓ \$34.62	51.93
VICKREY, SUSAN	PRINCIPAL	4.5	✓ \$51.95	233.78
VOGEL, KATHY	M. C. ACCOUNTANT	290.75	✓ \$21.84	6349.98
WERNER, BILL	ASST. PRINCIPAL	1	✓ \$48.73	48.73
WOLFE, LIZ	DIRECTOR BILINGUAL ED	1	✓ \$53.22	53.22
WOOLF, RUTH	SUPPORT SERVICE MANAGER	12.5	✓ \$48.89	611.13
WYCKE, ALICE	ASSISTANT	1	✓ \$49.55	49.55
		918.4		<del>33631.85</del>

33694.04

TO: KRISHNA KIRPALANI

FROM: JACQUE  
JOHN GILL

RE: MANDATED REPORTS

DATE: APRIL 9, 1996

JOHN GILL SCHOOL DID NOT HAVE ANY MANDATED REPORTS FOR MARCH 7,  
1996 THRU APRIL 5, 1996

REGARDS.

**RECEIVED**

APR 19 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Mohan

RECEIVED

DISTRICT BUSINESS SERVICES

SEP 15 1995

announces

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

**MANDATED COSTS ROUNDTABLE**

*The focus will be on the process of data gathering and maximizing claims for districts. Also, the status of the latest claims (legislation) will be discussed.*

**DISCUSSION LEADER:**

Mohan Patel, Controller, Redwood City Elementary School District, has been on the State Mandated Cost Committee and has experience in processing mandated costs claims for his district.

**TUESDAY, October 10, 1995**

**9:00 a.m. - 11:30 a.m.**

**San Mateo County Office of Education - Conference Room B**

To sign up, please call Faith Smith, 802-5511, to let her know how many attendees OR return the following:

\*\*\*\*\*

**SAN MATEO COUNTY OFFICE OF EDUCATION - MANDATED COSTS ROUNDTABLE**

Attn: Faith Smith.

\_\_\_\_\_ District

\_\_\_\_\_ Attendees

C:FLYER/WP

# PURCHASE ORDER

## REDWOOD CITY SCHOOL DISTRICT

815 Allerton Street – Redwood City, California 94063  
Area Code 415: 365-1550

**VALID ONLY IF PURCHASE ORDER NUMBER ASSIGNED**

PURCHASE ORDER DATE: 8-24-96 PURCHASE ORDER #: 90247  
**DO NOT WRITE IN THIS AREA**

NAME AND ADDRESS OF VENDOR: SIXOE

1995/96

SHIP TO:  
REDWOOD CITY SCHOOL DISTRICT  
WAREHOUSE  
501 JAMES AVE.  
REDWOOD CITY, CALIFORNIA 94062

OTHER - SEE SPECIAL INSTRUCTION PAGE \_\_\_ OF \_\_\_

### INSTRUCTIONS TO VENDOR

1. INVOICES SHOULD BE ITEMIZED, MADE OUT IN TRIPLICATE AND BILLED TO THE REDWOOD CITY SCHOOL DISTRICT AT THE ADDRESS SHOWN ABOVE.
2. CANCELLATION OF ALL ITEMS REMAINING UNDELIVERED AFTER 60 DAYS FROM DATE OF THIS PURCHASE ORDER WILL BE AUTOMATIC.
3. TOTAL AMOUNT OF THIS PURCHASE INCLUDING TAX AND TRANSPORTATION CHARGES SHALL NOT EXCEED THE AMOUNT SHOWN BY MORE THAN 1% UNLESS PERMISSION IS FIRST OBTAINED FROM SCHOOL DISTRICT PURCHASING DEPARTMENT.
4. MAKE NO SUBSTITUTIONS UNLESS SPECIFICALLY AUTHORIZED IN WRITING.
5. THIS SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR MATERIALS, SUPPLIES, OR SERVICES FURNISHED WITHOUT AN ORDER FROM THE BUSINESS OFFICE.

### SHIPPING INSTRUCTIONS

1. THE NUMBER OF THIS PURCHASE ORDER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS AND PACKAGES.
2. SPECIAL INSTRUCTIONS TO SHIPPER AS REQUIRED WILL BE LISTED BELOW.
3. PREPAY ALL FREIGHT CHARGES UNLESS OTHERWISE INDICATED.
4. WAREHOUSE HOURS: MONDAY-FRIDAY 6:30 AM - 2:00 PM, CLOSED 12-1.

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL
		<i>Handwritten description</i>		
		<i>Handwritten description</i>		
		<i>Handwritten description</i>		
		<i>Handwritten description</i>		<i>1592</i>
		<i>Handwritten description</i>		<i>6.98</i>

SPECIAL INSTRUCTIONS TO VENDOR:  
**PARTIAL SHIPMENT MUST BE NOTED ON INVOICE AND PACKING SLIP; ALSO NOTE ANTICIPATED FINAL SHIPMENT DATE.**  
*Handwritten note*

SUB-TOTAL	
TAX	
<b>TOTAL</b>	<i>1598.98</i>

APPROVED BY ( PURCHASING DEPARTMENT)

### TO BE COMPLETED BY SCHOOL / DEPARTMENT

*K. Kirpalani*  
PRINCIPAL / MANAGER SIGNATURE

Dus Off SCHOOL / DEPARTMENT	#FUND	SUB FUND	CONTROL	LOCATN / RESPON.	DISTRICT PROGRAM	STATE PROGRAM	STATE OBJECT	AMOUNT	
	<i>0111</i>						<i>9519</i>	<i>1524.04</i>	DATE SHIPMENT COMPLETE
<i>K. Kirpalani</i> REQUESTED BY									RECEIVED BY
<i>9/29/96</i> DATE OF REQUEST									

# INVOICE

NO 20712

## SAN MATEO COUNTY OFFICE OF EDUCATION

1400 DOLPHIN DRIVE, REDWOOD CITY, CA 94065-1064  
TELEPHONE: (415) 802-5600 • FAX: (415) 802-5528

DATE 6/30/96  
TERMS NET CASH

**THIS NUMBER MUST APPEAR  
ON ALL CORRESPONDENCE**

PURCHASE ORDER NO. 90247

SOLD TO  
REDWOOD CITY SCHOOL DISTRICT

SHIP TO

**NOTE: Make Check Payable To "COUNTY SCHOOL SERVICE FUND"**

UNIT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Billing for services provided by School Services of California 7/1/95 through 6/30/96 per agreement on file with San Mateo County Office of Education.			
	Fiscal Services		\$ 849.21	
	Mandated Costs Services		\$ 674.83	\$1,524.04

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE

**TOTAL \$1,524.04**

CONTACT **Jim Hooley**

TELEPHONE (415) **802-5512**

PLEASE PAY THIS AMOUNT ▲

*01U/9519*

*AP in 9/5/96*

ACCOUNT NUMBER(S)	AMOUNT(S)
01U-9954	\$1,524.04
	127

Return With Your Remittance  
Attn: Accounts Receivable

INVOICE NO. 20712

*Elaine's Copy for  
Mandated Cost Claims*



# SAN MATEO COUNTY OFFICE OF EDUCATION

Floyd Gonella, Ed.D., County Superintendent of Schools

June 14, 1996

REFER: BD-18-96

*96/97*

TO: SAN MATEO COUNTY SCHOOL DISTRICTS

ATTN: CHIEF BUSINESS OFFICIALS

FROM: JIM HOOLEY, ASSOCIATE SUPERINTENDENT

SUBJECT: SCHOOL SERVICES OF CALIFORNIA, INC.  
1996-97 CONTRACT FOR MANDATED COST CLAIMS SERVICES

Enclosed is a copy of the 1996-97 contract document for your review of the cost and services to be provided. There is a new rate schedule for optional hourly services in excess of those direct service hours included in the contract and covered by the annual fee.

Last year, fifteen districts participated in the mandated cost consortium for services from School Services of California, Inc., and the estimated prorated annual cost per participant was \$750. Therefore, if the same number of districts participate, the cost to each district for this service in 1996-97 is estimated to be \$820.

Please indicate below as to whether or not your district will join the consortium for 1996-97 and return a copy of this notice by Friday, June 28, 1996.

We will join the Mandated Cost Claims Consortium.

We will not join the Mandated Cost Claims Consortium.

**RECEIVED**

JUN 18 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Redwood City School District  
(District)

K. Kupala  
(Signature of Authorized School Official)



**AGREEMENT FOR SPECIAL SERVICES**  
**Mandated Cost Claims**  
**Consortium**

This is an agreement between the SAN MATEO COUNTY OFFICE OF EDUCATION, hereinafter referred to as "County," and SCHOOL SERVICES OF CALIFORNIA, INC., hereinafter referred to as "Consultant," entered into as of July 1, 1996.

**RECITALS**

**WHEREAS**, the County needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and,

**WHEREAS**, SCHOOL SERVICES OF CALIFORNIA, INC., is professionally and specially trained and competent to provide these services; and,

**WHEREAS**, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable,

**NOW, THEREFORE**, the parties to this agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
  - a. Delivery of one copy of each edition of the Fiscal Report containing information on issues of school finance, budgets or practices that impact school district fiscal policies and one copy of the booklet Analysis of the Governor's Budget;
  - b. Option of receiving transmissions over an electronic computer network on a regular basis regarding major school finance and fiscal issues;
  - c. An analysis of all major school finance/fiscal legislation and reporting on its legislative/executive branch progress;
  - d. Thirty (30) hours of service annually as the County directs on fiscal issues, including revenue limit calculations, special education calculations, analysis of specific district revenue or expenditure issues, analysis of specific legislative or regulatory issues, and including a "quick query" service to provide telephone response to specific fiscal questions of the County. Services for which the base service hours may

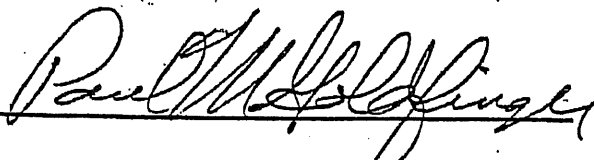
3. The County agrees that any information received from Consultant shall be for the use of the County Office and the districts in the Consortium only and shall not be provided by the County Office to other districts over 500 ADA. Districts under 500 ADA are eligible to receive service as deemed appropriate by the County Office. (SEE ATTACHMENT A)
4. The term of this contract shall be for the period of one year, beginning July 1, 1996, and terminating June 30, 1997. This agreement may be terminated by either party prior to June 30, 1997, on thirty (30) days' written notice. In case of cancellation, the County shall be liable for any costs accrued to the date of cancellation under Item 2 above.
5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of the County.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

San Mateo County Office of Education

BY: 

DATE: 5/29/96

Paul M. Goldfinger, Vice President  
School Services of California, Inc.

PG:1996-97/kk

**PRINTING REQUEST (Form 2)**

SEND ORIGINAL TO:  
DISTRICT OFFICE/OFFSET PRESS  
ATTENTION: ROBERT MALONE

INITIATOR RETAIN BACK COPY

PLEASE INCLUDE BUDGET NO.

Originals must be print ready.  
 Please allow five-eighths inch  
 on top & one-half inch on each  
 side of the original(s).

LAST NAME: <i>KIR PALANI</i>	LOCATION: <i>BUS OFF</i>	PROGRAM:	PHONE NO.:	DATE: <i>10/13/95</i>
DATE NEEDED*: <i>ASAP</i>	SUBJECT OF PRINTING: <i>Mandated Costs Log Sheet</i>			DATE REC'D:
NO. OF ORIG. SIDES: <i>1</i>	COPIES PER SIDE: <i>100</i>	ONE SIDE ONLY?	FRONT TO BACK?: <input checked="" type="checkbox"/>	CUT (INCLUDE SAMPLE)

PAPER TYPE	PAPER SIZE	PAPER COLOR
<input checked="" type="checkbox"/> REG. BOND	<input checked="" type="checkbox"/> 8.5 * 11	<input type="checkbox"/> WHITE
<input type="checkbox"/> CARD STOCK	<input type="checkbox"/> 8.5 * 14	<i>yellow</i>
<input type="checkbox"/> COVER STOCK		
<input type="checkbox"/> CARBONLESS(2PT <input type="checkbox"/> 3PT <input type="checkbox"/> 4PT <input type="checkbox"/> 5PT <input type="checkbox"/> )		

SPECIAL INSTRUCTIONS:

DEBIT TO:

FUND	S. FND	CNTRL	RESP	S. PROG	ST/PROG	ST/OBJ	AMOUNT

DEPARTMENT USE ONLY

TOTAL NO. OF COPIES \_\_\_\_\_  
 AT \_\_\_\_\_ PER COPY \$ \_\_\_\_\_

DATE RUN: \_\_\_\_\_

- 1) Maximum number of originals per print request 25
- 2) Minimum number of copies per original is 30
- 3) Allow at least three work days notice for 1-10 originals.
- 4) Allow at least five work days notice for 11-20 originals.

PRINTING REQUEST (Form 2)

SEND ORIGINAL TO:  
 DISTRICT OFFICE/OFFSET PRESS  
 ATTENTION: ROBERT MALONE

INITIATOR RETAIN BACK COPY

PLEASE INCLUDE BUDGET NO.

Originals must be print ready.  
 Please allow five-eighths inch  
 on top & one-half inch on each  
 side of the original(s).

LAST NAME: <u>Kirpalani</u>	LOCATION: <u>Bus. Off.</u>	PROGRAM:	PHONE NO.:	DATE: <u>10/27/95</u>
DATE NEEDED*: <u>ASAP</u>	SUBJECT OF PRINTING: <u>Mandate Costs log Sheet</u>			DATE REC'D:
NO. OF ORIG. SIDES: <u>1</u>	COPIES PER SIDE: <u>300</u>	ONE SIDE ONLY?	FRONT TO BACK?: <input checked="" type="checkbox"/>	CUT (INCLUDE SAMPLE)

PAPER TYPE	PAPER SIZE	PAPER COLOR
<input checked="" type="checkbox"/> REG. BOND	<input checked="" type="checkbox"/> 8.5 * 11	<input type="checkbox"/> WHITE
<input type="checkbox"/> CARD STOCK	<input type="checkbox"/> 8.5 * 14	<u>Yellow</u>
<input type="checkbox"/> COVER STOCK		
<input type="checkbox"/> CARBONLESS(2PT___ 3PT___ 4PT___ 5PT___)		

SPECIAL INSTRUCTIONS:

DEBIT TO:

FUND	S. FND	CNTRL	RESP.	S. PROG	ST/PROG	ST/OBJ	AMOUNT

DEPARTMENT USE ONLY

TOTAL NO. OF COPIES \_\_\_\_\_  
 AT \_\_\_\_\_ PER COPY \$ \_\_\_\_\_

DATE RUN: \_\_\_\_\_

- 1) Maximum number of originals per print request 25
- 2) Minimum number of copies per original is 30
- 3) Allow at least three work days notice for 1-10 originals.
- 4) Allow at least five work days notice for 11-20 originals.

# EXHIBIT 3

# MANDATE REIMBURSEMENT PROCESS

## 1. Summary of Chapters 486/75 and 1459/84

On March 27, 1986, the Commission on State Mandates determined that both Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984, resulted in State mandated costs that are reimbursable pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. Chapter 486, Statutes of 1975, established the Board of Control's authority to hear and make determinations on claims submitted by local governments that allege costs mandated by the State. In addition, Chapter 486/75 contained provisions authorizing the State Controller's Office to receive, review, and pay reimbursement claims for mandated costs submitted by local governments.

Chapter 1459, Statutes of 1984, created the Commission on State Mandates which replaced the Board of Control with respect to hearing mandate cost claims. This law established the "sole and exclusive procedure" by which a local agency or school district is allowed to claim reimbursement as required by Section 6 of Article XIII B of the California Constitution for State mandates under the Revenue and Taxation Code (Government Code Section 17552).

Together these laws established the process by which local agencies and school districts are to receive reimbursement for State mandated programs. They also dictated reimbursement activities by requiring localities to file claims according to instructions issued by the State Controller's Office.

## 2. Eligible Claimants

Any school district, county office of education or community college district that incurs increased costs as a result of this mandate is eligible to claim reimbursement of these costs.

## 3. Appropriations

Claims may only be filed with the State Controller's Office for programs that have been funded in the state budget, the State Mandates Claims Fund, or in special legislation. To determine funding available for the current fiscal year, refer to the schedule "Appropriations for State Mandated Cost Programs" in the "Annual Claiming Instructions for State Mandated Costs" issued in mid-September of each year to county superintendents of schools and superintendents of schools.

## 4. Types of Claims

### A. Reimbursement and Estimated Claims

An eligible claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

### B. Minimum Claim

A claim for reimbursement or an estimate must exceed \$200 per year. However, a county superintendent of schools, as fiscal agent for the district, may submit a combined claim in excess of \$200 on behalf of school districts within the county even if the individual district's claim does not exceed \$200. The combined claim must show the individual claim costs for each district. Once a combined claim is filed, all subsequent claims for the same mandate must be filed in a combined form. A school

district may withdraw from the combined claim form by providing a written notice to the county superintendent of schools and the State Controller's Office, of its intent to file a separate claim at least 180 days prior to the deadline for filing the claim.

#### 5. Filing Deadline

- (1) Refer to item 3 "Appropriations" to determine if the program is funded for the current fiscal year. If funding is available, an estimated claim must be filed with the State Controller's Office and postmarked by November 30 of the fiscal year in which costs are to be incurred. Timely filed estimated claims will be paid before late claims:
- (2) After having received payment for an estimated claim, the claimant must file a reimbursement claim by November 30 of the following fiscal year regardless whether the payment was more or less than the actual costs. If the district fails to file a reimbursement claim, monies received must be returned to the State. If no estimated claim was filed, the district may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. (See item 3 above).

A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by November 30 following the fiscal year in which the costs were incurred. If the claim is filed after the deadline but by November 30 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

#### 6. Reimbursable Components

Eligible claimants will be reimbursed for costs incurred in the filing of successful test claims and reimbursement claims. The purpose of a test claim is to establish that local governments (counties, cities, school districts, special districts, etc.,) cannot be made financially whole unless all state mandated costs, both direct and indirect, are reimbursed. Since local costs would not have been incurred for test claims and reimbursement claims but for implementing State-imposed mandates, all resulting costs are recoverable.

##### A. Test Claims

All costs of successful test claims presented to the Commission on State Mandates are reimbursable, including unsuccessful test claims if an adverse Commission ruling is later reversed as a result of a court order. The following costs would be reimbursable:

Accumulated costs (current and prior years) for presenting a test claim which was successful shall be claimed in the fiscal year in which the Commission determined a reimbursable mandate exists for the program. After a successful test claim, costs incurred for developing parameters and guidelines, and necessary cost data for the program shall be claimed in the fiscal year in which costs were incurred.

##### (1) Preparing and Presenting Test Claims

The costs of preparing and presenting test claims to the Commission and the additional costs of litigation, if an unsuccessful test claim is later revised by a court order.

##### (2) Developing Parameters and Guidelines

The costs of developing parameters and guidelines for the successful test claim.

##### (3) Collection of Cost Data

The collection of cost data to determine the statewide impact of the successful test claim.

(4) Drafting Claiming Instructions

The costs of assisting the State Controller's Office in drafting the required claiming instructions.

**B. Reimbursement Claims**

(1) Preparation of the Claim

All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable.

(2) Classes for Claim Preparation

The costs of attending classes designed to assist the claimant in identifying and correctly preparing the required documentation for a specific mandate are reimbursable. Allowable costs include, but are not limited to, salaries and benefits, transportation, registration fees and per diem.

Please note that costs of preparing and submitting reimbursement claims should be claimed in the fiscal year in which costs were incurred rather than in the fiscal year of the program cost.

For example, the initial filing deadline for Chapter 1117/84, Airport Land Use, for the increased costs incurred in the 1985/86 through 1988/89 fiscal years was May 15, 1990. The costs would be incurred in the 1989/90 fiscal year to prepare and file reimbursement claims for all four fiscal years. Therefore, the costs should be identified in the 1989/90 Mandate Reimbursement Process claim.

**C. Incorrect Reduction Claims**

If a claimant files a successful appeal with the Commission on State Mandates regarding the incorrect reduction of a claim and the Commission rules for the claimant, the following costs are reimbursable:

(1) Preparation of the Claim

All costs incurred for the preparation and submission of a claim to the State Controller's Office.

(2) Presentation to the Commission

The cost of presenting a successful incorrect reduction claim to the Commission.

Accumulated costs (current and prior years) to present a successful incorrect reduction claim shall be claimed in the fiscal year in which the Commission determined that the claim was incorrectly reduced.

**7. Reimbursement Limitations**

- A. Legal costs not exceeding \$90 per hour will be considered reimbursable, subject to proper documentation. Any amount exceeding \$90 per hour will be subject to review and subsequent approval by the State Controller's Office.
- B. Reimbursement limitation for independent contractor costs is detailed under Item 8.A.(3) of these claiming instructions for the preparation and submission of reimbursement claims.
- C. Any offsetting savings or reimbursement the claimant received from any source (e.g. federal, state grants, foundations, etc.) as a result of this mandate shall be identified and deducted so only net costs are claimed.



## 8. Claiming Forms and Instructions

The diagram "Illustration of Claim Forms" provides a general graphical presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for form MRP-1 and form MRP-2 provided the format of the report and data fields contained within the report are identical to the claim forms included with these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated and reimbursement claims. The State Controller's Office will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

### A. Form MRP-2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate form MRP-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

#### (1) Salaries and Benefits

Identify the district employee(s), and/or show the classification of the employee(s) involved. Describe the mandated activities performed by each employee and specify the actual time spent, the productive hourly rate and the related fringe benefits.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on the mandate.

#### (2) Materials and Supplies

Only expenditures which can be identified as a direct cost of the mandate may be claimed. List the cost of materials which have been consumed or expended specifically for the purpose of this mandate.

Source documents required to be maintained by the claimant may include but are not limited to, invoices, receipts, purchase orders and other documents evidencing the validity of the expenditures.

#### (3) Contracted Services

Give the name(s) of contractor(s) who performed the service. Describe the activities performed by each named contractor, inclusive dates when services were performed, and actual time spent performing the mandate. Itemize all costs for services performed. Attach consultant invoices with the claim.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices and other documents evidencing the validity of the expenditures.

#### Limitation on reimbursement for independent contractor costs for the preparation and submission of reimbursement claims.

- (a) If a school district contracts with an independent contractor for the preparation and submission of reimbursement claims, the costs reimbursable by the state for that purpose shall not exceed the lesser of (1) 10 percent of the amount of the claims prepared and submitted by the independent contractor, or (2) the actual

claims prepared and submitted by the independent contractor, or (2) the actual costs that would necessarily have been incurred for that purpose if performed by employees of the school district.

The maximum amount of reimbursement provided for an independent contractor may be exceeded only if the school district establishes, by appropriate documentation and governing board certification, that the preparation and submission of these claims could not have been accomplished without the incurring of the additional costs claimed by the school district.

- (b) Costs incurred for contract services for the preparation, submission and/or presentation of claims are recoverable within the limitations imposed under (a) above. Provide copies of the contractor's invoices that were paid. For the preparation and submission of claims pursuant to Government Code Sections 17561 and 17564, submit an estimate of the actual costs that would have been incurred for that purpose if performed by employees of the school district. This cost estimate is to be certified by the governing body or its designee.

If reimbursement is sought for independent contractor costs that are in excess of [Test (1)] ten percent of the claims prepared and submitted by the independent contractor or [Test (2)] the actual costs that necessarily would have been incurred for that purpose if performed by employees of the school district. Appropriate documentation must be submitted to show that the preparation and submission of these claims could not have been accomplished without the incurring of the additional costs claimed by the district. Appropriate documentation includes the record of dates and time spent by staff of the contractor for the preparation and submission of claims on behalf of the school district, the contractor's billed rates, and an explanation of reasons for exceeding Test (1) and/or Test (2). In the absence of appropriate documentation, reimbursement is limited to the lesser of Test (1) and/or Test (2). No reimbursement shall be permitted for the cost of contracted services without the submission of an estimate of actual costs by the district.

(4) Training

Only the cost for a reasonable number of employees attending the training is reimbursable. Give the class title, dates, location and name(s) of employee(s) attending training on the preparation of claims. Reimbursable costs include salaries and benefits for time spent, the registration fee, transportation, lodging and per diem. Reimbursement for travel expenses, lodging and per diem shall not exceed those rates which are applicable to State employees. Refer to the Appendix; State of California Travel Expense Guidelines.

For audit purposes, all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. Such documents shall be made available to the State Controller's Office on request.

B. Form MRP-1, Claim Summary

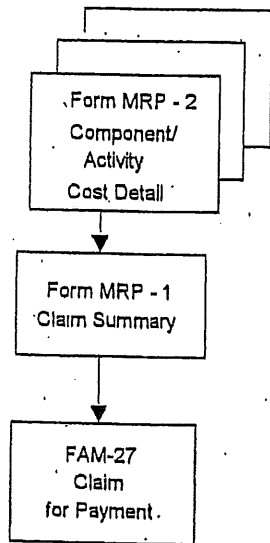
This form is used to summarize direct costs by claim component and compute the allowable indirect costs for the mandate. Claim statistics shall identify the work performed for which costs are claimed. The claimant must give the chapter/statute and name of each mandated program. If claiming the cost of a successful test claim or incorrect reduction claim, give the date when the claim was heard by the Commission On State Mandates. Direct costs on this form are carried forward from form MRP-2.

School districts and local offices of education may compute the amount of indirect costs utilizing the State Department of Education's Annual Program Cost Data Report, J-380 or J-580 rate. Community college districts have the option of using a federally approved rate (i.e., utilizing the cost accounting principles in the Office of Management and Budget Circular A-21) or form FAM-29C to determine the amount of indirect costs.

**C. Form FAM-27, Claim for Payment**

This form contains a certification that must be signed by an authorized representative of the school district. All applicable information from form MRP-1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

**Illustration of Claim Forms**



**Form MRP-2 Component/Activity Cost Detail**

Complete a separate form for each cost component listed below. Claimable activities (i.e., A,B,C, ...) are identified for each cost component.

1. Test Claims
  - A. Preparing and Presenting Test Claims
  - B. Developing Parameters and Guidelines
  - C. Collection of Cost Data
  - D. Drafting Claiming Instructions
2. Reimbursement Claims
  - A. Preparation of the Claim
  - B. Classes for Claim Preparation
3. Incorrect Reduction Claim
  - A. Preparation of the Claim
  - B. Presentation to the Commission

<b>CLAIM FOR PAYMENT</b> Pursuant to Government Code Section 17561 <b>MANDATE REIMBURSEMENT PROCESS</b>	For State Controller Use Only	
	(19) Program Number 0042	
	(20) Date File _____/_____/_____	
	(21) LRS Input _____/_____/_____	

<b>L A B E L  H E R E</b>	(01) Claimant Identification Number		Reimbursement Claim Data		
	(02) Mailing Address		(22) MRP-1, (03)(a)		
	Claimant Name		(23) MRP-1, (03)(b)		
	County of Location		(24) MRP-1, (03)(c)		
	Street Address or P. O.. Box		(25) MRP-1, (04)(1)(d)		
	City	State	Zip Code	(26) MRP-1, (04)(2)(d)	
	Type of Claim	Estimated Claim	Reimbursement Claim	(27) MRP-1, (04)(3)(d)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(28) MRP-1, (06)		
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)		
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(30)		
Fiscal Year of Cost	(06) 19__/__	(12) 19__/__	(31)		
Total Claimed	(07)	(13)	(32)		
Less: 10% Late Penalty, but not to exceed \$1000 (if applicable)		(14)	(33)		
Less: Estimated Claim Payment Received		(15)	(34)		
Net Claimed Amount		(16)	(35)		
Due from State	(08)	(17)	(36)		
Due to State		(18)	(37)		

**(38) CERTIFICATION OF CLAIM**

In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984, set forth on the attached statements.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Type or Print Name \_\_\_\_\_ Title \_\_\_\_\_

(39) Name of Contact Person for Claim \_\_\_\_\_ Telephone Number \_\_\_\_\_ Ext. \_\_\_\_\_

**MANDATE REIMBURSEMENT PROCESS**  
**Certification Claim Form**  
**Instructions**

**FORM**  
**FAM-27**

- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address has been enclosed with the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the place shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05) Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If estimate exceeds the previous fiscal year's actual costs by more than 10%, complete form MRP-1 and enter the amount from line (11).
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11) Amended. Leave boxes (09) and (10) blank.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form MRP-1, line (11).
- (14) If a reimbursement claim is filed after November 30 of the fiscal year in which costs were incurred, the claim must be reduced by a late penalty. Enter the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If you are filing a reimbursement claim and have previously filed an estimated claim for the same fiscal year, enter the amount received for the estimated claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16) Net Claimed Amount is positive, enter that amount on line (17) Due from State.
- (18) If line (16) Net Claimed Amount is negative, enter that amount in line (18) Due to State.
- (19) through (21) for State Controller's use only. Leave blank.
- (22) through (37) for the Reimbursement Claim
- Bring forward the cost information as specified on the left-hand column of lines (22) through (28) for the reimbursement claim [e.g., MRP-1, (03)(a), means the information is located on form MRP-1, line (03)(a)]. Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, (i.e., no cents). Indirect cost percentage should be shown as a whole number and without the percent symbol (i.e. 7.548% should be shown as 8). The claim cannot be processed for payment unless this data block is correct and complete.
- (38) Read the statement "Certification of Claim." If the statement is true, the claim must be dated, signed by the agency's authorized representative and must include the person's name and title, typed or printed. Claims cannot be paid unless accompanied by a signed certification.
- (39) Enter the name of the person and telephone number that this office should contact if additional information is required.

**SUBMIT A SIGNED ORIGINAL AND A COPY OF FORM FAM-27, AND A COPY OF ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:**

**Address, if delivered by:**  
**U.S. Postal Service**

**OFFICE OF THE STATE CONTROLLER**  
**ATTN: Local Reimbursement Section**  
**Division of Accounting and Reporting**  
**P.O. Box 942850**  
**Sacramento, CA 94250-5875**

**Address, if delivered by:**  
**Other delivery service**

**OFFICE OF THE STATE CONTROLLER**  
**ATTN: Local Reimbursement Section**  
**Division of Accounting and Reporting**  
**3301 C Street, Suite 500**  
**Sacramento, CA 95816**

<b>MANDATED COSTS</b> <b>MANDATE REIMBURSEMENT PROCESS</b> <b>CLAIM SUMMARY</b>	<b>FORM</b> <b>MRP-1</b>
---	-----------------------------

(01) Claimant	(02) Type of Claim	Fiscal Year
	Reimbursement <input type="checkbox"/>	
	Estimated <input type="checkbox"/>	19__/___

**Claim Statistics**

(03) Chapter Name and Number of Mandates	(a) Test Claims	(b) Reimbursement Claims	(c) Incorrect Reduction Claims
Total Number of Claims Filed	925	425	125

Direct Costs	Object Accounts			
(04) Reimbursable Components:	(a) Salaries & Benefits	(b) Materials & Supplies	(c) Contracted Services	(d) Total
1. Test Claims				130
2. Reimbursement Claims				131
3. Incorrect Reduction Claims				132
(05) Total Direct Costs				133

Indirect Costs	
(06) Indirect Cost Rate	From J-380, J-580 or FAM-29C %
(07) Total Indirect Costs	[Line (06) x (line (05)(d) - line(05)(c))]
(08) Total Direct and Indirect Costs	[Line (05)(d) + line (07)]
Cost Reduction	
(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) Total Claimed Amount:	[Line (08) - (Line (09) + Line (10))]

<b>MANDATE REIMBURSEMENT PROCESS</b> <b>CLAIM SUMMARY</b> <b>Instructions</b>	<b>FORM</b> <b>MRP-1</b>
---	-----------------------------

- (01) Enter the name of the claimant.
- (02) **Type of Claim.** Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred. Form MRP-1 must be filed for a reimbursement claim. Do not complete form MRP-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form MRP-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) **Test Claims:** Enter the chapter/statute or state regulation and program name. Give the date when the successful test claim was heard by the Commission on State Mandates. Enter an "X" in column (a) for each program.
- Reimbursement Claims:** List each chapter/statute or state regulation and program name that is included in the claim preparation costs. Enter an "X" in column (b) for each program.
- Incorrect Reduction Claims:** Enter the chapter/statute or state regulation and program name. Give the date when the successfully appealed incorrect reduction claim was heard by the Commission on State Mandates. Enter an "X" in column (a) for each program.
- Total the "X"s in each column. (Attach a separate schedule if more space is needed to meet your requirements).
- (04) **Reimbursable Components.** For each reimbursable component, enter the totals from form MRP-2, line (05) columns (d), (e) and (f) to form MRP-1, block (04) columns (a), (b) and (c) in the appropriate row. Total each row and enter in column (d).
- (05) **Total Direct Costs.** Total columns (a) through (d).
- (06) **Indirect Cost Rate.** Enter the indirect cost rate from the Department of Education form J-380 or J-580 or FAM-29C, as applicable, for the fiscal year of the costs.
- (07) **Total Indirect Costs.** Enter the result of multiplying the difference of Total Direct Costs, line (05)(d) and Contracted Services, line (05)(c) by the Indirect Cost Rate, line (06).
- (08) **Total Direct and Indirect Costs.** Enter the sum of Total Direct Costs, line (05)(d) and Total Indirect Costs, line (07).
- (09) **Less: Offsetting Savings, if applicable.** Enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) **Less: Other Reimbursements, if applicable.** Enter the amount of other reimbursements received from any source (i.e., federal, state grants, foundations, etc.) which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) **Total Claimed Amount.** Subtract the sum of Offsetting Savings, line (09) and Other Reimbursements, line (10) from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry forward the amount to form FAM-27, line (07) for the Estimated Claim, or line (13) for the Reimbursement Claim.

# EXHIBIT 4



**CLAIM FOR PAYMENT**  
 Pursuant to Government Code Section 17581  
**MANDATE REIMBURSEMENT PROCESS**

(19) Program Number 0042  
 (20) Date Filed       /      /        
 (21) LRS Input       /      /      

(01) Claimant Identification Number

541080

REDWOOD CITY ELEM SCH DIST  
 SAN MATEO COUNTY  
 815 ALLERTON ST  
 REDWOOD CITY CA 94063

**Reimbursement Claim Data**

(22) MRP-1, (03)(a)	0
(23) MRP-1, (03)(b)	15
(24) MRP-1, (03)(c)	0
(25) MRP-1, (04)(1)(d)	0
(26) MRP-1, (04)(2)(d)	35,990
(27) MRP-1, (04)(3)(d)	0

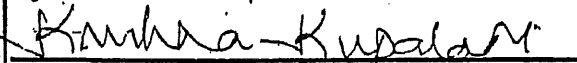
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	
	(03) Estimated <input checked="" type="checkbox"/>	(08) Reimbursement <input checked="" type="checkbox"/>	(28) MRP-1, (06)
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(30)
<b>Fiscal Year of Cost</b>	(06) 19 <u>96</u> / <u>97</u>	(12) 19 <u>95</u> / <u>96</u>	(31)
<b>Total Claimed</b>	(07) 40,051	(13) 38,214	(32)
<b>Less: 10% Late Penalty, but not to exceed \$1000 (if applicable)</b>		(14) 0	(33)
<b>Less: Estimated Claim Payment Received</b>		(15) 24,104	(34)
<b>Net Claimed Amount</b>		(16) 14,110	(35)
<b>Due from State</b>	(08)	(17) 14,110	(36)
<b>Due to State</b>		(18)	(37)

**(38) CERTIFICATION OF CLAIM**

In accordance with the provisions of Government Code 17581, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapter 486, Statutes of 1976 and Chapter 1459, Statutes of 1984; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 486, Statutes of 1976, and Chapter 1459, Statutes of 1984.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 486, Statutes of 1976, and Chapter 1459, Statutes of 1984, set forth on the attached statements.

Signature of Authorized Representative  


Date  
 November 27, 1996

Krishna Kirpalani  
 Type or Print Name

Asst. Supt. Business Services  
 Title

(39) Name of Contact Person for Claim  
 | K | K | i | r | p | a | l | a | n | i | | | | | | |

Telephone Number  
 (415) 361 5159 Ext. 21321

**MANDATED COSTS  
MANDATE REIMBURSEMENT PROCESS  
CLAIM SUMMARY**

**FORM  
MRP-1**

(01) Claimant:  
**REDWOOD CITY SCHOOL DISTRICT**

(02) Type of Claim:  
Reimbursement   /  /  
Estimated   X  /

Fiscal Year:  
**1996/97**

**Claim Statistics**

(03) Chapter Name and Number of Mandate:	(a) Test Claims	(b) Reimburse- ment Claims	(c) Incorrect Reduction Claims
Chap. 0486/75-Reimbursement Process		X	
Chap. 0498/83-Notification of Truancy		X	
Chap. 0624/92-School Bus Safety		X	
Chap. 0641/86-Open Meetings Act		X	
Chap. 0759/92-Pupil Health Screening		X	
Chap. 0781/92-Charter Schools		X	
Chap. 0818/91-Aids Prevention Instructions		X	
Chap. 0961/75-Collective Bargaining		X	
Chap. 1107/84-Removal of Chemicals		X	
Chap. 1176/77-Immunization Records		X	
Chap. 1347/80-Physical Examination for Scoliosis		X	
Chap. 1659/84-Emergency Procedures		X	
Chap. 1607/84-School Crimes Reporting		X	
Total Number of Claims Filed		13	

**Direct Costs**

(04) Reimbursable Components:	Cost Elements			
	(a) Salaries and Benefits	(b) Supplies	(c) Contracted Services	(d) Total
1. Test Claims.				0
2. Reimbursement Claims.	36,327	668	725	37,720
3. Incorrect Reduction Claims.				0
(05) Total Direct Costs	36,327	668	725	37,720

**Indirect Costs**

(06) Indirect Cost Rate	Form J380	6.18%
(07) Indirect Costs:	[[Line (05)(d) - line (05)(c)] X Line (06)]	2,331
(08) Total Costs:	[Line (05)(d) + line (07)]	40,051

**Cost Reduction**

(09) Less: Offsetting Savings, if applicable		
(10) Less: Other Reimbursements, if applicable		
(11) Total Claimed Amount:	[Line (08) - [Line (09) + line (10)]]	40,051

<b>MANDATED COSTS MANDATE REIMBURSEMENT PROCESS CLAIM SUMMARY</b>	<b>FORM MRP-1</b>
---	-----------------------

(01) Claimant: <b>REDWOOD CITY SCHOOL DISTRICT</b>	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year: <b>1995/96</b>
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**Claim Statistics**

(03) Chapter Name and Number of Mandate:	(a) Test Claims	(b) Reimb. Claims	(c) Incorrect Redt Claims
Chap. 0486/75-Reimbursement Process		X	
Chap. 0498/83-Notification of Truancy		X	
Chap. 0498/83-Certification of Teacher Evaluators		X	
Chap. 0624/92-School Bus Safety		X	
Chap. 0641/86-Open Meetings Act		X	
Chap. 0759/92-Pupil Health Screening		X	
Chap. 0781/92-Charter Schools		X	
Chap. 0818/91-Aids Prevention Instructions		X	
Chap. 0961/75-Collective Bargaining		X	
Chap. 1107/84-Removal of Chemicals		X	
Chap. 1176/77-Immunization Records		X	
Chap. 1347/80-Physical Examination for Scoliosis		X	
Chap. 1376/87-Credential Monitoring		X	
Chap. 1659/84-Emergency Procedures		X	
Chap. 1607/84-School Crimes Reporting		X	
<b>Total Number of Claims Filed</b>		<b>15</b>	

Direct Costs	Cost Elements			
(04) Reimbursable Components:	(a) Salaries and Benefits	(b) Supplies	(c) Contracted Services	(d) Total
1. Test Claims.				0
2. Reimbursement Claims.	34,597	668	725	35,990
3. Incorrect Reduction Claims.				0
<b>(05) Total Direct Costs</b>	<b>34,597</b>	<b>668</b>	<b>725</b>	<b>35,990</b>

Indirect Costs	
(06) Indirect Cost Rate	Form J380 6.18%
(07) Indirect Costs:	{ [Line (05)(d) - line (05)(c)] X Line (06) } 2,224
<b>(08) Total Costs:</b>	<b>[Line (05)(d) + line (07)] 38,214</b>

Cost Reduction	
(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
<b>(11) Total Claimed Amount:</b>	<b>{ Line (08) - [Line (09) + line (10)] 38,214</b>

**MANDATED COSTS  
MANDATE REIMBURSEMENT PROCESS  
COMPONENT/ACTIVITY COST DETAIL**

**FORM  
MRP-2**

(01) Claimant: **Redwood City School District**

(03) Fiscal Year costs were incurred: **1995/96**

(02) Reimbursable Component: **Reimbursement Claims**

(04) Description of Expense: Complete columns (a) through (f).

**Cost Elements**

(a) Employee Name, Job Classification and Function Performed or Description of Expense	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Services
<b>Preparation of the Claims.</b>					
Acosta, Olivia	Attendance Clerk	26.41	1.00	26.41	
Analla, Jane	Admin. Assitant	34.31	1.00	34.31	
Anthony, Jean	Principal	48.79	3.00	146.37	
Aparicio, Manuel	Translator	25.13	0.90	22.62	
Babin, Barbara	Principal	50.63	3.00	151.89	
Baker, John	Director	56.39	1.50	84.59	
Balderas, Ricardo	Principal	47.29	1.75	82.76	
Balsama, Virginia	Translator	39.40	0.50	19.70	
Brand, John	Principal	51.65	5.50	284.08	
Bright, Nola	Resource Teacher	49.15	1.00	49.15	
Bustos, Rosa	Office Assistant	26.37	3.75	98.89	
Caldaron, Ana	Office Assistant	22.23	0.25	5.56	
Call, Nell	Asst. Supt. Personnel	62.19	5.00	310.95	
Cantalupi, Barbara	School Nurse	40.70	1.00	40.70	
Cefalu, Judy	Receptionist	22.90	6.00	137.40	
Corbit, Fran	Purchasing Agent	36.43	1.00	36.43	
Crates, Ron	Superintendent	78.49	0.50	39.25	
Crowley, Sharon	Office Manager	34.81	1.50	52.22	
Currie, Carolyn	Director	52.90	1.00	52.90	
Custodio, Audrey	Principal	48.64	4.50	218.88	
Dalton, Gary	Resource/Acting Principal	55.15	1.00	55.15	
Duffoo, Sonia	Principal	45.59	0.50	22.80	
Edmond, Diane	Principal	45.97	3.75	172.39	
Esmond, Barbara	Office Manager	36.35	2.50	90.88	
Etcheveres, Martha	Office Assistant	25.65	1.50	38.48	
Fernandez, Linda	Admin. Assistant	35.02	11.00	385.22	
Fishtrom, Sue	Office Manager	32.69	2.75	89.90	
Galeotti, Sherron	Adm. Secretary	31.99	1.00	31.99	
Gardetto, Elaine	Accountant	33.96	153.00	5,195.88	
Gianfermo, Lellani	Office Manager	36.67	1.25	45.84	
Gledt, Carmen	Principal	52.11	4.00	208.44	
Gonzalez-Daley, Linda	Principal	52.12	3.00	156.36	
Imperiale, Judy	Office Manager	37.64	1.00	37.64	
Irwin, Ken	Custodian	25.68	1.00	25.68	
Keane, Jim	Transportation Manager	30.78	1.00	30.78	
(05) Total / / Subtotal / X /			8,482	0	0

Page: 1 of 3

**MANDATED COSTS  
MANDATE REIMBURSEMENT PROCESS  
COMPONENT/ACTIVITY COST DETAIL**

**FORM  
MRP-2**

(01) Claimant: Redwood City School District (03) Fiscal Year costs were incurred: 1995/96

(02) Reimbursable Component: **Reimbursement Claims**

(04) Description of Expense: Complete columns (a) through (f). **Cost Elements**

(a) Employee Name, Job Classification and Function Performed or Description of Expense	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Supplies	(f) Contracted Services
<b>Preparation of the Claims.</b>					
Kent, Lily	Office Manager	35.43	1.00		
Kirpalani, Krishna	Asst. Supt. Business	63.41	86.25	5,469.11	
Klein, Evelyn	Office Manager	32.70	1.00	32.70	
Lairon, Dan	Principal	49.31	2.50	123.28	
Lairon, Mary	Asst. Supt. Curriculum	58.87	0.50	29.44	
Lao, Welson	Accountant	1.00	27.74	27.74	
Lau, Eugenia	Director C N.	42.39	1.00	42.39	
Lind, Phil	Vice Principal	44.37	2.50	110.93	
Mangiola, Leslie	Resource Teacher	49.50	1.00	49.50	
Montijo, Lupita	Office Manager	37.19	1.00	37.19	
Murphy, Jeri	Admin. Assistant	29.14	1.00	29.14	
Noland, Sue	Dispatcher/Driver	34.23	2.50	85.58	
Ruggent, Pat.	Resource Teacher	41.04	0.75	30.78	
Okubo, Cathy.	Staff Develop. Resource	50.92	2.00	101.84	
O'Leary, Julie	Administ. Assistant	38.15	13.25	505.49	
Olson, Elizabeth	Staff Develop. Resource	50.92	2.00	101.84	
Ortiz, Judy	Admin. Assistant	32.09	16.00	513.44	
Patel, Mohan	Controller	47.10	194.50	9,160.95	
Patton, Jacqueline	Office Manager	35.00	1.50	52.50	
Ramirez, Maria	Payroll Specialist	27.80	10.00	278.00	
Rewak, Sue	Office Assistant	26.01	1.50	39.02	
Rinck, Shirley	Office Manager	35.34	4.75	167.87	
Rulz, Maria	Office Manager	31.86	1.00	31.86	
Shalvey, Sue	Principal	49.71	1.50	74.57	
Shea, Carolyn	Principal	49.40	3.75	185.25	
Shepard, Carolyn	Resource Teacher	37.99	1.00	37.99	
Smith, Norm	Asst. Supt. MOT	61.18	1.00	61.18	
Stevens, Bertha "Lety"	Office Manager	38.39	1.50	57.59	
Strehlow, Carolyn	Payroll Specialist	27.02	11.00	297.22	
Strehlow, Marye Ann	Secretary	26.45	10.00	264.50	
Tarumi, Larayne	Office Manager	36.43	1.00	36.43	
Thomas, Gwen	Office Manager	32.27	1.00	32.27	
Venezia, Judy	Office Manager	34.62	1.50	51.93	
Vickrey, Susan	Principal	51.95	4.50	233.78	

(05) Total / / Subtotal / X / Page: 2 of 3 18,353      0      0

**MANDATED COSTS  
MANDATE REIMBURSEMENT PROCESS  
COMPONENT/ACTIVITY COST DETAIL**

**FORM  
MRP-2**

(01) Claimant: Redwood City School District (03) Fiscal Year costs were incurred: 1995/96

(02) Reimbursable Component: **Reimbursement Claims**

(04) Description of Expense: Complete columns (a) through (f). Cost Elements

(a) Employee Name, Job Classification and Function Performed or Description of Expense	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Supplies	(f) Contracted Services
<b>Preparation of the Claims.</b>					
Vogel, Kathy M. C. Accountant.	21.84	290.75	6,349.98		
Werner, William Vice Principal	48.73	1.00	48.73		
Wolfe, Elizabeth Director	53.22	1.00	53.22		
Woolf, Ruth Support Services	48.89	12.50	611.13		
Wycke, Alloe Vice Principal	49.55	1.00	49.55		
Supplies: Postage & paper, copying & binders				125.00	
Cost of attending SSC's Mandated Cost Claim Classes Registration					50.00
PATELM Controller	47.10	8.00	376.80		
Cost of attending Mandated Cost Academy class on Collective Bargaining Registration				159.00	
GARDETTO, E. ACCOUNTANT	33.96	8.00	271.68		
Annual fee for Mandated Cost Claims services received through a county consortium contract.					674.83
Mandated Cost Preparation-Vavrinel, Trine & Day-Graves 12/31/95 3 Hrs. @ \$80. and Airfare				384.00	

(05) Total / X / Subtotal / / Page: 3 of 3 34,597 668 725

**REDWOOD CITY SCHOOL DISTRICT  
MANDATED REIMBURSEMENT PROCESS  
SALARY COMPUTATION  
1995/1996**

NAME	TITLE	ACTUAL ANNUAL SALARY	MANDATORY BENEFITS	MEDICAL & DENTAL	TOTAL SALARY & BENEFITS	GROSS DAYS	HOLIDAY DAYS	VACATION DAYS	SICK LEAVE	HRS DAY	DUTY HOURS	HOURLY RATE:	
												SALARY + BENEFITS	SALARY + BENEFITS
ACOSTA, O	ATTENDANCE	22,534	B 5,012	3,552	31,098	192	15	10	10	7.5	1178	\$26.41	
Analla, Jane	Confidential Sec	42,633	B 9,482	D 5,796	57,911	261	16	22	12	8	1688	\$34.31	
ANTHONY, J	PRINCIPAL	64,600	A 7,281	E 5,796	77,677	210	0	0	11	8	1592	\$48.79	
APARICIO, M.	TRANSLATOR	28,394	B 6,315	3,552	38,261	241	16	11	11	7.5	1523	\$25.13	
BABIN, B	PRINCIPAL	67,237	A 7,578	E 5,796	80,611	210	0	0	11	8	1592	\$50.63	
BAKER, J	PRINCIPAL	75,466	A 8,505	E 5,796	89,767	210	0	0	11	8	1592	\$56.39	
BALDERAS, R.	PRINCIPAL	62,454	A 7,039	E 5,796	75,289	210	0	0	11	8	1592	\$47.29	
BALSAMA, V	OFFICE MANG	35,531	B 7,902	3,552	46,985	204	15	20	10	7.5	1193	\$39.40	
BRAND, J	PRINCIPAL	71,663	A 8,077	E 5,796	85,535	218	0	0	11	8	1656	\$51.65	
BRIGHT, N	RESOURCE	51,520	A 5,807	2,532	59,859	184	0	0	10	7	1218	\$49.15	
BUSTOS, A	OFFICE ASST	19,673	B 4,375	3,552	27,600	192	15	17.5	10	7	1047	\$26.37	
CALDERON, A	ATTENDANCE	11,105	B 2,470	2,131	15,706	192	15	10	10	4.5	707	\$22.23	
Call, Neil	Asst Supt. of P	84,936	A 9,573	10,475	104,984	261	16	22	12	8	1688	\$62.19	
Cantalupi, Barb	School Nurse	41,679	A 4,697	3,201	49,577	184	0	0	10	7	1218	\$40.70	
CEFALLU, JUDY	Accounting Clk	28,143	B 6,259	3,552	37,954	261	16	12	12	7.5	1658	\$22.90	
CORBIT, F.	PURCHASING	47,633	B 10,594	3,552	61,779	261	16	21	12	8	1696	\$36.43	
Crates, Ronald	SUPERINTENDE	103,332	A 11,646	17,521	132,499	261	16	22	12	8	1688	\$78.49	
CROWLEY, S.	OFFICE MANG	29,129	B 6,478	3,552	39,159	195	15	18.5	10	7.5	1136	\$34.46	
Currie, Caroline	Dir. of Pupil Se	75,041	A 8,457	5,796	89,294	261	16	22	12	8	1688	\$52.90	
CUSTODIO, A	PRINCIPAL	64,384 ✓	A 7,256	5,796	77,436	210	0	0	10	8	1592	\$48.64	
DALTON, G	MAG TECH TEA	56,933	A 6,417	3,821	67,171	184	0	0	10	7	1218	\$55.15	
DUFFOO, SONI/	PRINCIPAL	61,985	A 6,986	5,796	74,767	216	0	0	11	8	1640	\$45.59	
EDMONDS, D.	VICE PRINCIPAL	62,542	A 7,049	5,796	75,387	216	0	0	11	8	1640	\$45.97	
ESMOND, B	OFFICE, MANG	30,551	B 6,795	3,552	40,898	195	15	20	10	7.5	1125	\$36.35	
ETCHEVERS, M	OFFICE ASST	20,739	B 4,612	3,552	28,904	201	15	15	10	7	1127	\$25.65	

Fernandez,Lind Confidential Se	43,619	B	9,701	D	5,796	59,116	261	16	22	12	8	1688	\$35.02
FISHROM,S OFFICE MANG	27,583	B	6,135		3,552	37,270	195	15	18	10	7.5	1140	\$32.69
Galeotti, SherrAdmin Asst	39,492	B	8,783	E	3,552	51,827	261	16	17	12	7.5	1620	\$31.99
Gardetto,E Accountant	44,434	B	9,882	E	3,552	57,869	261	16	20	12	8	1704	\$33.96
GEDT,C PRINCIPAL	69,352	A	7,816	E	5,796	82,964	210	0	0	11	8	1592	\$52.11
GIANFERMO,L OFFICE MANG	30,839	B	6,859		3,552	41,250	195	15	20	10	7.5	1125	\$36.67
GONZALEZ,L PRINCIPAL	69,364	A	7,818	E	5,796	82,977	210	0	0	11	8	1592	\$52.12
IMPERIALE,J OFFICE MANG	31,737	B	7,058		3,552	42,347	195	15	20	10	7.5	1125	\$37.64
IRWIN,K CUSTODIAN	32,886	B	7,314		3,552	43,752	261	16.00	20.00	12.00	8.00	1704	\$25.68
KEANE,J TRANS MANG	39,600	B	8,807		3,552	51,959	261	16	22	12	8	1688	\$30.78
KENT, L OFFICE MANG	29,697	B	6,605		3,552	39,854	195	15	20	10	7.5	1125	\$35.43
Kirpalani, KrishrAsst Supt. of B	84,655	B	18,828	D	3,552	107,034	261	16	22	12	8	1688	\$63.41
KLEIN, E OFFICE MANG	28,195	B	6,271		3,552	38,017	195	15	15	10	7.5	1163	\$32.70
LAIRON, D PRINCIPAL	68,174	A	7,683	E	5,796	81,653	218	0	0	11	8	1656	\$49.31
Lairon, Mary Asst Supt. of C	80,115	A	9,029	D	10,226	99,370	261	16	22	12	8	1688	\$58.87
LAO, WELSON Accountant	33,352	B	7,418	E	3,552	44,321	261	16	20	12	7.5	1598	\$27.74
Lau, Eugenia Child Nutrit Ma	53,800	B	11,965	D	5,796	71,561	261	16	22	12	8	1688	\$42.39
LIND, P VICE PRINCIPAL	44,526	A	5,018		4,498	54,043	184	0	0	10	7	1218	\$44.37
MANGIOLA, L RESOURCE TEA	51,657	A	5,822		2,812	60,291	184	0	0	10	7	1218	\$49.50
MONTIJO, L OFFICE MANG	31,320	B	6,966		3,552	41,838	195	15	20	10	7.5	1125	\$37.19
Murphy,Jeri Confidential Se	35,500	B	7,895	D	5,796	49,191	261	16	22	12	8	1688	\$29.14
NEWLAND, S DRIVER/DISPAT	44,813	B	9,967		3,552	58,332	261	16	20	12	8	1704	\$34.23
NUGENT, P TEACHER	42,890	A	4,834		2,263	49,987	184	0	0	10	7	1218	\$41.04
O'Leary,Julie Confidential Se	47,933	B	10,661	D	5,796	64,390	261	16	22	12	8	1688	\$38.15
OKUBO, CATHY STAFF DEV.	47,394	A	5,341	E	1,405	54,140	204	0	0	11	7	1351	\$40.07
Olson, Elizabeth STAFF DEV.	59,338	A	6,688	E	2,771	68,796	204	0	0	11	7	1351	\$50.92
Ortiz, Judy Confidential Se	40,408	B	8,987	D	5,796	55,190	261	16	18	12	8	1720	\$32.09
Patel,Mohan Controller	60,300	B	13,411	D	5,796	79,507	261	16	22	12	8	1688	\$47.10
PATTON, J OFFICE MANG	29,516	B	6,564		3,552	39,632	195	15	19	10	7.5	1133	\$35.00
Ramirez, Maria Payroll sp	35,295	B	7,850	E	3,552	46,696	261	16	9	12	7.5	1680	\$27.80
REWAK, S OFFICE ASST	22,787	B	5,068		3,552	31,407	192	13	8	10	7.5	1208	\$26.01
RINCK, S OFFICE MANG	29,617	B	6,587		3,552	39,756	195	15	20	10	7.5	1125	\$35.34
RUBINGER, L(KI)TEACHER		A	0			0	184	0	0	10	7	1218	\$0.00



RUIZ, MARIA	OFFICE MANG	26,411	B	5,874	3,552	35,837	195	15	20	10	7.5	1125	\$31.86
SHALVEY, S	ACTING PRINCI	65,919	A	7,429	5,796	79,144	210	0	0	11	8	1592	\$49.71
SHEA, C	PRINCIPAL	65,467	A	7,378	E 5,796	78,642	210	0	0	11	8	1592	\$49.40
SHEPARD, C	OUTREACH SPE	39,482	A	4,450	2,341	46,272	184	0	0	10	7	1218	\$37.99
SMITH, N	ASST. SUPT. M	78,513	A	8,849	E 10,036	97,398	210	0	0	11	8	1592	\$61.18
STEVENS, B(LEOFFICEMANG		32,423	B	7,211	3,552	43,186	195	15	20	10	7.5	1125	\$38.39
Strehlow, Caro Payroll sp		34,893	B	7,760	E 3,552	46,205	261	16	5	12	7.5	1710	\$27.02
Strehlow, Mary Secretary		31,656	B	7,040	E 3,552	42,248	261	16	20	12	7.5	1598	\$26.45
TARUMI, L	OFFICEMANG	30,623	B	6,811	3,552	40,986	195	15	20	10	7.5	1125	\$36.43
THOMAS, G	OFFICEMANG	27,192	B	6,048	3,552	36,792	195	15	18	10	7.5	1140	\$32.27
VENEZIA, J	OFFICEMANG	28,955	B	6,440	3,552	38,947	195	15	20	10	7.5	1125	\$34.62
VICKREY, S	PRINCIPAL	69,119	A	7,790	5,796	82,705	210	0	0	11	8	1592	\$51.95
WERNER, W	VICE PRINCIPAL	66,619	A	7,508	5,796	79,923	216	0	0	11	8	1640	\$48.73
Wolfe, Elizabeth Dir of Bilin Ed		75,521	A	8,512	D 5,796	89,829	261	16	22	12	8	1688	\$53.22
Woolf, Ruth	Mgr. of Admin	68,958	A	7,772	D 5,796	82,526	261	16	22	12	8	1688	\$48.89
WYCKE, A	AST, PRINCIPAL	50,198	A	5,657	4,498	60,353	216	0	0	11	8	1640	\$36.80

**Wyrinek, Trine, Day,**  
Certified Public Accountants

Members:  
American Institute of Certified Public Accountants  
SEC Practice Section  
California Society of Certified Public Accountants  
Western Association of Accounting Firms

Thomas James Balsano  
Jerl A. Wenger, Principal  
Charles H. Gielow, Jr., Consultant

December 31, 1995

677Z/  
Invoice: 51869 (Revised)

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4002

ING FOR THE PERIOD ENDING 12/31/1995  
ices Rendered as follows:

Preparation  
-Graves 3 hours @ \$80/hr

240.00  
144.00

\$384.00 S

VENDOR 2328  
BATCH NO. 1 - 232  
PAYMENT NO. 25

**RECEIVED**  
JAN 12 1996  
REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

11 E. Shaw Avenue, Suite 103  
Fresno, CA 93710  
91 248-0871 • FAX (209) 248-0875

8270 Aspen Street • Rancho Cucamonga, CA 91730  
P.O. Box 4407 • Rancho Cucamonga, CA 91729-4407  
(909) 466-4410 • FAX (909) 466-4431

5000 Hopyard Rd., Suite 335  
Pleasanton, CA 94588-3351  
(510) 734-6600 • FAX (510) 734-6611

# PURCHASE ORDER

## REDWOOD CITY SCHOOL DISTRICT

815 Allerton Street - Redwood City, California 94063  
Area Code 415: 365-1550

VALID ONLY IF PURCHASE ORDER NUMBER ASSIGNED

PURCHASE ORDER DATE      PURCHASE ORDER NO.

23M087472

DO NOT WRITE IN THIS AREA

NAME AND ADDRESS OF VENDOR: **Vavrinek, Trine & Day & Co.**  
**5000 Hopyard Rd. Suite 335**  
**Pleasanton, CA 94588-3357**

SHIP TO:  
REDWOOD CITY SCHOOL DISTRICT  
WAREHOUSE  
501 JAMES AVE.  
REDWOOD CITY, CALIFORNIA 94062

OTHER - SEE SPECIAL INSTRUCTION PAGE  OF

### INSTRUCTIONS TO VENDOR

1. INVOICES SHOULD BE ITEMIZED, MADE OUT IN TRIPLICATE AND BILLED TO THE REDWOOD CITY SCHOOL DISTRICT AT THE ADDRESS SHOWN ABOVE.
2. CANCELLATION OF ALL ITEMS REMAINING UNDELIVERED AFTER 60 DAYS FROM DATE OF THIS PURCHASE ORDER WILL BE AUTOMATIC.
3. TOTAL AMOUNT OF THIS PURCHASE INCLUDING TAX AND TRANSPORTATION CHARGES SHALL NOT EXCEED THE AMOUNT SHOWN BY MORE THAN 15% UNLESS PERMISSION IS FIRST OBTAINED FROM SCHOOL DISTRICT PURCHASING DEPARTMENT.
4. MAKE NO SUBSTITUTIONS UNLESS SPECIFICALLY AUTHORIZED IN WRITING.
5. THIS SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR MATERIALS, SUPPLIES, OR SERVICES FURNISHED WITHOUT AN ORDER FROM THE BUSINESS OFFICE.

### SHIPPING INSTRUCTIONS

1. THE NUMBER OF THIS PURCHASE ORDER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS AND PACKAGES.
2. SPECIAL INSTRUCTIONS TO SHIPPER AS REQUIRED WILL BE LISTED BELOW.
3. PREPAY ALL FREIGHT CHARGES UNLESS OTHERWISE INDICATED.
4. WAREHOUSE HOURS: MONDAY-FRIDAY 8:30 AM - 2:00 PM, CLOSED 12-1.

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL
		Fees for professional services rendered for Mandated Costs Prep		384 <sup>00</sup>
<div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block;">                     Inv # 51869                      AP 1-23-96                 </div>				
SPECIAL INSTRUCTIONS TO VENDOR:			SUB-TOTAL	
PARTIAL SHIPMENT MUST BE NOTED ON INVOICE AND PACKING SLIP; ALSO NOTE ANTICIPATED FINAL SHIPMENT DATE.			TAX	
			TOTAL	384 <sup>00</sup>

*Frank Corbett*  
APPROVED BY (PURCHASING DEPARTMENT)

### TO BE COMPLETED BY SCHOOL / DEPARTMENT

<i>Kirpalani</i> PRINCIPAL / MANAGER SIGNATURE									
Bus oee SCHOOL / DEPARTMENT	FUND	SUB-FUND	CONTROL	LOCAT'N / RESPON	DISTRICT PROGRAM	STATE PROGRAM	STATE OBJECT	AMOUNT	
K. Kirpalani REQUESTED BY	010	10	D	60	614	400	5816	384 <sup>00</sup>	DATE SHIPMENT COMPLETE.
1/19/96 DATE OF REQUEST									RECEIVED BY

JSTOMER

# INVOICE

NO 20712

## SAN MATEO COUNTY OFFICE OF EDUCATION

31 TWIN DOLPHIN DRIVE, REDWOOD CITY, CA 94065-1084  
TELEPHONE: (415) 802-5600 • FAX: (415) 802-5528

DATE 6/30/96  
TERMS NET CASH

**THIS NUMBER MUST APPEAR ON ALL CORRESPONDENCE**

PURCHASE ORDER NO. 90247

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REDWOOD CITY SCHOOL DISTRICT

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**NOTE: Make Check Payable To "COUNTY SCHOOL SERVICE FUND"**

UNIT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Billing for services provided by School Services of California 7/1/95 through 6/30/96 per agreement on file with San Mateo County Office of Education.			
	Fiscal Services		\$ 849.21	
	Mandated Costs Services		\$ 674.83	\$1,524.04

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE

**TOTAL \$1,524.04**

CONTACT **Jim Hooley**

TELEPHONE (415) **802-5512**

PLEASE PAY THIS AMOUNT ▲

*01U/9519*

*ASP in 95796*

ACCOUNT NUMBER(S)	AMOUNT(S)
01U-9954	\$1,524.04
	156

Return With Your Remittance  
Attn: Accounts Receivable

INVOICE No. 20712

# PURCHASE ORDER

## REDWOOD CITY SCHOOL DISTRICT

815 Allerton Street - Redwood City, California 94063  
Area Code 415: 365-1550

VALID ONLY IF PURCHASE ORDER NUMBER ASSIGNED	
PURCHASE ORDER DATE	PURCHASE ORDER NO.
185038718	
DO NOT WRITE IN THIS AREA	

NAME AND ADDRESS OF VENDOR: **MANDATED COSTS ACADEMY**  
**1153 EL PRADO DRIVE**  
**SAN JOSE, CA 95120**

SHIP TO:  
 REDWOOD CITY SCHOOL DISTRICT  
 WAREHOUSE  
 501 JAMES AVE.  
 REDWOOD CITY, CALIFORNIA 94062

OTHER - SEE SPECIAL INSTRUCTION PAGE \_\_\_\_ OF \_\_\_\_

### INSTRUCTIONS TO VENDOR

1. INVOICES SHOULD BE ITEMIZED, MADE OUT IN TRIPPLICATE AND BILLED TO THE REDWOOD CITY SCHOOL DISTRICT AT THE ADDRESS SHOWN ABOVE.
2. CANCELLATION OF ALL ITEMS REMAINING UNDELIVERED AFTER 60 DAYS FROM DATE OF THIS PURCHASE ORDER WILL BE AUTOMATIC.
3. TOTAL AMOUNT OF THIS PURCHASE INCLUDING TAX AND TRANSPORTATION CHARGES SHALL NOT EXCEED THE AMOUNT SHOWN BY MORE THAN 15% UNLESS PERMISSION IS FIRST OBTAINED FROM SCHOOL DISTRICT PURCHASING DEPARTMENT.
4. MAKE NO SUBSTITUTIONS UNLESS SPECIFICALLY AUTHORIZED IN WRITING.
5. THIS SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR MATERIALS, SUPPLIES, OR SERVICES FURNISHED WITHOUT AN ORDER FROM THE BUSINESS OFFICE.

### SHIPPING INSTRUCTIONS

1. THE NUMBER OF THIS PURCHASE ORDER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS AND PACKAGES.
2. SPECIAL INSTRUCTIONS TO SHIPPER AS REQUIRED WILL BE LISTED BELOW.
3. PREPAY ALL FREIGHT CHARGES UNLESS OTHERWISE INDICATED.
4. WAREHOUSE HOURS: MONDAY-FRIDAY 6:30 AM - 2:00 PM, CLOSED 12-1.

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL
		<i>Registered &amp; Mandated</i>		
		<i>Collection Preparing</i>		
		<i>Mandated Costs Seminars</i>		159-

SPECIAL INSTRUCTIONS TO VENDOR:

**PARTIAL SHIPMENT MUST BE NOTED ON INVOICE AND PACKING SLIP; ALSO NOTE ANTICIPATED FINAL SHIPMENT DATE.**

SUB-TOTAL	
TAX	
<b>TOTAL</b>	<b>159-</b>

*[Signature]*  
 APPROVED BY (PURCHASING DEPARTMENT)

### TO BE COMPLETED BY SCHOOL / DEPARTMENT

<i>[Signature]</i> PRINCIPAL / MANAGER SIGNATURE									
<b>BUSINESS</b> SCHOOL / DEPARTMENT	FUND	SUB-FUND	CONTROL	LOCAT'N / RESPON	DISTRICT PROGRAM	STATE PROGRAM	STATE OBJECT	AMOUNT	
	010	10	D	600	610	400	5220	159	DATE SHIPMENT COMPLETE
<i>K. KIRPALANI</i> REQUESTED BY									RECEIVED BY
4-16-96 DATE OF REQUEST									

# REGISTRATION FORM

## COLLECTIVE BARGAINING MANDATED COST SEMINAR

Please indicate with a check mark which seminar you are attending:

IRVINE  FRIDAY, MAY 10, 1996 9:00 AM-3:00 PM  
at the Hyatt Regency Irvine - 17900 Jamboree Blvd., Irvine (714) 975-1234

SAN FRANCISCO AIRPORT  FRIDAY, MAY 17, 1996 9:00 AM-3:00 PM  
at the Embassy Suites (formerly the Crown Sterling Suites) 150 Anza Blvd.,  
Burlingame (415) 342-4600

School District: REDWOOD CITY SCHOOL DISTRICT

Address 815 ALLERTON ST REDWOOD CITY, CA

Telephone number (415) 365-1550 94063

Contact Person KRISHNA KIRPALANI

### Registrants

1. Name ELAINE GARDETTO Title ACCOUNTANT

2. Name \_\_\_\_\_ Title \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_

Please copy registration form if more space is needed. Cancellation policy: If not notified of cancellation ten days prior to the seminar registrants will be charged the full workshop fee. Registrants may substitute other attendees for the registered person.

FILL OUT REGISTRATION FORM AND SEND

WITH CHECK OR PURCHASE ORDER TO: ⇒ ⇒ MANDATED COST ACADEMY  
1153 EL PRADO DRIVE  
SAN JOSE, CA 95120  
(408) 997-2500

REGISTRATION FEE OF \$159 INCLUDES  
LUNCH & REFRESHMENTS

Make checks payable to:  
Mandated Cost Academy

Check Amount \_\_\_\_\_

P.O.# 88718 Amount \$159.00

Seating limited so register early to ensure a reserved seat.

August 14, 1996

SAN MATEO COUNTY

96 AUG 15 AM 10:47

orig: Jim  
c: Gracie  
Marge  
File  
15 dist.

1121 L Street

Suite 1060

Sacramento

California 95814

TEL: 916 . 446 . 7517

FAX: 916 . 446 . 2011

An Employee-Owned  
Company

TO: County Office Only and County Consortium SSC Mandated Cost Service Clients

FROM: Carol A. Berg, Ph.D., Director, Mandated Cost Services

RE: Guidelines for claiming reimbursement of a portion of SSC's Mandated Cost Service or Combined Service

The following information is provided to help you identify the portion of your SSC Mandated Cost Service which may be claimed through the 1995-96 Mandate Reimbursement Process claim (Chapters 486/75 and 1459/84), within the Controller's guidelines.

1. DIRECT SERVICE HOURS

We have reviewed our records and identified the number of direct mandated cost service hours that may be appropriately claimed for our assistance to you in: researching and preparing state mandate reimbursement claims; reviewing your reimbursement claims; responding (by telephone and/or written report) with suggestions for corrections, additions, deletions or other amendments to the claims; and, providing liaison to the Controller's Office and other state agencies on issues related to your mandated cost claims.

Attachment A shows the direct service hours spent by our office on the above activities for your county office of education and, for those with a consortium, for the districts in your SSC Mandate Cost Service consortium in the 1995-96 fiscal year. These hours may be claimed at \$95 per hour in your 1995-96 Mandate Reimbursement Process claim.

2. MANDATE CLAIMS PREPARATION TRAINING COSTS

County offices of education may also claim \$135 for the attendance of one (and only one) person at the autumn 1995 "SSC Mandated Cost Claims Survival Workshop," if someone actually attended. The cost of one person from the county office attending the workshop is included in the annual base Mandated Cost Service fee for county offices.

In addition to direct hours, districts in county consortiums may claim \$50 for the attendance of one person attending the autumn 1995 SSC mandate workshop; that was the cost of providing materials, lunch, etc., for attendees from districts in the county consortium.

Reminder: The Commission on State Mandates and State Controller's Office have indicated that SSC Mandate Reimbursement Claim Software should be reimbursable. If you purchased SSC Mandate Claims Software in 1995-96, be sure to claim it also.

RECEIVED

AUG 23 1996

WOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

According to our records, the following SSC Mandated Cost Claims Service direct hours were used by the district/county office for assistance related to compiling and/or filing mandated cost reimbursement claims in 1995-96.

11706C	San Mateo COE	3.25
11706C	Bayshore SD	2.50
11706C	Belmont SD	1.25
11706C	Burlingame ESD	1.25
11706C	Cabrillo USD	1.25
11706C	Jefferson ESD	6.75
11706C	Jefferson Union HSD	3.25
11706C	Menlo Park ESD	1.50
11706C	Millbrae SD	1.25
<del>11706C</del>	<del>Redwood City ESD</del>	<del>4.25</del>
11706C	San Bruno Park ESD	4.00
11706C	San Carlos ESD	1.25
11706C	San Mateo-Foster City SD	7.75
11706C	Sequoia Union HSD	5.00
11706C	South San Francisco USD	1.25
11706C	Woodside ESD	1.50



## WORKSHOP AGENDA AND SUBJECTS

- 8:00 a.m. Registration
- 8:30 a.m. Making the Process Work for You
- How to Identify, Track and Document Costs
  - Surviving Field Audits
  - Changes for 1995
- 9:15 a.m. Break
- 9:30 a.m. Complex Claims:
- Collective Bargaining (K-14)
  - Mandate Reimbursement Process (K-14)
  - Open Meetings Act (K-14)
  - Health Fee Elimination (CCDs)
  - Iraq-Kuwait Duty Pay (K-14)
  - School Crime Reports (K-12)\*
  - Teacher Evaluators (K-12)\*
- 1:00 p.m. Lunch Break (lunch provided)
- 1:00 p.m.
- Credential Monitoring (K-12)
  - Removal of Chemicals (Grades 9-12)
  - Increased Graduation Requirements (K-12)
  - Desegregation (K-12)
  - Physical Fitness (K-12)
  - AIDS Prevention Instruction (7-12)
  - Civic Center Act (K-12)
- 2:15 p.m. Uncomplicated Claims:
- Notification of Truancy (K-12)
  - Scoliosis Screening (Grades 7 & 8)
  - Expulsion Reports (K-12)
  - Juvenile Court Notices (K-12)
  - Immunization Records (K-12)
  - Soon To Be Reimbursable...
- 3:00 p.m. Adjournment

\* CCD attendees may break early for lunch and adjourn following lunch.

## ABOUT THE WORKSHOPS

SSC's Director of Mandated Cost Services, Carol Berg, presents School Services of California's series of comprehensive mandate claims workshops exclusively for SSC's Mandated Cost Claims Service, Combined Mandate/Fiscal Service and Combined Community College Update/Mandate Service clients. The purpose of the workshops is to assist our mandate clients to gain their full entitled mandate reimbursement and to build strong, supported reimbursement claims that will withstand the test of a field audit.

### WHO SHOULD ATTEND?

This workshop has proven extremely useful to all school personnel involved in compiling or documenting reimbursement claims and to those overseeing the claims process. Frequent attendees include:

- ◆ Superintendents/Assistant Superintendents
- ◆ Chief Business Officials/Personnel Directors
- ◆ Human Resource Staff/Business Office Personnel
- ◆ Collective Bargaining Team Members
- ◆ Staff involved in completing forms, collecting and compiling data and filing claims

Note: Due to the changes made during the past year, we urge even those most experienced in filing mandated cost claims to attend this year's workshop. There is no limit on the number who may attend from each eligible district or county office.

### LOCATIONS AND DATES

SSC mandate service clients may attend whichever of the following workshops is most convenient. Any workshop with less than 20 enrolled will be subject to cancellation.

- ◆ **WEDNESDAY, AUGUST 30**  
Red Lion  
Redding, California
- ◆ **THURSDAY, AUGUST 31**  
Humboldt COE  
Eureka, California
- ◆ **THURSDAY, SEPTEMBER 7**  
Barbara Worth CC  
Holtville, California
- ◆ **FRIDAY, SEPTEMBER 8**  
Hanalei Hotel  
San Diego, California
- ◆ **MONDAY, SEPTEMBER 11**  
Doubletree Hotel  
Santa Rosa, California
- ◆ **THURSDAY, SEPTEMBER 14**  
Radisson Hotel  
Santa Barbara, California
- ◆ **FRIDAY, SEPTEMBER 15**  
Marriott Hotel  
Ontario, California
- ◆ **MONDAY, SEPTEMBER 18**  
Crown Sterling Suites  
Milpitas, California
- ◆ **TUESDAY, SEPTEMBER 19**  
Radisson Hotel  
Sacramento, California
- ◆ **WEDNESDAY, SEPTEMBER 20**  
Piccadilly Inn Airport  
Fresno, California

# FAST PASS

Redwood City SD

District

Elaine Gardetto

Name

Signature

Milpitas

September 18, 1995

Workshop Location

Workshop Date

School  
Services  
California

**School  
Services  
California  
INC.**

1127 11th Street

Suite 401

Sacramento

California 95814

TEL: 916.446.7517

FAX: 916.446.2011

September 14, 1995

**TO:** Workshop Attendees  
**FROM:** Gina Sherman, Reservation Coordinator  
**RE:** Confirmation of Workshop Reservation

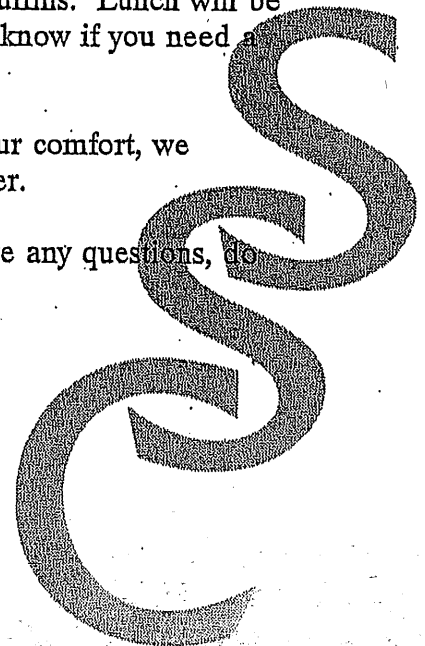
This is to confirm your reservation for the SSC Mandated Cost Claims Survival Workshop. Enclosed are a "Fast Pass", name tag and a map that gives directions to the workshop site. Please bring the fast pass and name tag with you to the workshop to expedite your registration.

**LOCATION:** Sacramento  
**DATE:** September 19, 1995  
**REGISTRATION:** 8:00 a.m.  
**WORKSHOP:** 8:30 a.m.  
**FACILITY:** Radisson Hotel  
500 Leisure Lane  
Sacramento, California 95815  
(916) 922-2020

Workshop registration will include coffee and muffins. Lunch will be provided as part of the workshop. Please let us know if you need a special luncheon ordered.

Meeting room temperatures vary. To ensure your comfort, we strongly suggest that you bring a jacket or sweater.

Thank you for your reservation. Should you have any questions, do not hesitate to contact me.



# EXHIBIT 5



S41080

**KATHLEEN CONNELL**  
CONTROLLER OF THE STATE OF CALIFORNIA  
DIVISION OF ACCOUNTING AND REPORTING

SEPTEMBER 9, 1998

BOARD OF TRUSTEES  
REDWOOD CITY ELEM SCH DIST  
SAN MATEO COUNTY  
815 ALLERTON ST  
REDWOOD CITY CA 94063

SEP 14 11 50 AM '98

DEAR CLAIMANT:

RE: MNDTD REIMB CH 486/75 (SCHOOL)

WE HAVE REVIEWED YOUR 1995/1996 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED	38,214.00
LESS: TOTAL ADJUSTMENTS (DETAIL ON PAGE 2)	- 11,122.00
	-----
CLAIM AMOUNT APPROVED	27,092.00
LESS: TOTAL PRIOR PAYMENTS (DETAIL ON PAGE 2)	24,386.00
	-----
AMOUNT DUE CLAIMANT	\$ 2,706.00
	=====

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARCIA SMITH AT (916) 324-0254 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875. THE PAYMENT WILL BE FORTHCOMING WITHIN 30 DAYS.

SINCERELY,

JEFF YEE,  
MANAGER

LOCAL REIMBURSEMENT SECTION  
P.O. BOX 942850 SACRAMENTO, CA 94250-5875

ADJUSTMENT TO CLAIM:		
EXCESSIVE TIME	-	11,122.00
LESS: TOTAL ADJUSTMENTS	-	11,122.00
PRIOR PAYMENTS:		
SCHEDULE NO. MA60526A		
PAID 01-30-1997		282.00
SCHEDULE NO. MA50512E		
PAID 01-30-1996		24,104.00
LESS: TOTAL PRIOR PAYMENTS		24,386.00

# EXHIBIT 6

**REDWOOD CITY SCHOOL DISTRICT**  
2317 Broadway • Redwood City • CA 94063 • (650) 423-2232  
Krishna Kirpalani, Assistant Superintendent Business Services

September 22, 1998

Office of the State Controller  
Attn: Mr Jeff Yee  
Division of Accounting and Reporting  
P.O. Box 942850  
Sacramento, CA 94250

Re: Mandated Reimbursement Process  
Chapter 486/75  
1995/96

Dear Mr. Yee,

We received your notice of adjustment dated September 9, 1998 and do not agree with your findings. Enclosed is a copy of your notice for your reference.

Your notice shows a reduction of \$11,122 of the District's \$38,214 reimbursement claim, alleging that the District's claim costs were excessive. However, the our reimbursement claim is for the actual cost of implementing Chapter 486/75 for Fiscal Year 1995/96.

On our phone conversation on September 17, 1998, you explained that your findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred in performing this mandated program. As a result, your office reduced our reimbursement claim without requesting any supporting documentation from us. We have been diligently collecting the information on a regular basis. We have conducted in-service training in order to collect and file a more accurate claim. We have filed for a number of retroactive claims. We have responded to every single request for documentation from your office. All of these activities involves a great deal of time. The claiming instructions indicated that " All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable". Our claims were prepared based on the actual time spent in the Mandated Reimbursement Process. These costs are supported by the enclosed time records and other supporting documentation.

Inasmuch as our claim is for actual costs of performing the reimbursable activities identified in the Parameters and Guidelines and in compliance with the claiming instructions, we are requesting that the reduction of \$11,122 be reinstated and paid immediately.

Please review the enclosed documentation and let us know if you have any questions. We would appreciate your immediate attention to this matter.

Very truly yours,

  
KRISHNA KIRPALANI

encl



Is your RETURN ADDRESS completed on the reverse side?

**SENDER:**

- Complete Items 1 and/or 2 for additional services.
- Complete Items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

- 1.  Addressee's Address
- 2.  Restricted Delivery

Consult postmaster for fee.

3. Article Addressed to:

OFFICE OF THE STATE CONTROLLER  
 ATTN: Local Reimbursement Section  
 Division of Accounting and Reporting  
 P.O. Box 942850  
 Sacramento, CA 94250  
 ATTN: JEFF YEE

4a. Article Number

2 353 989 794

4b. Service Type

- Registered
- Express Mail
- Return Receipt for Merchandise
- Certified
- Insured
- COD

7. Date of Delivery

SEP 1994

5. Received By: (Print Name)

6. Signature: (Addressee or Agent)

X  
 PAUL V. CARRON  
 (916) 324-0124

8. Addressee's Address (Only if requested and fee is paid)

PS Form 3811, December 1994

102595-98-B-0229

Domestic Return Receipt

Thank you for using Return Receipt Service.

Z 353 989 794

**US Postal Service  
 Receipt for Certified Mail**

No Insurance Coverage Provided.  
 Do not use for International Mail (See reverse)

OFFICE OF THE STATE CONTROLLER  
 ATTN: Local Reimbursement Section  
 Division of Accounting and Reporting  
 P.O. Box 942850  
 Sacramento, CA 94250

Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$
Postmark or Date	

PS Form 3800, April 1995



S41080

**KATHLEEN CONNELL**  
CONTROLLER OF THE STATE OF CALIFORNIA  
DIVISION OF ACCOUNTING AND REPORTING

SEPTEMBER 9, 1998

BOARD OF TRUSTEES  
REDWOOD CITY ELEM SCH DIST  
SAN MATEO COUNTY  
815 ALLERTON ST  
REDWOOD CITY CA 94063

SEP 19 11 50 AM '98

DEAR CLAIMANT:

RE: MNDTD REIMB CH 486/75 (SCHOOL)

WE HAVE REVIEWED YOUR 1995/1996 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

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LESS: TOTAL ADJUSTMENTS (DETAIL ON PAGE 2)	- 11,122.00
CLAIM AMOUNT APPROVED	27,092.00
LESS: TOTAL PRIOR PAYMENTS (DETAIL ON PAGE 2)	24,386.00
AMOUNT DUE CLAIMANT	\$ 2,706.00

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARCIA SMITH AT (916) 324-0254 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875. THE PAYMENT WILL BE FORTHCOMING WITHIN 30 DAYS.

SINCERELY,

JEFF YEE,  
MANAGER

ADJUSTMENT TO CLAIM:		
EXCESSIVE TIME	-	11,122.00
LESS: TOTAL ADJUSTMENTS	-	11,122.00
PRIOR PAYMENTS:		
SCHEDULE NO. MA60526A PAID 01-30-1997		282.00
SCHEDULE NO. MA50512E PAID 01-30-1996		24,104.00
LESS: TOTAL PRIOR PAYMENTS		24,386.00

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MAA	2/96	Filing Mandated Reimbursement Claim for Open Meetings	8 HRS	

Employee Signature: Melvin Patel Date: 2/96 School / Department: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 72 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	9/25	Kathy V. train staff on Mandated Reimbursement	2 hrs	
	9/26	Discuss different mandates with	2 hrs	
	9/27	various school site principals + and	8 hrs	
	9/28	to read & review cleaning instructions	1 hr	
	9/29	✓	1 hr	
	10/2	✓	1/2 hr	
	10/4	✓ @ Roosevelt	2 hrs	
	10/5	✓ @ staff	2 hrs	
	10/10	County Mandated Review meeting @	4 hrs	
	10/11	@ Hawes	2 hrs	
MR	10/18	Meeting @ Orion - filling out logsheets	1 3/4 hr	
MR	10/24	Follow-up mandates material rec'd with Kathy V.	2 hrs	
MR	11/2	Fair Oaks - explain process - fill out forms, get information	<del>2 hrs</del>	
	11/2	Deseg. Claim - prepare	8 hrs	
	11/3	Deseg. claim - prepare	<del>2 hrs</del>	
	11/3	Sociohis - prepare	8 hrs	
	11/7	Mandate Costs claims discussion	1 hr	
	11/8	& cleaning points on preparation	2 hrs	
	11/9	& collation with Kathy V.	1 1/2 hrs	

Employee Signature: Moham Patel Date: 11/9/95 School / Department: BO Title: 48.75 Custodian

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR.	4/16	Comcenter Act - backup copies for Controller	4 hrs	
	17	✓ worksheet ✓	8 hrs.	

\_\_\_\_\_  
Employee Signature      Date 4/15/96      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 174 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

Mohan

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M/R	10/9/95	Setting up worksheet mandated costs	.15 mins	
M/R	10/3	Travelling time Henry Ford <sup>Meeting</sup> RT	1.40	
M/R	10/4	Travelling time Roosevelt <sup>Meeting</sup> RT	1.40	
M/R	10/5	Travelling time Taft <sup>Meeting</sup> RT	1.30	
M/R	10/11	Travelling time Hawes <sup>Meeting</sup> RT	1.30	
MR	10/17	Discussing various claims K. Vogel	1.30	
MR	10/18	Traveling time & meeting with ORION	2	
MR	10/23	working on worksheets on computer	30 mins	
MR	10/25	worked on SD work sheet computer	30 mins	
MR	10/30	Discussing worksheet for Collective Bargaining	.45	
MR	11/1	Discussing costs relating to collective Barg.	.30	
MR	11/4	Fairoaks Traveling time RT	2	
MR	11/8	Review Mandate claims w/K. Vogel	45 mins	
MR	11/13	Review mandate claim w/ K. Vogel	1.5	
MR	11/14	Review Mandate claims w/ K. Vogel	1.5	
MR	11/15	Review mandate claims w/ K. Vogel	1.00	
MR	11/16	" "	450	
MR	11/17	" "	450	
MR	11/20	" "	6.00	
MR	11/21	" "	6.5	
MR	11/22	" "	3.5	

Employee Signature: Mohan Patel Date: 11/30/95 School / Department: SD Title: Controller

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

Mohan

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/27	Review Mandate claims w K. Vogel	8	
MR	11/28	Process Mandate claims	<del>8</del> 8	
MR	11/29	" " "	7	
MR	11/30	Review final Mandated claims w K. Vogel	8	
			<del>8</del> 31	

Employee Signature: Moham Patel Date: 11/30/95 School / Department: BO Title: custodian

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 176 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$  
(This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95/96  
Sch Year

USE FOR : All activities and costs related to compiling  
and filing Mandated Cost Reimbursement Claims

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
8/31	Civil Center - mandate	2 hrs	
8/30	✓ Reimbursement	8 hrs	
8/29	✓ Claims.	3 hrs	
		19	

Mohan Patel  
Employee Signature/Title  
8/31/95  
Date

NOTE: - PLEASE SUBMIT TO KRISHNA KIRPALANI 177 THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

*9/6/96*  
Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR		Prepare claims - Health Screening	10 Hrs	
	wk to	- Charter school	8 Hrs	
	8/13/96	- School Bus Safety	12 Hrs	
			<del>30</del>	

Employee Signature: *N. Patel* Date: *9/6/96* School/Department: *BO/ Controller* Title: \_\_\_\_\_

**REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET**

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

PLEASE PRINT

NAME V. gel Kathi  
LAST FIRST

SCHOOL/DEPT. Bus OFF

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER  
1 1 1 1614 14001

SEND CHECK TO ADDRESS/SCHOOL BELOW:  
21721 01152

REASON FOR TIMESHEET (CHECK ONE)

VACANCY  PART TIME

PAY PERIOD:

ABSENCE

11TH OF 1 THRU 10TH OF 11 1975

ABSENT EMPLOYEE'S NAME

OTHER/SPECIFY REASON:

11TH 7 hours 27TH 6.5 hours

12TH 5 hours 28TH \_\_\_\_\_ hours

13TH 6.5 hours 29TH \_\_\_\_\_ hours

14TH \_\_\_\_\_ hours 30TH 6.5 hours

15TH \_\_\_\_\_ hours 31ST 7 hours

16TH 6.75 hours 1ST \_\_\_\_\_ hours

17TH 7 hours 2ND 7.75 hours

18TH 7 hours 3RD 5 hours

19TH \_\_\_\_\_ hours 4TH \_\_\_\_\_ hours

20TH 4 hours 5TH \_\_\_\_\_ hours

21ST \_\_\_\_\_ hours 6TH 7 hours

22ND \_\_\_\_\_ hours 7TH 6 hours

23RD 7 hours 8TH 6 hours

24TH 7 hours 9TH 6 hours

25TH 6.75 hours 10TH \_\_\_\_\_ hours

26TH 5 hours

FUNDING SOURCE

TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

FOR PAYROLL OFFICE USE ONLY

TOTAL	RATE	AMOUNT	PSEUDO #
<u>123.75</u>	<u>20.00</u>		

COPY DISTRIBUTION  
WHITE - BUSINESS OFFICE  
PINK - EMPLOYEE  
YELLOW - SCHOOL/DEPT.

K. Milva Kuppala  
APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH. NO SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE. IF ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN, THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE.

Mandated Costs

REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET

95-96

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

PLEASE PRINT

NAME Vogel Kathy  
LAST FIRST

SCHOOL/DEPT. Bus Off

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER

SEND CHECK TO ADDRESS/SCHOOL BELOW:

1 1 1 16141 400

REASON FOR TIMESHEET (CHECK ONE)

VACANCY PART TIME

ABSENCE

PAY PERIOD:

ABSENT EMPLOYEE'S NAME

11TH OF Sept THRU 10TH OF Oct. 1995

OTHER/SPECIFY REASON:

11TH hours 27TH 7 hours

FUNDING SOURCE

12TH hours 28TH 6 hours

13TH hours 29TH 6 hours

14TH hours 30TH hours

15TH hours 31ST hours

16TH hours 1ST hours

17TH hours 2ND 7 hours

18TH hours 3RD 7 hours

19TH hours 4TH 8 hours

20TH hours 5TH 7 hours

21ST hours 6TH 7 hours

22ND hours 7TH hours

23RD hours 8TH hours

24TH hours 9TH hours

25TH 7 hours 10TH 7 hours

26TH 7 hours

TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

FOR PAYROLL OFFICE USE ONLY

TOTAL	RATE	AMOUNT	PSEUDO #
76	20.00	1520.00	

COPY DISTRIBUTION

WHITE - BUSINESS OFFICE  
PINK - EMPLOYEE  
YELLOW - SCHOOL/DEPT.

APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST  
BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH.  
SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE.  
IF ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN,  
THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE.

**REDWOOD CITY SCHOOL DISTRICT  
CLASSIFIED TIME SHEET**

TIMESHEETS DUE IN PAYROLL ON THE TENTH OF THE MONTH BY 4:30 P.M.

PLEASE PRINT

NAME Vogel Kathleen  
LAST FIRST

SCHOOL/DEPT. Bus. OFF

TYPE OF WORK Mandate

SOCIAL SECURITY # 559-76-7177

FULL PROGRAM ACCOUNT NUMBER  
1 1 1 1 1 6141 400

SEND CHECK TO ADDRESS/SCHOOL BELOW:  
5017 Royal Estate Ct.  
San Jose, Ca. 95135

REASON FOR TIMESHEET (CHECK ONE)

VACANCY PART TIME

PAY PERIOD:

ABSENCE

11TH OF Nov THRU 10TH OF Dec 19

ABSENT EMPLOYEE'S NAME

\*OTHER/SPECIFY REASON:

11TH hours 27TH 7.75 hours

12TH hours 28TH 8. hours

13TH 6 hours 29TH 7 hours

14TH 7.75 hours 30TH 5.25 hours

15TH 7 hours 31ST hours

16TH 6.75 hours 1ST hours

17TH 8 hours 2ND hours

18TH ~~8~~ <sup>m</sup> hours 3RD hours

19TH hours 4TH hours

20TH 8.5 hours 5TH hours

21ST 5.75 hours 6TH hours

22ND 6 hours 7TH hours

23RD 7.25 hours 8TH hours

24TH hours 9TH hours

25TH hours 10TH hours

26TH hours

FUNDING SOURCE

\*TIMESHEET SUBMITTED FOR REASON "OTHER"  
MUST HAVE PRIOR APPROVAL OF  
SUPERINTENDENT OR FUNDING SOURCE

FOR PAYROLL OFFICE USE ONLY

TOTAL	RATE	AMOUNT	PSEUDO #
<u>91.00</u>			

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>COPY DISTRIBUTION</b></p> <p>WHITE - BUSINESS OFFICE</p> <p>PINK - EMPLOYEE</p> <p>YELLOW - SCHOOL/DEPT.</p>
--

Kandice K. Karpal  
APPROVAL: (ORIGINAL SIGNATURE PRINCIPAL/DEPARTMENT HEAD)

NOTE: CUT-OFF DATE IS 10TH OF THE MONTH (INCLUSIVE). ALL TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY 4:30 P.M. BY THE TENTH OF EACH MONTH.  
NO SPECIAL SALARY WARRANTS WILL BE ISSUED FOR TIME SHEETS RECEIVED LATE.  
ADDRESS OR SCHOOL WHERE WARRANT IS TO BE SENT IS NOT FILLED IN,  
THE WARRANT WILL BE HELD IN THE BUSINESS OFFICE.

COPY

for Krishna

REDWOOD CITY SCHOOL DISTRICT  
Department of Personnel  
815 Allerton Street  
Redwood City, California 94063

Jep

CONTRACTED PERSONNEL REQUEST FORM

Date 9/21/95

Name and address or person or firm to furnish contracted service

Kathleen C Vogel  
5017 Royal Estates Court  
San Jose Ca 95135

What services are to be performed

Filing mandated cost claims  
• Data gathering  
• Data preparation  
• meeting with principals and administrators

Services are to be performed on the following basis: (circle one) Hourly Weekly Monthly

Reimbursement to be based on:

	Amount	Total Contract
Hourly Rate	\$ <u>20.00</u>	\$ <u>6000</u>
Daily Rate	\$ _____	\$ _____
Monthly Rate	\$ _____	\$ _____

paid monthly

Beginning date of service:

9/25/95

Ending date of service:

10/30/95

Social Security #

559-76-7117

Estimated Total Amount to be paid

6000

Requested by Krishna Kipalan  
Signature and Title

Recommended by Krishna Kipalan  
Director/Department Head

(Staff member requesting authorization will not receive personal gain as a result of contract)

AUTHORIZATION OF FUNDS:

APPROVAL:

Krishna Kipalan  
Assistant Superintendent - Business

Neil R. Call  
Assistant Superintendent - Personnel

Date

9/2/95

Date

Sept 20, 1995

Funding Source: State mandated program

Project Number: \_\_\_\_\_

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR	4/11/96	Review of state letter Elmore & etc	7	
MR	4/16/96	Review of state letter Civic Center Mohr Elmore etc	7	
MR	4/16/96	Review of state letter Civic Center	15	
			14.5	

*Handwritten Signature*  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 83E BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/16/95	Gladiys/Terrri Ford Service	4	
MR	11/7/95	review Procedures with MOT	4	
MR	11/20/95		2	
MR	11/22/95	Mary Lounan - Procedures of McClelland	4	
MR	11/27/95	meeting with Cathy repandrap 1994-95 claims	4	
MR	11/28/95	199-95 claims review	7	
MR	11/29/95	review claims	8	29.0
RC	11/29/95	Dennis - Ford Service	2	
NG	1/24/96	material to RCTA - Ken Ball	1	
RG	2/22/96	Class - E. Blencoe & Smacki	1	

KK  
 \_\_\_\_\_  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



Krishna

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/16	Review mandate claims w/R. Vogel	1/2	
MR	11/17	"	7	
MR	11/20	"	4	
MR	11/21	"	1/2	
MR	11/22	"	1	
MR	11/27	"	2	
MR	11/28	"	2	
<del>MR</del>	<del>11/29</del>	<del>"</del>	<del>3</del>	
MR	11/30	"	1	
MR			<del>18</del>	
MR			18	
MR				
MR				
MR				
MR				
MR				
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MR				
MR				
MR				
MR				
MR				

Employee Signature: Krishna Kupalani Date: 11/30/95 School / Department: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

Krishna

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/2/95	Review mandated cost reim + forms w Selby	2.5	
MR	10/3/95	Review mandated cost reim + forms w Clifford	2.5	
MR	10/4/95	Review mandated cost reim claims + forms w Kennedy	2.0	
MR	10/6/95	Review mandated cost reim claim forms w Roy closed	1.00	
MR	10/11/95	Review mandated cost reim claim forms w John Bates <i>RE: Hooper</i>	.50	
MR	9-25 - 9-30	training K. Vogel Regarding <del>reim</del> mandated reim cost claims + forms	4 <del>12.5</del>	

\_\_\_\_\_  
Employee Signature      Krishna Kirpalani      Date      11/30/95      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

Krishna

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/2	Travelling time Selby R/T	.30	
MR	10/3	Travelling time Clifford R/T	.30	
MR	10/4	Travelling time Kennedy R/T	.30	
MR	10/6	Travelling time Roy cloud R/T	.30	
MR	10/13	Travelling time McKinley	.30	
MR	10/17	Meeting Carolyn Curry	.60	
MR	10/17	Meeting + Travelling time John Gill	.45	
MR	10/17	Discussing various claims K. Vogel	.30	
MR	10/27	Discussing various claims w McKinley staff + traveling time R/T	1.5hr	
MR	10/30	Discussing worksheet for Collective Bargaining	.45	
MR	11/1	Discussing costs relating to collective Barg.	.30	
MR	11/7	Meeting w Mot discussing various claims and meeting w K. Vogel discussing mandate claims	2 hrs	
MR	11/8	Meeting w/ K. Vogel discussing mandate claims	2.00	
MR	11/10	Review Mandate claims w K. Vogel	2	
MR	11/13	" "	2	
MR	11/14	" "	1	
MR	11/15	" "	1 / 16.75	

Krishna Kupalani, 11/30/95  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/9

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR	2/22	OPEN MEETINGS - DATA COLLECT.	4 HR	
MR	2/26	" " " "	1 HR	
MR	2/28/96	" " DATA COLLECT & FILING FORMS	5 HR	
MR	3/1/96	EARTHQUAKE - GATHERING ADDITIONAL INFO	30 MIN	
MR	3/5/96	Civic Center film	2 HR	
MR	4/1/96	↓ GATHERING ADDITIONAL	8 HR	
MR	4/2/96	↓ DATA, MAKING COPIES	4 HR	
MR	4/3/96	↓	4 HR	
MR	4/9/96	↓	4 HRS	
MR	4/10/96	↓	2 HRS	
MR	4/16/96	↓	1 1/2 HRS	
MR	4/17/96	↓	5 HRS	
MR	4/30/96	↓	1 HR	
MR	5/2/96	↓	1/2 HR	
MR	5/7/96	↓	2 1/2	
MR	6/11	Spang email mandates & Hooker	1	
MR	6/17	Met with principal & Sec. at Joffe	1 HR	
MR	6/18	Met with prin. & sec. FO,	45 MIN	
MR	6/18	" " " " MCK,	1 HR	

Employee Signature: Calaine Gaudette Date: \_\_\_\_\_ School / Department: Bus. Office Title: 4875 Sect.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$

(This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95/96  
Sch Year

USE FOR : All activities and costs related to compiling  
and filing Mandated Cost Reimbursement Claims

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
7/7/95	CIVIC CENTER MANDATE	8	
7/10/95	" " "	4	
7/12/95	" " "	4	
7/13/95	" " "	8	
7/17/95	" " "	6 1/2	
7/18/95	" " "	1 1/2	
7/20/95	" " "	2	
7/24/95	" " "	1	
7/25/95	" " "	3 1/2	
8/28/95	" " "	8	
8/29/95	" " "	6 1/2	
8/30/95	" " "	5 1/2	

58.50

E. Guidotto 8/31/95  
Employee Signature/Title Date

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI 180 THE BUSINESS OFFICE BY  
THE END OF THE MONTH



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/94

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies an -Other Cos
MR	6/18/96	met with principal Owan school to go run	30 min	
		law		
	6/19/96	met with Hines	30 min	
		step		
	6/19/96	met with Howard staff	7 HR	
	6/19/96	" " Sells " "	1 1/2 HR	
	6/19/96	" " Gick	15 min	
	6/19/96	" " Cloud	30 min	
	6/24/96	" " Ford - pin	30 min	
	6/24/96	" " Roos - pin	1 HR	
	6/24/96	organizing data collected	1 HR	
	6/25/96	met with Clifford	1 1/2 HR	
	6/26/96	" " Kennedy	1 HR	
				9.25

Employee Signature E. Gaudetto Date 6/26/96 School / Department DO./30 Title Act.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	6/7	Betty Hobbs - A teacher complaint ✓	3 min	
PC	6/8	Rocio Calzada - wanted to know if a teacher had a problem with her son (she was concerned) ✓	3 min	
PC	6/8	Mrs. Bonzani - Daughter's backpack was stolen	3 min	
PC	6/12	Mrs. Huckot - still needs a phone call doesn't feel problem was resolved ✓	3 min	
PC	6/13	Jan Hollins - complain son never received summer school application ✓	3 min	
PC	6/14	Barbara Brown - concerned that her check for Panorama has not been cashed	3 min	94-95
PC	6/15	Betty Hobbs - grade	2 min	
PC	6/15	Colleen Delg - threatened by two students	5 min	
PC	6/20	Billie - IFS - outstanding past due balance on Fund Raiser	3 min	
PC	8/22	Mrs. Bonzani - son received a "C" in class "Is that right?" ✓	4 min	95-96
PC	9/1	Neighbor - There's a couch dumped by dumpster she doesn't like it there	5 min	
PC	9/18	Martha Gil - parent/neighbor saw 4-5 students come out of yellow bus (Back) she thinks they were on drugs also saw some dismantled bikes	7 min	
PC	9/19	Wendy Demello - complain about John Gill and McKinley back to school night (SAME NIGHT)	4 min	
PC	9/21	Mrs. Fuentes - Problem w/ Teacher ✓	3 min	
PC	9/28	Paw Prints - outstanding payment	2 min	
PC	10/17	Mrs. De Mello - complain about a student running for president doesn't have the grades	5 min	
PC	10/19	Maria Palacios - son's backpack was ripped	3 min	
PC	10/25	Mrs. Aldridge - has called twice, teacher not returning call (concerned about grades) ✓	4 min	
PC	10/26	Gail Wohlan - teacher hasn't returned call ✓	2 min	
	1994-95	Initial Truant Letters (34)		
PC	10/27	Jeff Owens - called twice - very upset Daughter has not received school picture	4 min	

MR 10/27

Research through log book for PK reports 1 hr

Maesta

10/27/95

McKenley

1 Attendance

Employee Signature

Date

School / Department

Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 192 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH





**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	4/17/96	PC. for <del>TEACHER</del> - By MRS. ADAMS. RE <sup>USE OF</sup> PHYSICAL FORCE	1 HR.	- -
PC	4/17/96	↓	1 1/2 HR.	
PC	6/5/96	FROM MRS. WAYSHAK AGAINST TEACHER	1/2 HR	
PC	5/7/96	MRS. GARCIA AGAINST TEACHER	1/2 HR	
PC	3/18/96	↓	1/2 HR.	
PC	10/13/95	Re VEGA GRANDMOTHER - AGAINST TEACHER	45 MIN	
PC	4/19/96	MRS VAKAHI AGAINST TEACHER	1 HR.	
PC	4/24/94	MRS. ADAMS. WITH DISTRICT PERSONNEL ADM & ME	45 MIN	
PC	4/17/96	Mr. Jackson against Teacher	1/2 HR	
PC	3/29/96	MRS. VAKAHI re teacher	1 HR	
PC	5/13/96	MRS GUTIERREZ re: class.	1 HR	
MR.	6/17/96	going over M. Coste & Elaine G.	1 HR	

E. Gaudette for Jean Anthony TAIT Principal  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR		OPEN MEETINGS LOG		
		27 ENTRIES @ 2 MIN EA	54 MIN	

Employee Signature: Date: 6/30/95 School / Department: R/S Office Title: Treasurer

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/11/95	Reviewing & posting mandated cost re: M	1.00	

Employee Signature: [Signature] Date: 10/11/95 School / Department: Hoover Title: Director

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

REDWOOD CITY SCHOOL DISTRICT

November

MANDATED COSTS LOG SHEET

95

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	11/1/95	Marilyn McGowan - teacher	10 min	
MR	12/30/95	Mandated Costs	3 min	
SS	11/30/95	Online Reports	5 min	

Employee Signature: Carroll B... Date: 12/1/95 School / Department: Kawes Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH 197

All Mandates

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

October  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/7	Mrs. Aguilar-teacher	15 min	
SS	10/11	Crime Report	15 min	
MR	10/11	Mandated Cost Meeting	4.30 hr	
PC	10/11	Cara Yiplett - teacher	20 min	
PC	10/11	Marilyn McHowan-teacher	10 min	
PC	10/13	Martha Diaz-teacher	10 min	
PC	10/26	Jennifer Gill-teacher	20 min	
PC	10/27	Jennifer Gill-teacher	15 min	
PC	10/30	Jennifer Gill-teacher	15 min	
PC	10/31	Jennifer Gill-teacher	1 hr.	
PC	10/31	Mrs. Flores-substitute	15 min	
PC	10/15	Hilda Quiroz-administrator	10 min.	

**RECEIVED**

NOV 6 1995

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Barbara Brown      11/1/95      Hawes      Principal  
Employee Signature      Date      School / Department      Title

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/11/95	Discussing & posting mandated cost Reim forms & claims	.50	

Employee Signature: [Signature] Date: 10/11/95 School / Department: [Signature] Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Costs
PC	3/13/96	C. Frias - certificated	1 HR	
PC	5/24/96	M. SUAREZ - certificated	1 HR	
PC	6/6/96	K. RUSTING - cert class.	15 MIN	
CM	8/95	going over class	1 HR	
CM	5/96	assignments based on credits	1 HR	
PT	4/96 - 6/96	<del>overseeing classroom of substitute teacher who was out of classroom because of illness as well as his need.</del>	10 HRS.	
HR	6/19/96	spent time going over year's occurrences	30 MIN	

Barbara Brown, 6/19/96, HAWES, Principal



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/17/95	Reviewing mandated costs Reim forms	.15 mins	

*Richard Balderay* *10/17/95* *John Gill*, *Principal*  
 Employee Signature    Date                      School / Department    Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 201 BUSINESS OFFICE BY THE END OF THE FOLLO... MONTH

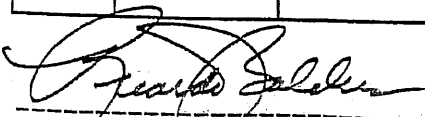
**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
CM	May-	Review teacher certification status confer w/ Neil Call	1 hr	
MR	June 19	Logging mandated costs info & meeting with district staff.	30 min	

  
Employee Signature

16/19/96  
Date

John Bell  
School / Department

Principal  
Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT T202 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
<del>MR</del>				
MR	OCT 95	Filing rec'd Open Meeting	15 MIN	
		forms		
	Nov 95	"	5 MIN	
	Dec 95	"	5 ✓	
	JAN 96	"	5 ✓	
			<hr style="border: 1px solid black;"/>	
			150 / hr.	

*Vijay Kumar Babu*, 6/30/96 *Translator/Interpreter*  
Employee Signature                                  Date                                  School / Department                                  Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96  
Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PL	9/26/95	<sup>M. Costa</sup> teacher called class stupid	.50	
C/M	9/26/95	credential review	3	
E/P	8/29/95	renewing plan with staff	3	
MR	10/4/95	reviewing mandate costs	1.75	

Employee Signature: [Signature] Date: Kennedy School / Department: Principal Title:

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TR204 BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/9

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
SB.	all year	- on bus, assemblies & classroom	4 HRS	
HR	6/20/96	met with District	1 HR.	

Employee Signature: John Brand Date: 6/20/96 School / Department: KENNEDY Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 205 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

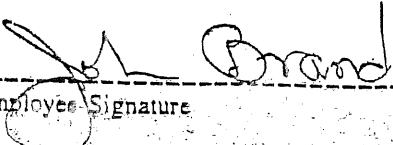
**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PL	9/26/95	teacher <sup>M. Costa</sup> called class stupid	1.50	
C/M	9/26/95	credential review	3	
E/P	8/29/95	reviewing plan with staff	3	
MR	10/4/95	Reviewing mandate costs	1.75	


Date
Kennedy School / Department
1
Principal
Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
TN	10/27/95	Juan Carlos Ortega	10 min	
TN	10/27/95	Yesenia Molina	10 min	
TN	10/27/95	Kendall E. Carcamo	10 min	
TN	10/27/95	Iran C. Vilchris	10 min	
TN	10/27/95	Yuli Medina	10 min	
TN	10/27/95	Jose E. Perez	10 min.	
TN	1/15/96	Antonio Davila	10 min.	
TN	1/16/96	Eduardo Garza	10 min.	
TN	3/19/96	Julio C. Mendoza	10 min	
TN	2/1/96	Mario Cortez	10 min	
TN	2/1/96	Daniel Perez	10 min	
TN	2/1/96	Jose A. Cendejas	10 min.	
TN	12/13/95	Rita Roman	10 min.	
TN	5/24/96	Marco Carter	10 min.	
MR	6/18/96	Time spent logging	40 min.	

A. Rosa Bustos      6/18/96      Fair Oaks      Office Asst I  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 1207 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
MR	11/2/95	Review mandated Procedures	1 hr 15 min	
PC	11/8/95	Ms. Gardner / Office Asst (Rosa)	12 min	
PC	11/21/95	Ms. Gardner / Office Asst (Anne)	10 min.	
PC	12/6/95	Ms. Gardner / office Asst. (Rosa)	18 min.	
P.C.	12/6/95	Ms. Gardner / OFF. Asst. (Rosa)	3 min	
P.C.	12/6/95	Ms. Gardner / office Asst	2 1/2 min	
P.C.	12/11/95	(Yessenia Molina) Rm 24 / <del>Off. Asst.</del> Teacher Mendez	20 min.	
P.C.	1/9/96	Ms. Gardner / off. Asst.	3 min	
P.C.	1/17/96	" " / " "	8 min	
P.C.	1/19/96	" " / " "	1 1/2 min.	
P.C.	2/7/96	Ms. Gardner / Office Asst (Rosa)	20 min	
P.C.	2/7/96	Ms. Gardner / Off. Asst. (Rosa)	2 min	
<del>P.C.</del>	<del>2/7/96</del>	<del>Ms Gardner / off. Asst. (Roberta)</del> <del>(talked to her)</del>	<del>25 min</del>	
P.C.	4/19/96	Mr. & Mrs. Molina / <sup>Member</sup> Teacher Rm 24	40 min.	
EP.	4/22/96	Earthquake Prepare 2 NORTH SMITH	30 min	
MR	6/18/96	Time Spent logging	45 min	2 hrs
PH	YR LONG	notify new parents of requirements	1 HR	

A. Rosa Bustos 1/6/18/96 FAIR OAKS Office Asst I  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 208 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



*Gina Calderon*

**REDWOOD CITY SCHOOL DISTRICT**

**RECEIVED**

JUN 14 1996

*95/96*

**MANDATED COSTS LOG SHEET**

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
TN	10/30/95	Truancy notification	3 hr.	
TN	1/12/96	Truancy Notification	1 hr.	
TN	1/12/95	Truancy Notification	2 hr.	
TN	1/5/95	Truancy Notification	1 hr.	
TN	1/12/96	Truancy Notification	1 hr.	
TN	2/2/96	Truancy Notification	1 hr.	
TN	3/7/96	Truancy Notification	2 hr.	
TN	4/15/96	Truancy Notification	2 hr.	
TN	5/14/96	Truancy Notification	1 hr.	
		14 letters		
MR			15 MIN	

*Gina Calderon*  
Employee Signature

*6/14/96 Hoover / Office*  
Date School / Department

*Office Assistant II*  
Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 209 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ATT MANDATE

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
<del>MR</del>				
MR		Collection of data for neighborhood, evaluation forest compliance training	5 hrs	

Employee Signature: \_\_\_\_\_ *Krishna K. Palani* \_\_\_\_\_  
Date: *12/30/06* School / Department: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT TY21 BUSINESS OFFICE BY THE END OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and -Other Cos
MR	11/20	Assisting K. Vogel re: Vacation	1.00	
MR	11/21	sick time for mandated cost	1.5	
MR	11/22	claims	1.00	
MR	11/27		1.5	
MR	11/28		1.00	

Judy Cepala      11-30-95      Business Office Receptionist  
 Employee Signature      Date      School / Department      Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
SS	9/29	Call police, photos meet with officers, student suspension reports -meets with adm.	1 1/2	
SS	10/31		1 1/2	
SS	11/30		1 1/2	
SS	12/15		1 1/2	
SS	1/31		1 1/2	
SS	2/29		1 1/2	
SS	3/29		1 1/2	
SS	4/30		1 1/2	
SS	5/31		1 1/2	
SS	6/14		1 1/2	
EP	10/16	Compiled & printed procedures for each teacher to be given at staff meeting & made kits.	6 HRS	34.00 25 pag
MR		dueny log	30 MIN	

Employee Signature: Sharon Lowler Date: TAFT School / Department: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY \_\_\_\_\_

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
SS	1/24	Investigation of Graffiti, vandalism	1 hr.	
PC	2/20/96	Staff complaints ag. Classified	5 hrs.	
	2/1	Parent Complaint - David Kaplan	1 hr.	
PC	5/1	Parent Complaint - Kyle Jensen ag. Teacher over the year (Certified)	2 hrs.	
PC	5/96	Mrs. Mueser + Mrs. Morris ag. Certified Mrs. Cardenas	3 hrs.	
PC	12/5	Mrs. Russell ag. Certified	1/2 hr.	
PC	1/96	Mrs. Enriquez ag. Certified	1/2 hr.	
EP	4/11/96	Meeting with Staff	1/2 hr.	
SB	4/20/96	Met over rules & problems with bus safety	1 hr.	
PC	12/11/95	Mrs. Jakobits ag. Certified	1 1/2 hr.	
PC	3/12/96	Mrs. Duggin ag. Certified about Homework	1 hr.	
PC	5/8/96	Mrs. Dehan ag. Certified	1 hr.	
PC	5/15/96	Mrs. Novatny ag. Certified	1 hr.	
PC	5/96	Mrs. Olsen ag. Classified	1/2 hr.	
PC	2/96	Mrs. Rougharden ag. Certified	1 hr.	
PC	1/19/96	Mrs. Westendorf ag. Classified	1 hr.	
PC	12/7/95	Mrs. Spring ag. Certified	1 hr.	
PC	all year	Mr. Weir ag. Certified	2 hr.	
MR	6/25/96	Spent time with District office staff	1 1/2 hr.	

Employee Signature: Audrey Cattedo Date: 6/25/96 School / Department: Clifford Title: \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISNA KIRPALANI 213 E BUSINESS OFFICE BY

**REDWOOD CITY SCHOOL DISTRICT**

**RECEIVED**

**MANDATED COSTS LOG SHEET**

OCT 13 1995

95-96

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PL	10/3	McDonald / Teacher commented on how nice a student looked in uniform	15 mins	
PL	9/17	Calonge / Teacher <sup>therefore other children not wearing would feel bad.</sup> Did not like teaching style	2	
PL 9/20	9/20	of teacher and said teacher was not good Masters / teacher Feels child is singled out	2	
PL	9/7	for poor behavior Les Forsyth / teacher ?	1	
PL	9/20	Marellich / yard duty - complained that yard duty yells	1	
PL	9/27	Gomez / Bus driver was too strict	1/2	
PL	9/25	Marecci / Aide Parking problem	1/2	
PL	9/7	D. Anduhai / yard duty - yells too much	1	
PL	9/7	Ryan		
PL	9/7	Andehi } Yard duty - yells too much	1	
PL	9/7	Forsyth } scares kids		
PL	9/13	Sween / teacher - not creative enough	1/2	
RG	9/25	Ann Marie Sulzbach / scheduling 1/ID <sup>not fair</sup>	1	
RG	↓	" " "	1/2	
EP	8/30	Meeting staff earthquake agenda	1	
EP	10/2	Meet with parent earthquake specialist	1	
EP ER	4/17 10/15	Meeting with staff to review plan before earthquake emergency fire earthquake drill	90 mins	
MR	10/3	Meeting + discussing + reviewing + posting mandated costs	2	
SA	10/4	Principal talk bus safety <sup>relating to</sup> field trips	1	
EP	Various	teachers checking class room back packs	3	
EP	Various	Earthquake emergency cards by staff (Klein)	1/4	6.00

Audrey Custodis, 10/3/95, Clifford, Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
CM	6/11/96	Review of Teachers, Assignments, & Credentials for 1996-97 school year	20 min	
CM	4/30/96	"	1 1/2 hrs.	
CM	5/8/96	"	30 min	
EP	4/17/96	Earthquake Preparedness	45 min	
MR	6/11/96	Time spent preparing log sheets	1 hr.	
PC	6/16/96	Ms. Barrajas complaint re: L. Aguilera	20 min.	
CM	6/24/96	Review of Teachers, Assignments & Credentials for 96-97	1 hr.	

Employee Signature: Gary Dalk Date: 16-26-96 School / Department: Home Title: Tech. Res.

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 215 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
EP	4/18/96	Earthquake Training Prep & Deliv	3 hrs	
RG	<del>1/2</del> 1/2/96	Grievance - Mendez	1 hr	
RG	10/2/25	Grievance - Reed	3 hrs	
RG	3/19/96	Grievance - Mendez	2 1/2 hrs	
PC	5/20/96	Parent Complaint - Vences, Teacher	2 hrs	
PC	2/5/96	" " - Vences Teacher	1 hr	
PC	4/1/96	Parent Complaint - Sandoval - Teacher	1 1/2 hr	
PC	2/2/96	Parent Complaint - Sandoval - Teacher	1 hr	
PC	5/9/96	Parent Complaint - <del>for</del> Cortes - Teacher	1 1/2 hr	
CM	6-20-96	Credential Status Renewal for class placements	1 hr	
MR	6-18-96	Completing Report	30 min	

Employee Signature: Sonia Duffee Date: 6-18-96 School / Department: FO. Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT T216 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.



REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
CM	Oct	review of teacher credit.	30 min.	
CM	<del>7/1/96</del>	review of teacher & assignments for subsequent year based on creditless	1 1/2 hrs.	
CM	5/8	final review of assignments before posting	30 min	
MR	6/11/96	reviewing costs for year	1	

Diane Edwards, 6/14/96  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 277 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

94-95

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	3/16	Sosa + Ramirez / Daniel N.	1.00	
PC	3/17	(Pierre Kwon) / Kelly Arzoumanian	1.15	
PC	4/20	Blanca (Saura) /husband + Marluff	1.00	
MR	10/1/95	Prep report for 94-95 <sup>95-96</sup>	.45	

*Marianne Conrado* 10/1/95 *Hauser* Asst Principal 94-95  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH 218 ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
EP	9/95	Reviewing plan & changing names personnel	3	
MR	10/5	Reviewing & posting mandated costs reim	1 <del>30</del>	

Diane Edwards      10/5      Hoover      Principal  
 Employee Signature                      Date                      School / Department                      Title

**NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH**

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

*Barbara*

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
GS	9/5/96	Collecting crime reports	40 MIN	
EP	4/22/96	insurance on use of radio	30 MIN	
TN	FEB 96	BLAKE RICHARDSON	1 INCIDENT	
PH	9/5/96	informing parents of need to get screened	30 MIN	
MR	6/18/96	going over calendar for log-in sheets	30 MIN	

*B. Edmond* \_\_\_\_\_ *6/18/96* \_\_\_\_\_ *Orion* \_\_\_\_\_ *Office Mgr* \_\_\_\_\_  
 Employee Signature Date School / Department Title

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

195/196  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PH	Aug./Sept.	P Verification <del>Preparation</del> of completed health screening reports on file		
		approx. 60 Kindergartners	12 hrs.	
MR	Oct. 18		60 min.	
	Oct.			
EP	Apr. 18	Earthquake Preparedness Training	3 hrs.	
SS	Apr. 30	Prepare Crime Report	1/2 hr.	

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APR 29 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

B. J. Esmond \_\_\_\_\_ 10/18/95 \_\_\_\_\_ ORION \_\_\_\_\_ Office Mgr. \_\_\_\_\_  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

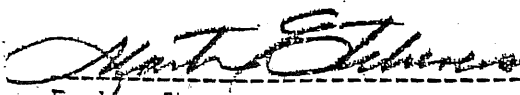
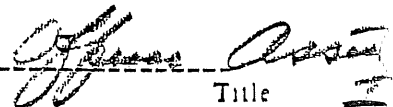
WOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PT	9/26	Staff Dev./Tech/Sally Barry Teacher	1 day	
PT	10/12	CUE Conference/Rosmarie Perez Teacher	1 day	
PT	10/13	" " Sally Barry, Teacher	1 day	
PT	"	" " Mary Leveque Teacher	1 day	
PT	10/23	Assessment/Sally Barry, Teacher	1 day	
PT	10/30	Noyce Literacy Testing R Perez Teacher	1 day	
PT	11/8	Leadership Mtg/Elizabetha Stitt Teacher	4 hrs	
PT	11/9	Rigby Guided Reading/M. Leveque Teacher	1 day	
PT	11/28	Magnet Mtg/Linda Silveira, Teacher	1 day	
PT	1/9	Mac World Expo/S. Borry Teacher	1 day	
PT	1/9	Mac World Expo/I. Stitt Teacher	4 hrs	
PT	1/10	CABE/Cynthia Bettini BRT	1 day	
PT	1/11	" " " "	1 day	
PT	1/11	CABE/Rosemarie Perez/Teacher	1 day	
PT	1/12	CABE/Mary Leveque/Teacher	1 day	
PT	1/12	CABE/Linda Silveira/Teacher	1 day	
MR	1/23	Time preparing Mandated Log		
		Martha Etchevers/Office Assistant	25 min	


 1/23/96 TAFT Office 
  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/5/95	Time spent reviewing & posting <del>mandate</del> <i>form forms</i>	1	

*Manojo Ebers* | *10/5/95* | *Taft office* | *Office Assistant*

Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Costs
CB	11/16/95	Support/Clerical	1	04x80 <sup>s</sup>
MR	11/15/95	Reporting 94-95 Mand. Cost	7	04x04
MR	11/16/95	"	4	04x2
CB	11/16/95	Support/Clerical	2	
CM	12/22/95	Cred. Maint.	7	LK, KB, NM, RM, DM, LM, EP KA, KC, CC, LC, IF, MA, KH
CM	12/23/95	"	3.5	JP, AS, JS, PS, RV, SW, JW

*11-12-95*

L. L. Fernandez, 12/28/96 Personnel, Adm. Assist.  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISNA KIRPALANI AT 224 BUSINESS OFFICE BY



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	2/7/95	Complaint regarding teacher Julie Garcia parent - twice	4 min	94-95
PC	2/17/95	Parent Torrie Hall complaint about son's grade	2 min	
PC	2/21/95	Mrs. Garcia - her daughter hit by another student	2 min	
PC	3/3/95	Hilda Boch - fears son may have a drug problem	3 min	
PC	3/28/95	Mrs. Sooman - Daughter had pager taken out of backpack	2 min	
PC	3/30/95	Mrs. Garcia - Son being bothered by another student	2 min	
PC	4/4/95	Connie Curry - Concern about son's B'day & son getting "egged"	3 min	
PC	4/6/95	Mrs. Niagara - For teacher - concerned about son's behavior	1 min	
PC	4/19/95	Mrs. Williams - Very angry about daughter not being able to use phone	4 min	
PC	4/20/95	Mrs. Lopez - Very concerned about sons report card low grades	1 min	
PC	5/23/95	Kathy Tisdale - Has not heard from Home Study teacher	2 min	
PC	6/6/95	Mrs. Kroop - Paid for books - says school owes her 50.00 & would like it ASAP	2 min	
PC	9/6/95	Lisa Olmstead - Daughter getting to school late because of Sam Trans	4 min	95-96
PC	9/8/95	Mrs. Kroop - Complaint about daughter not getting "Block M"	2 min	
PC	9/8/95	Diana Walters - Very concerned about too much homework	2 min	
PC	9/15/95	Roberta McHaur - Son having problems w/ another student	2 min	
PC	9/21/95	Mrs. Pugh - Daughter kept after school & missed bus	2 min	
PC	9/29/95	David Meala - Left mess. call not returned	1 min	
PC	10/12/95	Mrs. Prentice - Daughter pulled from class to talk to Social wrk. Parent angry	2 min	
PC	10/16/95	Neighbor - garbage on grass - looks awful - complaint	4 min	
MR	10/27/95	Mandated cost mtg.	1:30 Onsite	

MR 10/25/95 Mandated cost @ Staff Calendar Mtg 15 min

Susan Fishstrom 10/25/95 McKinley Office Office Mgr  
Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH 225

ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	4/17/95	FUNDRAISER COMPLAINT	2 min	
PC	9/22/95	(MR. GOODENBERGER) COMPLAINT ABOUT SON'S SCIENCE CLASS	5 min	
PC	10/3/95	(MRS. PINA) COMPLAINT-SON'S SCHEDULE	2 min	
PC	10/6/95	A student has been bothering her daughter (LIDIA SANCHEZ)	5 min	
PC	10/20/95	Called twice for a textbook for her son. (GAIL LEDDY) ✓	5 min	
PC	3/17/95	FUNDRAISER COMPLAINT	2 min	
PC	10/26/95	MOTHER DOESN'T LIKE HIS TEACHER ✓ QUESTIONING HIM ABOUT HIS ASTHMA (MRS. McLAUGHLIN)	5 min	
PC	10/26/95	COMPLAINT ABOUT RM. 113 NOT HAVING A ✓ NOT GIVING HOMEWORK REGULAR TEACHER ✓ (MRS. NELSON)	10 min	
PC	10/27/95	PARENT UPSET BECAUSE SON (MR. LILJA) WAS PROHIBITED FROM PLAYING FOOTBALL	5 min	
MAR	10/25/95	CALENDAR MEETING	15 min	
MAR	10/27/95	MEETING (MANDATED COSTS)	100 hr	

*Lilani Yanger* 110/27/95 McKinley / office sch. office mgr  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISNA KIRPALANI AT 226 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sept 1995

95-96

R 9/29

Time Spent on this sheet

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PT	9/7/95	Working w/ new tchr on BTSN	1.5 hr.	
PC	9/8/95	parent <sup>Roston</sup> complaint - prin. tchr -	1 hr.	
PC	9/8/95	2nd parent " <sup>Fuhrman</sup> tchr	1.5 hr.	
PT	9/11/95	working on setting up time	2 hr.	
/		for new tchrs on literacy		
PC	9/11/95	parent <sup>Fuhrman</sup> complaint - tchr.	1 hr.	
PC	9/12/95	3 different parent complaints <sup>Marchese, Warren, White</sup>	1.5 hr.	
/		re: tchr		
PC	9/13/95	parent <sup>Muller</sup> complaint tchr	1 hr.	
/		2nd parent <sup>Rodriguez</sup> tchr	.5 hr.	
PC	9/14/95	parent <sup>Bhodruet</sup> complaint tchr	.5 hr.	
PC	9/15/95	3 separate parent complaints <sup>Nuccitelli, White, Alvarez</sup>		
/		prin. & 1 classified	2 hr.	
EP	9/15	plan w/ parent volunteer	1 hr.	
		for future training		
PT	9/18	work on setting up	1 hr.	
		training for prob. training		
PC	9/18	parent <sup>Jurison</sup> complaint - tchr	.5 hr.	
PC	9/22	parent <sup>Paloman</sup> complaint - tchr	.5 hr.	
PC	9/25	parent <sup>Paloman</sup> complaint - tchr	1 hr.	
PC	9/25	parent <sup>Muller</sup> complaint - tchr <sup>aide</sup>	.5 hr.	
PC	9/28	" <sup>Aboud</sup> tchr	1.5 hr.	

Employee Signature: CM GuedN Date: 10/10/95 School / Department: Selby Lane Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$  
(This can generate over \$100,000. All you have to do is log in your time)

MANDATE REIMBURSEMENT PROCESS  
INDIVIDUAL LOG SHEET

95-96  
Sch Year

USE FOR : All activities and costs related to compiling  
and filing Mandated Cost Reimbursement Claims

DATE	Brief Description of ACTIVITY	HOURS SPENT	Supplies and Other Cost, if any
10/2/95	Discusing all forms for mandated costs	2 1/2	

Carnew bredt , 10/2  
Employee Signature/Title Date

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY  
THE 5TH OF THE FOLLOWING MONTH 228 MR/2A

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

95-96

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
M.R.	10/4/94	reviewing + posting mandated rein costs - reports	1.5	

Pinda Amoy      10/4      Roosevelt      Principal  
Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

# REDWOOD CITY SCHOOL DISTRICT

## MANDATED COSTS LOG SHEET

95/97

Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
RG	1/24/96	A. PASTORIZA Article	45 MIN	
		4.5.1		
MR	All year		1 <sup>30</sup> HR	
SB	YEAR	Special Ed children throughout year	6 HRS	

Shirley George, 6/24 Roos, Principal  
Employee Signature                                  Date                                  School / Department                                  Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 230 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH  
ALL MANDATED COSTS

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

*2016*

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/27/15	1 month out to...	1	

*[Handwritten signature]*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 1231 BUSINESS OFFICE BY \_\_\_\_\_

**REDWOOD CITY SCHOOL DISTRICT**

*copy*

**MANDATED COSTS LOG SHEET**

*95/96*

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
PC	5/8/96	MR. SEVERINO - teacher	30 MIN	
PC	4/9/96	Mrs. K. HOBSON - classified all year long various complaints	<del>30</del> HRS	
PC		Mr. Lago - classified all year long	2 HRS	
<del>PC</del>				
PH		all year long	8 HRS	
MR	6/9/96	met to compile data	30 min	

*Lily A. Kent*      *6/19/96*      *FORD*      *1*      *Sec.*  
 Employee Signature      Date      School / Department      Title







**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96  
Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
PC	4/15/96	MRS. BACAB - TEACHER	30 MIN	
PC	↓	MRS. DELANEY "	15 MIN	
PC	↓	MR. GUERRO "	1 1/2 HR.	
PC	4/29/96	MRS BACAB "	1 HR.	
PC	5/10/96	MRS DELANEY "	1 HR	
PC	6/13/96	Shardana - Prep.	10 MIN	
CM	8/29/95	8/29/95 5/96 going over assignments with N. Call & L. Fernandez	2 HRS.	
SS	95/96	15 MIN / mo - gathering data & completing form	2 1/2 HRS.	
EP	4/18/96	Discussion at faculty meeting	30 MIN	
MR	6/18/96	Time spent going over & entering logs.	1 HR.	

\_\_\_\_\_  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 235 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

AL-MAND



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

**95-96**

Sch Year

Mandated Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
<del>PT</del>	<del>Aug 25</del>	<del>Training new teachers</del>	<del>40 hrs.</del>	<del>book/</del>
	Aug 25	" " "	8	paper/150
PC	Sept 12	Parent Complaint	1 hr	
PC	Sept 14	" "	15 min	
PC	Oct 4	" "	30 min	
PC	Oct 17	" "	20 min	
PC	Oct 24	" "	25 min	
MR	Nov 22	Mandated Cost work	30 min	
	Dec 4	parent complaint	20 min	
	Dec 5	Parent Complaint	15 min	
<b>RECEIVED</b>				
OCT 29 1996				
REDWOOD CITY SCHOOL DISTRICT BUSINESS OFFICE				

May Ann      8/96      RCSD      Asst Supt.  
 Employee Signature      Date      School / Department      Title

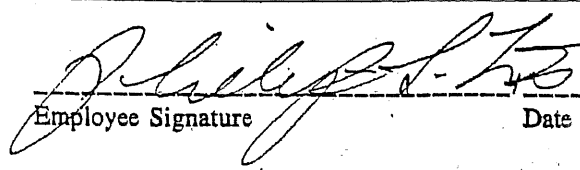
NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH      237      ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

1995  
Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	10/17/95	2 Students - obscene letter to another student in mailbox at home	3 hrs	V. P.
PC	10/17/95	Parent Mrs. Bantleman teacher - homework	1 hr	V. P.
PC	10/20/95	Mrs. New - teacher homework meeting with parent / teacher explain	2 hrs	V. P.
	10/20/95			V. P.
PC	11/8/95	Mrs. Hillenbray about Principal's words to son about school words not being appropriate	90 mins	V. P.
				V. P.
SS	1/22/96	Vandalism on weekend 1/21-21	2 hr. to remove	V. P.
P.C.	2/28	Discussed detention of K. McGowan father disagreed with me - office + 2 phone	40 min	V. P.
<del>PC</del>	<del>2/28</del>	<del>Discussed conflict between students with parents</del>	<del>2 hr.</del>	<del>V. P.</del>
	2/28	Same as above (letter writing conflict)	2 hr.	Princ.
S.S.	2/22-24	Investigating Graffiti vand.	4 hr	V. P.
P.C.	3/6	Parent complaint about custod. John coater man	1/2 hr	V. P.
P.C.	12/17/95	M. Robinson - complaining too much homework for daughter	1 hr	V. P.
P.C.	12/8	Anna Westendorp complaint against not challenging daughter	1 hr	V. P.
P.C.	April 22	Student complaint against A. P. - spent resolving issues	4 hr.	V. P.
MR	6/25/95	Filling out log -	1 1/2 hr	V. P.
PT	3/10	Observe K. Dees Prob. Teacher	1 1/2 hr	V. P.
S.B.	2/15	Students discussed appropriate bus protocol with me after incident	1 hr	V. P.
P.C.	April	and before they were allowed on trip. complaints against administration		
		over use of language on uniform policy	4 hr	V. P.


Date Jun 25, 1996
 School / Department Clifford, Asst. Principal
 Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cos
PTT	5/8/96	Training / Mangiola / Indelisa Carrillo	1/45	
	5/28/96	Training / Mangiola / Indelisa Carrillo	1/30	
	11/9/95	Training / Mangiola / Isabel Fernandez	1/30	
	<del>1/30/96</del>	" " "	1/45	
	2/14/96	" " "	1/60	
	2/23/96	" " "	1/35	
	3/11/96	" " "	1/80	
	3/27/96	" " "	1/45	
	4/9/96	" " "	1/15	
	4/25/96	" " "	1/30	
	5/9/96	" " "	1/45	
✓	5/29/96	" " "	1/30	
MR		Being log time	1 HR	

*Jessie Mangiola*

Employee Signature

Date

*Sau Palla*

School / Department

*Resource Teacher*

Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 239 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH









**REDWOOD CITY SCHOOL DISTRICT**

**RECEIVED**

**MANDATED COSTS LOG SHEET**

JUN 21 1996

95-96

Sch Year

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other C
PC	4-11-96	Driver taking student home 7 Mlt. Jeff James		
PC		Parent Kathy Macey talk on phone	15 min	
PC		talked to Carmen 2 times 15+10	25 min	
PC		talked to Jeff	10 min	
PC		talked to Judy	3 min	
PC		" Carmen	5 min	
PC		" Jim	10 min	
MR		resolved everyone happy. See	5 min	
PC	4-25-96	Driver Chris Huchman complaint		
PC		by Supervisor high Employee about making turn	10 min	
PC	4-25-96	Talked to Jim (Jim Rozakis)	15 min	
MR		resolved	5 min	
		Thu 4-11-96-4:30-5:15 Kathy Macey 368-7918 Parents 15 mins Alicia missed Bus talked to Carmen 15 min - Jeff - 4-12 10 min Carmen 10 min Judy 2 min Carmen 5 min	50	

Employee Signature: S. Newland Date: 4-30 School / Department: Transportation Title: Dispatcher

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI #243E BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	7/95	Open Meeting Log	10 min	
	8/95	" "	20 min	
	9/95	" "	10 min	
	10/95	" "	10 min	
	11/95	" "	15 min	
	12/95	" "	10 min	
	1/96	" "	15 min	
	2/96	" "	10 min	
	3/96	" "	15 min	
	4/96	" "	15 min	
	5/96	" "	25 min	
	6/96	" "	10 min	
			<del>165 min</del>	
MR	5/16/96	Collect and prepare data for Charter School Mandated log	2 hr	2.75
	5/23/96	" "	3 hr	
	6/12/96	" "	3 hr	
	6/20/96	" "	2.5 hr	
			<del>13.25</del>	

Employee Signature: Julia P. O'Leary Date: 10/30/96 School / Department: Administration Title: Admin Asst

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 245 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

ALL MANDATES



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	11/16/95	Order report from County, Off of Ed.		
		Copy report, telephone convers.		
		w/Personnel, face to face		
		conversation w/ KK & Linda J.		
		to discuss info provided &		
		file copies.	4/30 min	

RECEIVED

NOV 16 1995

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Judy Ortiz                      11/16/95      Bus. Office      Admin Asst.  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

96/97  
Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
Col Bng	1/26/95	Providing info to RCTA	10 min	copying mailing
MR	10/1/95-12/31/95	Assting & Filing mandated claim forms	3 hrs	filing
PC	2/16/96	Provide claim form to parents for Louis Vo a student injured @ Hoover	2 hrs	

Employee Signature: *Judy Ortiz* Date: *1/26/95* School / Department: *Bus Office, Admin* Title: *Asst*



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
mR	10/17/95	Reviewing mandated cost item forms	15 mins	

*Regine Patton*      10-17-95      John Bill      Office mgr.  
 Employee Signature      Date      School / Department      Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
SS		POWERBOOK TRATT - RM 10	20 min	
MD		preparing mandated 1085	15 min	
TIV		TRUCK LETTERS - 2 DENIAL DISNEY NEWBORN	1 HR.	
PH		K-1 NOTIFICATION HEALTH SCREENING	3 HRS.	

Jacqueline Patten 16-19-94 JOHN GILL Office Mgr.  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH.



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
PC	5/8/96	MR. SEVERINO - teacher	10 MIN	
PC	4/9/96	MR. ADKIN - classified	10 MIN	
PH		all year long	1 HR.	
MR	6/29/96	mt. to compile data	30 MIN	

Ave Rewak      16/19/96      FORD      Sec.  
 Employee Signature      Date      School / Department      Title

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
EP	10/20-10/24	Office Manager update students' (511) phone numbers & parent work numbers for the Disaster & Earthquake Backpacks from new emergency cards	15 hours	
EP	10/30/95	PRINT AND DISTRIBUTE new emergency information sheets on each students for their classroom backpacks.	1 hour	300 sheets of paper
MR	11/2/95	Preparing mandate cost & copying them	3/4 hr.	Paper (5)
MR	10/11	Mandated Cost Meeting	1 hr.	

**RECEIVED**  
NOV 6 1995  
REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

*Shirley J. Rensch* 11-2-95 *Lawrence School* *Shop Office Mgr.*  
 Employee Signature                      Date                      School / Department                      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PH	8/24 & 8/25	Sending letters to parents who children cannot start Kindergarten until their shots and Physical examination are turned into the office.	14 hrs.	100 sheets paper and envelopes
PC	9/12	Mrs. Barumen, Teacher, Telephone - Classroom problem	15 minutes	
PC	9/13	Mrs. McGovern, Teacher, Telephone- Classroom "	15 minutes	
PC	9/14	Mrs. Godoy, Teacher, Telephone -Class changes	15 minutes	
PC	9/14	Mrs. Green, Teacher, Telephone - Class changes	15 minutes	
PC	9/19	Mrs. McGovern, Teacher, Telephone - Keeping child after school	15 minutes	
MR	10/18	Reviewing which Mandated Costs were involved this Month	1 hr.	
MR	6/19/96	<i>met with DO. to go over logs</i>	<i>30 min</i>	

**RECEIVED**  
 OCT 23 1995  
 REDWOOD CITY SCHOOL DISTRICT  
 BUSINESS OFFICE

\_\_\_\_\_  
 Employee Signature                          Date                          School / Department                          Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Costs
CM	5/21/96	going over assignments		
↓		for 96/97 with N. Call		
↓	5/9/96	↓	1 HR	
EP	4/11/96	Staff meeting	15 MIN	
EP	8/29/95	Staff meeting	20 MIN	
MR	6/18/96	Review & Record M.C.	30 MIN	

Employee Signature: Sue Shalvey, Date: 6/10/96, School / Department: Oroville, Title: Principal

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 2567 BUSINESS OFFICE BY



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96

Sch Year

Mandated Costs Code	Date	Brief Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/3/95	Discussing mandated cost forms & filling out	1.75	

Henry Ford      10/3/95      Henry Ford      1 Principal  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY  
 THE 5TH OF THE FOLLOWING MONTH      257      ALL MANDATES

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies - Other C
TN	1/26/96	MS. HOBSON / MR. MURGA		
<del>TN</del>	<del>3/1/96</del>	<del>MS. HOBSON / MR. MURGA</del>		
SB	11/29/95	Special Ed bus safety	10 MIN	
SB	4/25/96	Special Ed. " "	10 MIN	
MR	ALL YEAR		30 MIN	
MR	6/24/96	met with B.O.	30 MIN	

Pauline Dea      6/24/96      FORD      Principal  
 Employee Signature      Date      School / Department      Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT THE BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

\$\$\$ THIS IS A REVENUE GENERATING MACHINE \$\$\$  
(This can generate over \$100,000. All you have to do is log in your time)

NOTIFICATION OF TRUANCY  
LOG SHEET

Use for :time spent on preparing and sending the INITIAL truancy letter  
or making truancy phone calls  
:supplies used

1995/96  
Sch Year

SCHOOL: Selby Lane

DATE	Brief Description of Activity (ie Letter writing/ phone call)	Name of student	TIME SPENT
3/7/96	Attendance letter #1	Sebastian Nguyen	30 min.
3/21/96	"	Joshua Olsen	"
3/22/96	"	Levi Vaupel	"
2/22/96	"	Marcial Vazquez	"
12/11/96	"	Salvador Vazquez	"
MR			30 min

Carolyn A. Shepard / 11/18/96  
Employee Signature/Title Date

259 Outreach Specialist

NOTE: PLEASE SUBMIT TO [unclear] [unclear]

**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95/96

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
PC	8/23	Talking to a parent re: her child's placement	20 min	
PH	8/24	Calling all parents reminding them to bring their physical and immunizations before school starts for kinder	8 hrs.	
PC	9/5	Janet Mendoza doesn't like men teacher parent wants to make sure we place her in <del>class</del> <sup>class with</sup> a woman teacher.	20 min	
PC	10/5	Parents Mrs Roman complaint regarding the cafeteria ladies that they wouldn't let her daughter take her food home when she needs to go home earlier	15	
P.C.	6/13	Mr. Aguilera doesn't like the idea of K-1-2 for next year Complaining That Teacher didn't let him know and place her in the Combo Talk a long time about the system.	60 min	
MR		dueny says	30 MIN	

\_\_\_\_\_ 10/13 Fair Oaks School Office Manager  
 Employee Signature Date School / Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 260 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

APPROPRIATE



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

95-96  
Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
MR	10/6	time spent reviewing + posting time costs	.5	
PC	10/6	Mrs. Porter; teacher detention <sup>classroom</sup> policies	.5	

Judith Vasquez 10/6/95 Roy Cloud Office Mgr.  
 Employee Signature Date School Department Title

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT T1262 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies & Other Costs
CM	Aug 1/23	County office staff & N. Call to go over credentials	1 1/2 HR.	
CM	MAY	going over staff for next year.	1 HR.	
EP	9/29/95	see agenda	3 HRS	
MR.	6/19/96	compiling reporting items	3 HRS	

Susan Hedley 6/18/96 Roy Clark Principal  
Employee Signature Date School & Department Title



**REDWOOD CITY SCHOOL DISTRICT**

**MANDATED COSTS LOG SHEET**

Sch Year \_\_\_\_\_

Mandated Costs Code	Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies at Other Co
PC	6/1/96	Students/Parents to Cert.	3 HRS.	
PC	6/13/14/96	B. WORTON - CERT.	4 HRS.	
CH.	FALL	go over assignments credentials with wrens. & d.o. personnel	5 HRS.	
	SPRING			
SS.	all year	1 hr mo to month a yearly audit -	15 HRS	
MR.	6/26/96	mtg with D.O. staff	1 HR.	
<del>MR.</del>				

Bill Wyner *sq* 6/26/96, VP  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ School / Department \_\_\_\_\_ Title \_\_\_\_\_

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI A1265E BUSINESS OFFICE BY

REDWOOD CITY SCHOOL DISTRICT

MANDATED COSTS LOG SHEET

1995/96  
Sch Year

Mandated Costs Code	Costs Date	Description of Activity/Name/Classification	Time Spent (Hrs/Min)	Supplies and Other Cost
			Riot	Draylen
MR	6/27	Sinsley Mandated Time review	2 1/2	1 1/2
MR	6/28	Policy 4115.1 costs (time) review	1	1/2
MR	"	Policy 4116 costs (time) review	1	1/2
MR	"	Policy 4115.2 (time)	1	1/2
MR	6/28/96	Parent Complaint review - prep. for mandated costs	6	6
			18 1/2	9

Employee Signature: Ruth Wiley Date: 6/28/96 School / Department: R.O. Title: Manager

NOTE: PLEASE SUBMIT TO KRISHNA KIRPALANI AT 266 BUSINESS OFFICE BY THE 5TH OF THE FOLLOWING MONTH

**REDWOOD CITY SCHOOL DISTRICT**

**BUSINESS OFFICE INSERVICE**

**FOR ADMINISTRATORS AND SCHOOL OFFICE MANAGERS**

August 25, 1995

1:30 p.m. to 4:00 p.m.

\*\*\*\*\*

Welcome to our new school year - 1995/96. Today we would like to review some of the procedures and forms that are related to the Business Office. Hopefully, this inservice will be beneficial to you; and, if at any time you need assistance, please don't hesitate to call any of the Business Office staff members. Attached is a roster of personnel in the Business Office and their various job assignments who are always happy to serve you.

**Agenda**

Office Procedures and Emergency Preparedness 1:45-2:00 Norm Smith

Purchasing procedures - Improve the Services and  
Timelines

Krishna Kirpalani

copy  
of purchasing  
procedures

Budget Carryover Worksheets

Noon Aides Hour Allocation

Student Attendance

Mandated Costs

2:30 - 3:30

BUSINESS OFFICE MEETING

8/25/95

NAME

SITE

Norm Smith

MOT

Fran Corbit

Bus. Office

DAN LARON

McKINLEY H.S.

Jeri Murphy

D.O.

Joan Kenyon

D.O.

June Analla

D.O.

by Mrs.  
Riz Olson

D.O.  
SDC

Kathy Kent

FORD

Paulyn Dea

Ford

Liane Somers

Hawes

Marie Ruiz

Hoover

Bonnie Basin

Hawes

Shirley Rensch

Hawes

Sonbi Duffoo

F.O.

Andrey Custodis

Clifford

Alice Wycke

Selby Lane

Joel Gruzyn

Office Depot B.S.D.

Judy Imberate

Selby Lane

Carol Jensen

Do GMC

Jo Brand.

Kennedy

Mohan Patel

B.O.

Carmen Gued

Selby Lane

Carolyn Klein

Cl 268

NAME

SITE

Mary Ann Stubbins District Office

Ruth Ware D.O.

Rosa Bustos Fair Oaks

Sally Stevens Fair Oaks

Bill Smith Del Norte

Louise M. Wright Haven

Sue Rewak Orion/Ford

Barbara Emond Orion

Sue Shalvey Orion

Jan Anthony Taft

J. Beasley Taft

Carol Ann Taft

Sharon Sebaste 775

Jean Siskrom McK

Genev Thomas Roos/PEC

Karayne Darumi Roosevelt

Ricardo Balderras John Gill -

Jaqueline Patton John Gill

Barbara Neas Roosevelt CDC

Judy Nees Roy Cloud

Susan Vickrey Roy Cloud

Bill Smith D.O.

Judy Smith

Judy Smith

Blaine Gaidette

AGENDA - MANDATED COSTS MEETING

COE  
ROOM B

9:00 AM - 11:30 - 2.5 hours OCTOBER 10, 1995

A. CLAIMABLE MANDATES

1. COLLECTIVE BARGAINING
  - \* COST OF NEGOTIATION
  - \* CONTRACT ADMINISTRATION
2. TEACHER EVALUATORS'
  - \* PARENTAL/STUDENT COMPLAINTS AGAINST DISTRICT EMPLOYEES
  - \* TRAINING, ASSISTING AND EVALUATING PROBATIONARY TEACHERS
  - \* TEACHER EVALUATOR CERTIFICATION TRAINING PROGRAM
3. OPEN MEETINGS
4. CREDENTIAL MONITORING
5. EARTHQUAKE EMERGENCY PROCEDURES
6. MANDATE REIMBURSEMENT PROCESS
7. INVENTORYING LAB CHEMICALS (sites with Science Labs)
8. JUVENILE COURT NOTICES

NEW CLAIMS

1. AIDS PREVENTION INSTRUCTION (to 7th & 8th Graders)
2. PHYSICAL FITNESS TESTING
3. CIVIC CENTER ACT
4. SCHOOL BUS SAFETY
5. SAFE SCHOOL ASSESSMENT (SCHOOL CRIME REPORTS)
6. PUPIL HEALTH SCREENING REPORTS ( OF K & 1ST GRADERS)
7. CHARTER SCHOOL

STATE MANDATE APPORTIONMENT SYSTEM (SMAS)

1. IMMUNIZATION RECORDS
2. EXPULSION OF STUDENTS

UNIT COST CLAIMS

1. INITIAL TRUANCY NOTIFICATION
2. SCOLIOSIS SCREENING
3. EXPULSION REPORTS

Mohan Patel

*claims*

**RECEIVED**

**DISTRICT BUSINESS SERVICES**

SEP 15 1995

announces

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

**MANDATED COSTS ROUNDTABLE**

*The focus will be on the process of data gathering and maximizing claims for districts. Also, the status of the latest claims (legislation) will be discussed.*

**DISCUSSION LEADER:**

Mohan Patel, Controller, Redwood City Elementary School District, has been on the State Mandated Cost Committee and has experience in processing mandated costs claims for his district.

**TUESDAY, October 10, 1995  
9:00 a.m. - 11:30 a.m.  
San Mateo County Office of Education - Conference Room B**

To sign up, please call Faith Smith, 802-5511, to let her know how many attendees OR return the following:

\*\*\*\*\*

**SAN MATEO COUNTY OFFICE OF EDUCATION - MANDATED COSTS ROUNDTABLE**

Attn: Faith Smith

\_\_\_\_\_ District

\_\_\_\_\_ Attendees

C.FLYER/WP

## 95/96 TIME WORKSHEET

REIMBURSEMENT CLAIM -95/96 - MR				
NAME	TITLE	HOURS	RATE	TOTAL
ACOSTA, OLIVIA	ATTENDANCE SPECIALIST	1	\$26.41	26.41
ANALLA, JANE	ADMINISTRATIVE ASSISTANT	1	\$34.31	34.31
ANTHONY, JEAN	PRINCIPAL	3	\$48.79	146.37
BABIN, BARBARA	PRINCIPAL	3	\$50.63	151.89
BAKER, JOHN	DIRECTOR	1.5	\$56.39	84.59
BALDERAS, RICARDO	PRINCIPAL	1.75	\$47.29	82.76
BRAND, JOHN	PRINCIPAL	5.5	\$51.65	284.08
BUSTOS, ROSA	OFFICE ASSISTANT	3.75	\$26.37	98.89
CEFALU, JUDY	RECEPTIONIST	6	\$22.90	137.40
CORBIT, FRAN	PURCHASING AGENT	1	\$36.43	36.43
CROWLEY, SHARON	OFFICE MANAGER	1.5	\$34.81	52.22
CURRIE, CAROLYN	DIRECTOR STUDENT SERVICES	1	\$52.90	52.90
CUSTODIO, AUDREY	PRINCIPAL	4.5	\$48.64	218.88
DALTON, GARY	RESOURCE TEACHER	1	\$55.15	55.15
DUFFOO, SONIA	PRINCIPAL	0.5	\$45.59	22.80
EDMONDS, DIANE	PRINCIPAL	3.75	\$45.97	172.39
ESMOND, ESMOND	OFFICE MANAGER	2.5	\$36.35	90.88
ETCHEVERS, MARTHA	OFFICE ASSISTANT	1.5	\$25.65	38.48
FISHROM, SUE	OFFICE MANAGER	2.75	\$32.69	89.90
GALEOTTI, SHERRON	ADMINISTRATIVE SECRETARY	1	\$31.99	31.99
* GARDETTO, ELAINE + 16	ACCOUNTANT II	137	\$33.96	4652.52
GIANFERMO, LEILANI	OFFICE MANAGER	1.25	<del>\$25.39</del> 36.67	31.74
GIEDT, CARMEN	PRINCIPAL	4	\$52.11	208.44
GONZALEZ DALEY, LINDA	PRINCIPAL	3	\$52.12	156.36
IMPERIALE, JUDY	OFFICE MANAGER	1	\$37.64	37.64
IRWIN, KEN	CUSTODIAN	1	\$25.68	25.68
KEANE, JAMES	TRANSPORTATION MANAGER	1	\$30.78	30.78
KENT, LILY	OFFICE MANAGER	1.5	\$35.43	53.15
* KIRPALANI, KRISHNA - 28.7	ASST SUPT. BUSINESS	57.5	\$63.41	3646.08
KLEIN, EVELYN	OFFICE MANAGER	1	\$32.70	32.70
LAIKON, DAN	PRINCIPAL	2.5	\$49.31	123.28
LAIKON, MARY	ASST. SUPT. CURRICULUM	0.5	\$58.87	29.44
LAO, WELSON	ACCOUNTANT	1	\$27.74	27.74
LIND, PHIL	ASST. PRINCIPAL	2.5	\$44.37	110.93
MANGIOLA, LESLIE	RESOURCE TEACHER	1	\$49.50	49.50
MONTIJO, LUPITA	OFFICE MANAGER	1	\$37.19	37.19
MURPHY, JERI	ADMINISTRATIVE ASSISTANT	1	\$29.14	29.14
NEWLAND, SUE	DISPATCHER	2.5	\$34.23	85.58
NUGENT, PAT	RESOURCE TEACHER	0.75	\$41.04	30.78
OLSON, LIZ	STAFF DEVELOPMENT	1	\$50.92	50.92
ORTIZ, JUDY + 9	ADMINISTRATIVE ASSISTANT	12	\$32.09	385.08
PATEL, MOHAN 4-50-15	CONTROLLER	169.5	\$47.10	7983.45
PATTON, JACQUILINE	OFFICE MANAGER	1.5	\$35.00	52.50



95/96 TIME WORKSHEET

RAMIREZ, MARIA	PAYROLL SPECIALIST	10	\$27.80	278.00
REWAK, SUE	OFFICE ASSISTANT	1.5	\$26.01	39.02
RINCK, SHIRLEY	OFFICE MANAGER	4.75	\$35.34	167.87
ROGOVSKY, RAISA	ACCOUNTING SPECIALIST	1		0.00
ROSENOW, DOROTHY	IMC MANAGER	1		0.00
RUIZ, MARIA	OFFICE MANAGER	1	\$31.86	31.86
SHALVEY, SUE	PRINCIPAL	1.5	\$49.71	74.57
SHEA, CAROLYN	PRINCIPAL	3.75	\$49.40	185.25
SMITH, NORM	ASST. SUPT. MOT	1	\$61.18	61.18
STEVENS, BERTHA	OFFICE MANAGER	1.5	\$38.39	57.59
STREHLOW, CAROLYN	PAYROLL SPECIALIST	11	\$27.02	297.22
STREHLOW, MARYE ANN	ADMINISTRATIVE SECRETARY	1	\$26.45	26.45
TARUMI, LARAYN	OFFICE MANAGER	1	\$36.43	36.43
THOMAS, GWEN	OFFICE MANAGER	1	\$32.27	32.27
VENEZIA, JUDY	OFFICE MANAGER	1.5	\$34.62	51.93
VICKREY, SUSAN	PRINCIPAL	4.5	\$51.95	233.78
VOGEL, KATHY	<del>CONSULTANT</del> H.C. Dept.	290.75	\$21.84	6349.98
WERNER, BILL	ASST. PRINCIPAL	1	\$48.73	48.73
WOLFE, LIZ	DIRECTOR BILINGUAL ED	1	\$53.22	53.22
WOOLF, RUTH	SUPPORT SERVICE MANAGER	1	\$48.89	48.89
WYCKE, ALICE	ASSISTANT	1	\$49.55	49.55
		794.25		27903.03

① Brigit 49.15

⑤ Neil Coll 62.19

Julie 38.15

① Eugenia 42.39

L. Fernandez \$ 35.02

① C. Currie

Balsamo - 39.40

Opas. = 25.13

30 MIN  
 (Step) MR 37.99 OK.

Olexon - 50.92

① Okubo - 40.07

(Calderon) 22.23  
 15 MIN

30 MIN (Crates - Ron)

① Cantalupi

95/96 TIME WORKSHEET

REIMBURSEMENT CLAIM -95/96 - MR				
NAME	TITLE	HOURS	RATE	TOTAL
ACOSTA, OLIVIA	ATTENDANCE SPECIALIST	1 ✓	\$26.41	26.41
ANALLA, JANE	ADMINISTRATIVE ASSISTANT	1 ✓	\$34.31	34.31
ANTHONY, JEAN	PRINCIPAL	3 ✓	\$48.79	146.37
APARICIO, MANUEL	TRANSLATOR	0.9	\$25.13	22.62
BABIN, BARBARA	PRINCIPAL	3	\$50.63	151.89
BAKER, JOHN	DIRECTOR	1.5	\$56.39	84.59
BALDERAS, RICARDO	PRINCIPAL	1.75	\$47.29	82.76
BALSAMA, VIRGINIA	TRANSLATOR	0.5	\$39.40	19.70
BRAND, JOHN	PRINCIPAL	5.5	\$51.65	284.08
BRIGHT, NOLA	RESOURCE TEACHER	1	\$49.15	49.15
BUSTOS, ROSA	OFFICE ASSISTANT	3.75	\$26.37	98.89
CALDERON, ANA	OFFICE ASSISTANT	0.25	\$22.23	5.56
CALL, NEIL	ASST. SUPT. PERSONNEL	1 ✓	\$62.19	62.19
CANTALUPI, BARBARA	SCHOOL NURSE	1 ✓	\$40.70	40.70
CEFALU, JUDY	RECEPTIONIST	6 ✓	\$22.90	137.40
CORBIT, FRAN	PURCHASING AGENT	1 ✓	\$36.43	36.43
CRATES, RON	SUPERINTENDENT	0.5 ✓	\$78.49	39.25
CROWLEY, SHARON	OFFICE MANAGER	1.5 ✓	\$34.81	52.22
CURRIE, CAROLYN	DIRECTOR STUDENT SERVICES	1 ✓	\$52.90	52.90
CUSTODIO, AUDREY	PRINCIPAL	4.5	\$48.64	218.88
DALTON, GARY	RESOURCE TEACHER	1 ✓	\$55.15	55.15
DUFFOO, SONIA	PRINCIPAL	0.5	\$45.59	22.80
EDMONDS, DIANE	PRINCIPAL	3.75 ✓	\$45.97	172.39
ESMOND, ESMOND	OFFICE MANAGER	2.5	\$36.35	90.88
ETCHEVERS, MARTHA	OFFICE ASSISTANT	1.5 ✓	\$25.65	38.48
FERNANDEZ, LINDA	ADMIN. ASST.	11 ✓	\$35.02	385.22
FISHTROM, SUE	OFFICE MANAGER	2.75 ✓	\$32.69	89.90
GALEOTTI, SHERRON	ADMINISTRATIVE SECRETARY	1 ✓	\$31.99	31.99
GARDETTO, ELAINE	ACCOUNTANT II	153 ✓	\$33.96	5195.88
GIANFERMÓ, LEILANI	OFFICE MANAGER	1.25 ✓	\$36.67	45.84
GIEDT, CARMEN	PRINCIPAL	4 ✓	\$52.11	208.44
GONZALEZ DALEY, LINDA	PRINCIPAL	3 ✓	\$52.12	156.36
IMPERIALE, JUDY	OFFICE MANAGER	1 ✓	\$37.64	37.64
IRWIN, KEN	CUSTODIAN	1 ✓	\$25.68	25.68
KEANE, JAMES	TRANSPORTATION MANAGER	1 ✓	\$30.78	30.78
KENT, LILY	OFFICE MANAGER	1.5 ✓	\$35.43	53.15
KIRPALANI, KRISHNA	ASST SUPT. BUSINESS	86.25 ✓	\$63.41	5469.11
KLEIN, EVELYN	OFFICE MANAGER	1 ✓	\$32.70	32.70
LAIRON, DAN	PRINCIPAL	2.5 ✓	\$49.31	123.28
LAIRON, MARY	ASST. SUPT. CURRICULUM	0.5 ✓	\$58.87	29.44
LAO, WELSON	ACCOUNTANT	1 ✓	\$27.74	27.74
LAU, EUGENIA	FOOD SERVICE DIRECTOR	1 ✓	\$42.39	42.39
LIND, PHIL	ASST. PRINCIPAL	2.5 ✓	\$44.37	110.93

95/96 TIME WORKSHEET

MANGIOLA, LESLIE	RESOURCE TEACHER	1 ✓	\$49.50	49.50
MONTIJO, LUPITA	OFFICE MANAGER	1 ✓	\$37.19	37.19
MURPHY, JERI	ADMINISTRATIVE ASSISTANT	1 ✓	\$29.14	29.14
NEWLAND, SUE	DISPATCHER	2.5 ✓	\$34.23	85.58
NUGENT, PAT	RESOURCE TEACHER	0.75 ✓	\$41.04	30.78
OKUBO, CATHY	STAFF DEVELOPMENT 2	1	\$50.92	50.92
O'LEARY, JULIE	ADMIN. ASST.	13.25 ✓	\$38.15	505.49
OLSON, LIZ	STAFF DEVELOPMENT 2	1	\$50.92	50.92
ORTIZ, JUDY	ADMINISTRATIVE ASSISTANT	16 ✓	\$32.09	513.44
PATEL, MOHAN	CONTROLLER	194.5 ✓	\$47.10	9160.95
PATTON, JACQUILINE	OFFICE MANAGER	1.5 ✓	\$35.00	52.50
RAMIREZ, MARIA	PAYROLL SPECIALIST	10 ✓	\$27.80	278.00
REWAK, SUE	OFFICE ASSISTANT	1.5 ✓	\$26.01	39.02
RINCK, SHIRLEY	OFFICE MANAGER	4.75 ✓	\$35.34	167.87
RUIZ, MARIA	OFFICE MANAGER	1 ✓	\$31.86	31.86
SHALVEY, SUE	PRINCIPAL	1.5 ✓	\$49.71	74.57
SHEA, CAROLYN	PRINCIPAL	3.75 ✓	\$49.40	185.25
SHEPARD, CAROLYN	RESOURCE 1.00	0.5	\$37.99	19.00
SMITH, NORM	ASST. SUPT. MOT	1 ✓	\$61.18	61.18
STEVENS, BERTHA	OFFICE MANAGER	1.5 ✓	\$38.39	57.59
STREHLOW, CAROLYN	PAYROLL SPECIALIST	11 ✓	\$27.02	297.22
STREHLOW, MARYE ANN	ADMINISTRATIVE SECRETARY	10 ✓	\$26.45	264.50
TARUMI, LARAYN	OFFICE MANAGER	1 ✓	\$36.43	36.43
THOMAS, GWEN	OFFICE MANAGER	1 ✓	\$32.27	32.27
VENEZIA, JUDY	OFFICE MANAGER	1.5 ✓	\$34.62	51.93
VICKREY, SUSAN	PRINCIPAL	4.5 ✓	\$51.95	233.78
VOGEL, KATHY	M. C. ACCOUNTANT	290.75 ✓	\$21.84	6349.98
WERNER, BILL	ASST. PRINCIPAL	1 ✓	\$48.73	48.73
WOLFE, LIZ	DIRECTOR BILINGUAL ED	1 ✓	\$53.22	53.22
WOOLF, RUTH	SUPPORT SERVICE MANAGER	12.5 ✓	\$48.89	611.13
WYCKE, ALICE	ASSISTANT	1 ✓	\$49.55	49.55
		918.4		33631.85

33694.04

TO: KRISHNA KIRPALANI

FROM: JACQUE  
JOHN GILL

RE: MANDATED REPORTS

DATE: APRIL 9, 1996

JOHN GILL SCHOOL DID NOT HAVE ANY MANDATED REPORTS FOR MARCH 7,  
1996 THRU APRIL 5, 1996

REGARDS.

**RECEIVED**

APR 19 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Mohan

RECEIVED

DISTRICT BUSINESS SERVICES

SEP 15 1995

announces

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

**MANDATED COSTS ROUNDTABLE**

*The focus will be on the process of data gathering and maximizing claims for districts. Also, the status of the latest claims (legislation) will be discussed.*

**DISCUSSION LEADER:**

Mohan Patel, Controller, Redwood City Elementary School District, has been on the State Mandated Cost Committee and has experience in processing mandated costs claims for his district.

**TUESDAY, October 10, 1995  
9:00 a.m. - 11:30 a.m.  
San Mateo County Office of Education - Conference Room B**

To sign up, please call Faith Smith, 802-5511, to let her know how many attendees OR return the following:

\*\*\*\*\*

**SAN MATEO COUNTY OFFICE OF EDUCATION - MANDATED COSTS ROUNDTABLE**

Attn: Faith Smith

\_\_\_\_\_ District

\_\_\_\_\_ Attendees

C:FLYER/WP

# PURCHASE ORDER

## REDWOOD CITY SCHOOL DISTRICT

815 Allerton Street - Redwood City, California 94063  
Area Code 415: 365-1550

**VALID ONLY IF PURCHASE ORDER NUMBER ASSIGNED**

PURCHASE ORDER DATE: 8-29-96 PURCHASE ORDER NO.: 90247

DO NOT WRITE IN THIS AREA

NAME AND ADDRESS OF VENDOR:

*SHILOE*

*1995/96*

SHIP TO:  
REDWOOD CITY SCHOOL DISTRICT  
WAREHOUSE  
501 JAMES AVE.  
REDWOOD CITY, CALIFORNIA 94062

OTHER - SEE SPECIAL INSTRUCTION PAGE \_\_\_ OF \_\_\_

**INSTRUCTIONS TO VENDOR**

1. INVOICES SHOULD BE ITEMIZED, MADE OUT IN TRIPPLICATE AND BILLED TO THE REDWOOD CITY SCHOOL DISTRICT AT THE ADDRESS SHOWN ABOVE.
2. CANCELLATION OF ALL ITEMS REMAINING UNDELIVERED AFTER 60 DAYS FROM DATE OF THIS PURCHASE ORDER WILL BE AUTOMATIC.
3. TOTAL AMOUNT OF THIS PURCHASE INCLUDING TAX AND TRANSPORTATION CHARGES SHALL NOT EXCEED THE AMOUNT SHOWN BY MORE THAN 15% UNLESS PERMISSION IS FIRST OBTAINED FROM SCHOOL DISTRICT PURCHASING DEPARTMENT.
4. MAKE NO SUBSTITUTIONS UNLESS SPECIFICALLY AUTHORIZED IN WRITING.
5. THIS SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR MATERIALS, SUPPLIES, OR SERVICES FURNISHED WITHOUT AN ORDER FROM THE BUSINESS OFFICE.

**SHIPPING INSTRUCTIONS**

1. THE NUMBER OF THIS PURCHASE ORDER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS AND PACKAGES.
2. SPECIAL INSTRUCTIONS TO SHIPPER AS REQUIRED WILL BE LISTED BELOW.
3. PREPAY ALL FREIGHT CHARGES UNLESS OTHERWISE INDICATED.
4. WAREHOUSE HOURS: MONDAY-FRIDAY 8:30 AM - 2:00 PM, CLOSED 12-1.

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL
		<i>1000 - 1/2" x 1/4" x 1/2" - 1000</i>		
		<i>1000 - 1/2" x 1/4" x 1/2" - 1000</i>		
		<i>1000 - 1/2" x 1/4" x 1/2" - 1000</i>		
		<i>1000 - 1/2" x 1/4" x 1/2" - 1000</i>		<i>1592</i>
		<i>1000 - 1/2" x 1/4" x 1/2" - 1000</i>		<i>1592</i>

SPECIAL INSTRUCTIONS TO VENDOR:

**PARTIAL SHIPMENT MUST BE NOTED ON INVOICE AND PACKING SLIP; ALSO NOTE ANTICIPATED FINAL SHIPMENT DATE.**

SUB-TOTAL	
TAX	
<b>TOTAL</b>	<i>1592.00</i>

APPROVED BY (PURCHASING DEPARTMENT)

**TO BE COMPLETED BY SCHOOL / DEPARTMENT**

PRINCIPAL / MANAGER SIGNATURE

*Dus Off*  
SCHOOL / DEPARTMENT

*K. Kirpalani*  
REQUESTED BY

*9/28/96*  
DATE OF REQUEST

FUND	SUB FUND	CONTROL	LOCAT'N / RESPON.	DISTRICT PROGRAM	STATE PROGRAM	STATE OBJECT	AMOUNT
<i>0111</i>						<i>9519</i>	<i>1524.00</i>

DATE SHIPMENT COMPLETE  
RECEIVED BY

# INVOICE

NO 20712

## SAN MATEO COUNTY OFFICE OF EDUCATION

14700 WIN DOLPHIN DRIVE, REDWOOD CITY, CA 94065-1064  
TELEPHONE: (415) 802-5600 • FAX: (415) 802-5528

DATE 6/30/96  
TERMS NET CASH

**THIS NUMBER MUST APPEAR  
ON ALL CORRESPONDENCE**

PURCHASE ORDER NO. 90247

S  
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[ REDWOOD CITY SCHOOL DISTRICT ]

[ S  
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**NOTE: Make Check Payable To "COUNTY SCHOOL SERVICE FUND"**

UNIT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Billing for services provided by School Services of California 7/1/95 through 6/30/96 per agreement on file with San Mateo County Office of Education.			
	Fiscal Services		\$ 849.21	
	Mandated Costs Services		\$ 674.83	\$1,524.04

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE

**TOTAL \$1,524.04**

CONTACT **Jim Hooley**

TELEPHONE (415) **802-5512**

PLEASE PAY THIS AMOUNT ▲

*01U/9519*

*APP in 9/5/96*

ACCOUNT NUMBER(S)	AMOUNT(S)
01U-9954	\$1,524.04
	279

Return With Your Remittance  
Attn: Accounts Receivable

INVOICE No. 20712

11/22/96 3:11  
Claims copy for  
Mandated Consortium



# SAN MATEO COUNTY OFFICE OF EDUCATION

Floyd Gonella, Ed.D., County Superintendent of Schools

June 14, 1996

REFER: BD-18-96

96/97

TO: SAN MATEO COUNTY SCHOOL DISTRICTS

ATTN: CHIEF BUSINESS OFFICIALS

FROM: JIM HOOLEY, ASSOCIATE SUPERINTENDENT

SUBJECT: SCHOOL SERVICES OF CALIFORNIA, INC.  
1996-97 CONTRACT FOR MANDATED COST CLAIMS SERVICES

Enclosed is a copy of the 1996-97 contract document for your review of the cost and services to be provided. There is a new rate schedule for optional hourly services in excess of those direct service hours included in the contract and covered by the annual fee.

Last year, fifteen districts participated in the mandated cost consortium for services from School Services of California, Inc., and the estimated prorated annual cost per participant was \$750. Therefore, if the same number of districts participate, the cost to each district for this service in 1996-97 is estimated to be \$820.

Please indicate below as to whether or not your district will join the consortium for 1996-97 and return a copy of this notice by Friday, June 28, 1996.

We will join the Mandated Cost Claims Consortium.

We will not join the Mandated Cost Claims Consortium.

**RECEIVED**

JUN 18 1996

REDWOOD CITY SCHOOL DISTRICT  
BUSINESS OFFICE

Redwood City School District  
(District)

K. Kupala  
(Signature of Authorized School Official)

Fiscal And Operational Services Division

101 Twin Dolphin Drive, Redwood City, California 94065-1064 • (415) 802-5300 • FAX (415) 802-5528



**AGREEMENT FOR SPECIAL SERVICES**  
**Mandated Cost Claims**  
**Consortium**

This is an agreement between the SAN MATEO COUNTY OFFICE OF EDUCATION, hereinafter referred to as "County," and SCHOOL SERVICES OF CALIFORNIA, INC., hereinafter referred to as "Consultant," entered into as of July 1, 1996.

**RECITALS**

WHEREAS, the County needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and,

WHEREAS, SCHOOL SERVICES OF CALIFORNIA, INC., is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable,

NOW, THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
  - a. Delivery of one copy of each edition of the Fiscal Report containing information on issues of school finance, budgets or practices that impact school district fiscal policies and one copy of the booklet Analysis of the Governor's Budget;
  - b. Option of receiving transmissions over an electronic computer network on a regular basis regarding major school finance and fiscal issues;
  - c. An analysis of all major school finance/fiscal legislation and reporting on its legislative/executive branch progress;
  - d. Thirty (30) hours of service annually as the County directs on fiscal issues, including revenue limit calculations, special education calculations, analysis of specific district revenue or expenditure issues, analysis of specific legislative or regulatory issues, and including a "quick query" service to provide telephone response to specific fiscal questions of the County. Services for which the base service hours may

3. The County agrees that any information received from Consultant shall be for the use of the County Office and the districts in the Consortium only and shall not be provided by the County Office to other districts over 500 ADA. Districts under 500 ADA are eligible to receive service as deemed appropriate by the County Office. (SEE ATTACHMENT A)
4. The term of this contract shall be for the period of one year, beginning July 1, 1996, and terminating June 30, 1997. This agreement may be terminated by either party prior to June 30, 1997, on thirty (30) days' written notice. In case of cancellation, the County shall be liable for any costs accrued to the date of cancellation under Item 2 above.
5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of the County.

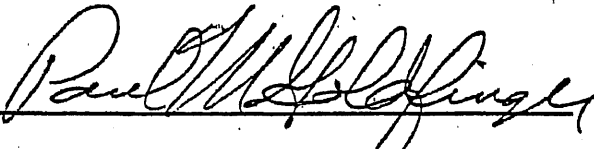
IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

San Mateo County Office of Education

BY: \_\_\_\_\_



DATE: 5/29/96

Paul M. Goldfinger, Vice President  
School Services of California, Inc.

PG:1996-97/kk

**PRINTING REQUEST (Form 2)**

ND ORIGINAL TO:  
 DISTRICT OFFICE/OFFSET PRESS  
 ATTENTION: ROBERT MALONE

INITIATOR RETAIN BACK COPY

PLEASE INCLUDE BUDGET NO.

Originals must be print ready.  
 Please allow five-eighths inch  
 on top & one-half inch on each  
 side of the original(s).

LAST NAME: <u>KIRPALANI</u>	LOCATION: <u>BUS OFF</u>	PROGRAM:	PHONE NO.:	DATE: <u>10/13/95</u>
DATE NEEDED*: <u>ASAP</u>	SUBJECT OF PRINTING: <u>Mandated Costs Log Sheet</u>			DATE REC'D:
NO. OF ORIG. SIDES: <u>100</u>	COPIES PER SIDE: <u>100</u>	ONE SIDE ONLY?	FRONT TO BACK?: <input checked="" type="checkbox"/>	CUT (INCLUDE SAMPLE)

<u>✓</u> REG. BOND	<u>✓</u> 8.5 * 11	<u>   </u> WHITE
<u>   </u> CARD STOCK	<u>   </u> 8.5 * 14	<u>yellow</u>
<u>   </u> COVER STOCK.		
<u>   </u> CARBONLESS(2PT <u>   </u> 3PT <u>   </u> 4PT <u>   </u> 5PT <u>   </u> )		

SPECIAL INSTRUCTIONS:

DEBIT TO:

FUND	S. FND	CNTRL	RESP.	S. PROG	ST/PROG	ST/OBJ	AMOUNT

DEPARTMENT USE ONLY

TOTAL NO. OF COPIES \_\_\_\_\_  
 AT \_\_\_\_\_ PER COPY \$ \_\_\_\_\_

DATE RUN: \_\_\_\_\_

- 1) Maximum number of originals per print request 25
- 2) Minimum number of copies per original is 30
- 3) Allow at least three work days notice for 1-10 originals.
- 4) Allow at least five work days notice for 11-20 originals.

PRINTING REQUEST (Form 2)

SEND ORIGINAL TO:  
 DISTRICT OFFICE/OFFSET PRESS  
 ATTENTION: ROBERT MALONE

INITIATOR RETAIN BACK COPY

PLEASE INCLUDE BUDGET NO.

Originals must be print ready.  
 Please allow five-eighths inch  
 on top & one-half inch on each  
 side of the original(s).

LAST NAME: <i>K. K. paloni</i>	LOCATION: <i>Bus. off.</i>	PROGRAM:	PHONE NO.:	DATE: <i>10/27/95</i>
-----------------------------------	-------------------------------	----------	------------	--------------------------

DATE NEEDED*: <i>ASAP</i>	SUBJECT OF PRINTING: <i>Mandate Costs log sheet</i>	DATE REC'D:
------------------------------	--	-------------

NO. OF ORIG. SIDES: <i>1</i>	COPIES PER SIDE: <i>300</i>	ONE SIDE ONLY?	FRONT TO BACK?: <input checked="" type="checkbox"/>	CUT (INCLUDE SAMPLE)
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PAPER TYPE	PAPER SIZE	PAPER COLOR
<input checked="" type="checkbox"/> REG. BOND	<input checked="" type="checkbox"/> 8.5 * 11	<input type="checkbox"/> WHITE
<input type="checkbox"/> CARD STOCK	<input type="checkbox"/> 8.5 * 14	<i>yellow</i>
<input type="checkbox"/> COVER STOCK		
<input type="checkbox"/> CARBONLESS(2PT___ 3PT___ 4PT___ 5PT___)		

SPECIAL INSTRUCTIONS:

DEBIT TO:

FUND	S. FND	CNTRL	RESP.	S. PROG	ST/PROG	ST/OBJ	AMOUNT

DEPARTMENT USE ONLY

TOTAL NO. OF COPIES \_\_\_\_\_  
 AT \_\_\_\_\_ PER COPY \$ \_\_\_\_\_

DATE RUN: \_\_\_\_\_

- 1) Maximum number of originals per print request 25
- 2) Minimum number of copies per original is 30
- 3) Allow at least three work days notice for 1-10 originals.
- 4) Allow at least five work days notice for 11-20 originals.

# EXHIBIT 7

**REDWOOD CITY SCHOOL DISTRICT**  
2317 Broadway • Redwood City • CA 94063 • (650) 423-2232  
Krishna Kirpalani, Assistant Superintendent Business Services

October 23, 1998

Office of the State Controller  
Division of Accounting and Reporting  
P.O. Box 942850  
Sacramento, CA 94250  
Attn: Jeff Yee

RE: Mandate Reimbursement Process  
Chapter 486/75  
1995/96

Dear Mr Yee,

It has been more than 30 days since we sent you our letter dated September 22, 1998 and we have not received any response from your office.

On our letter, we responded to your notice of adjustment dated September 9, 1998 and provided additional information such as time log sheets for the whole year.

We would appreciate your immediate response to this matter.

Very truly yours,

  
KRISHNA KIRPALANI

Z 288 608 146

US Postal Service  
**Receipt for Certified Mail**  
No Insurance Coverage Provided.

OFFICE OF THE STATE CONTROLLER  
ATTN: Local Reimbursement Section  
Division of Accounting and Reporting  
P.O. Box 942850  
Sacramento, CA 94250

PS Form 3800, April 1995

Postage	
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$
Postmark or Date	

**SENDER:**

- Complete items 1 and/or 2 for additional services.
- Complete items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

- Addressee's Address
- Restricted Delivery

Consult postmaster for fee.

3. Article Addressed to:

OFFICE OF THE STATE CONTROLLER  
ATTN: Local Reimbursement Section  
Division of Accounting and Reporting  
P.O. Box 942850  
Sacramento, CA 94250  
ATTN: JEFF A. JOE

4a. Article Number  
Z-288 608 146

4b. Service Type

Registered  Certified  
 Express Mail  Insured  
 Return Receipt for Merchandise  COD

7. Date of Delivery  
OCT 20 1995

5. Received By: (Print Name)  
JEFF A. JOE

6. Signature: (Addressee or Agent)  
X

8. Addressee's Address (Only if requested and fee is paid)

Is your RETURN A

Thank you for using Return Receipt Service.





BEFORE THE COMMISSION ON STATE MANDATES  
STATE OF CALIFORNIA

Claim of:

County of Fresno  
Claimant

No. CSM-4204

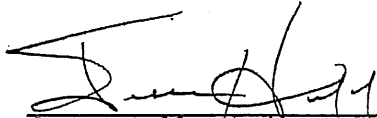
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DECISION

The attached Proposed Decision of the Commission on State Mandates is hereby adopted by the Commission on State Mandates as its decision in the above-entitled matter.

This Decision shall become effective on April 24, 1986.

IT IS SO ORDERED April 24, 1986.

  
\_\_\_\_\_  
Jesse Huff, Chairman  
Commission on State Mandates

BEFORE THE  
COMMISSION ON STATE MANDATES

CLAIM OF:

County of Fresno  
Claimant

No. CSM-4204

PROPOSED DECISION

This claim was heard by the Commission on State Mandates (commission) on March 27, 1986, in Sacramento, California, during a regularly scheduled meeting of the commission. Paul Robinson, and Vincent McGraw appeared on behalf of the County of Fresno. Carol Miller appeared on behalf of the Education Mandated Cost Network. There were no other appearances.

Evidence, both oral and documentary, having been introduced, the matter submitted, and vote taken, the commission finds:

I.

NOTE

1. The finding of a reimbursable state mandate does not mean that all increased costs claimed will be reimbursed. Reimbursement, if any, is subject to commission approval of parameters and guidelines for reimbursement of the claim, and a statewide cost estimate; legislative appropriation; a timely-filed claim for reimbursement; and subsequent review of the claim by the State Controller.

II.

FINDINGS OF FACT

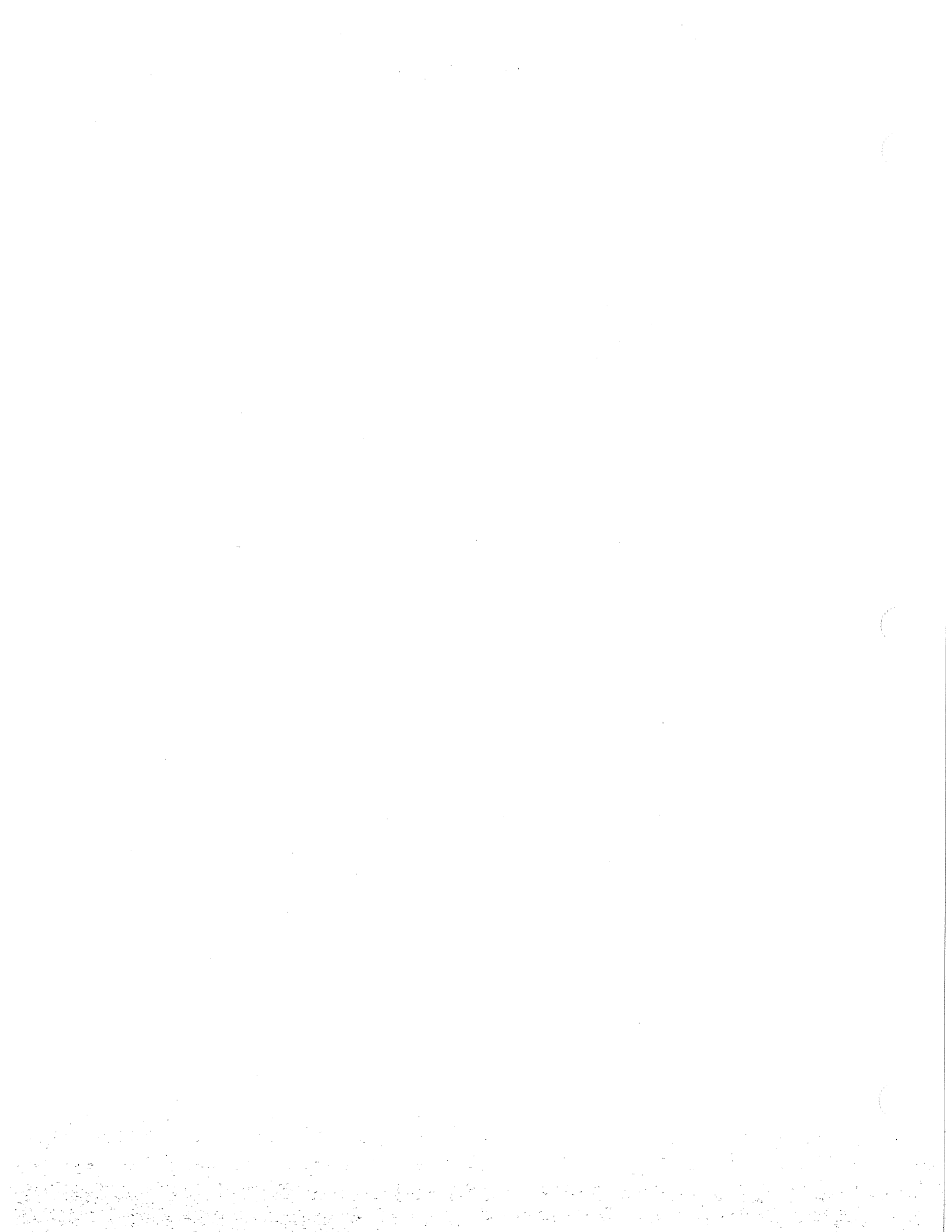
1. The test claim was filed with the Commission on State Mandates on November 27, 1985, by the County of Fresno.
2. The subject of the claim is Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984.

3. Chapter 486, Statutes of 1975 established the Board of Control's authority to hear and make determinations on claims submitted by local governments that alleges costs mandated by the state. In addition, Chapter 486/75 contained provisions authorizing the State Controller's Office to receive, review and pay reimbursement claims for mandated costs submitted by local governments.
4. Chapter 1459, Statutes of 1984, created the Commission on State Mandates, which replaced the Board of Control with respect to hearing mandated cost claims from local governments.
5. The County of Fresno has incurred increased costs as a result of having to file test claims and reimbursement claims which are required by Chapter 486/75 and Chapter 1459/84.
6. The County of Fresno's increased costs are costs mandated by the state.
7. Government Code Section 17514 defines costs mandated by the state as any increased costs which a local agency or school district is required to incur after July 1, 1980, as a result of any statute enacted on or after January 1, 1975, which mandates a new program or higher level of service of an existing program within the meaning of Section 6 of Article XIII B of the California Constitution.

### III.

#### DETERMINATION OF ISSUES

1. The commission has authority to decide this claim under the provisions of Government Code Section 17551.
2. Chapter 486, Statutes of 1975 and Chapter 1459, Statutes of 1984 impose a reimbursable state mandate upon local government. The County of Fresno has established that these two statutes have imposed a new program and an increased level of service by requiring local governments to file claims in order to establish the existence of a mandated program, as well as to obtain reimbursement for the cost of the mandated program.



Hearing Dates: 9/29/96 & 1/30/97  
 File: CSM-4485 (Amendment)  
 Staff: K. Stewart

Adopted: November 20, 1986  
 First Amendment Adopted: March 26, 1987  
 Second Amendment Adopted: October 26, 1995  
 Third Amendment Adopted: **January 30, 1997**  
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## PROPOSED PARAMETERS AND GUIDELINES

Chapter 486, Statutes of 1975  
 Chapter 1459, Statutes of 1984  
 Chapter 303, Statutes of 1995 (Budget Act of 1995)  
Chapter 162, Statutes of 1996 (Budget Act of 1996)

### *Mandate Reimbursement Process*

**[FOR FISCAL YEARS 1995-96 AND 1996-97 ONLY, THESE PARAMETERS AND GUIDELINES ARE AMENDED, PURSUANT TO THE REQUIREMENTS OF (1) PROVISION 11 OF ITEM 0840-001-001 AND PROVISION 1 OF ITEM 8885-001-001 OF THE BUDGET ACT OF 1995 AND (2) PROVISION 9 OF ITEM 0840-001-0001 AND PROVISION 1 OF ITEM 8885-001-0001 OF THE BUDGET ACT OF 1996 TO INCLUDE APPENDIX A. NO OTHER CHANGES TO THE MARCH 26, 1987, VERSION OF THE PARAMETERS AND GUIDELINES ARE MADE.]**

#### I. Summary of Mandate

Chapter 486, Statutes of 1975, established the Board of Control's authority to hear and make determinations on claims submitted by local governments that allege costs mandated by the State. In addition, Chapter 486/75 contains provisions authorizing the State Controller's Office to receive, review, and pay reimbursement claims for mandated costs submitted by local governments.

Chapter 1459, Statutes of 1984, created the Commission on State Mandates, which replaced the Board of Control with respect to hearing mandate cost claims. This law established the "sole and exclusive procedure" by which a local agency or school district is allowed to claim reimbursement as required by Section 6 of Article XIII B of the California Constitution for State mandates under the Revenue and Taxation Code (Government Code Section 17552).

Together these laws establish the process by which local agencies are to receive reimbursement for State-mandated programs. As such, they prescribe the procedures which must be followed before mandated costs are to be recognized. They also dictate reimbursement activities by requiring localities to file claims according to instructions issued by the Controller.

## II. Commission on State Mandates Decision

On March 27, 1986, the Commission on State Mandates determined that local agencies and school districts incurred "costs mandated by the State" as a result of Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984. Specifically, the commission found that these two statutes imposed a new program by requiring local governments to file claims in order to establish the existence of a mandated program as well as to obtain reimbursement for the costs of mandated programs.

## III. Eligible Claimants

All local agencies and school districts incurring increased costs as a result of this mandate are eligible to claim reimbursement of those costs.

## IV. Period of Claim

Section 17557 of the Government Code (GC) requires test claims to be submitted on or before November 30 following the fiscal year in which costs were incurred in order to establish eligibility for reimbursement for that fiscal year. This claim was filed by Fresno County on November 27, 1985. Therefore, only costs incurred on or after July 1, 1984, are eligible for reimbursement.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Section 2231(d)(3) of the Revenue and Taxation Code (RTC), all claims for reimbursement of costs shall be submitted within 120 days of notification by the State Controller of the enactment of the claims bill.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by RTC Section 2233.

## V. Reimbursable Costs

### A. Scope of Mandate

Local agencies and school districts filing successful test claims and reimbursement claims incur State-mandated costs. The purpose of this test claim was to establish that local governments (counties, cities, school districts, special districts, etc.) cannot be made financially whole unless all state mandated costs -- both direct and indirect -- are reimbursed. Since local costs would not have been incurred for test claims and reimbursement claims but for the implementation of State-imposed mandates, all resulting costs are recoverable.

B. Reimbursable Activities -- Test Claims

All costs incurred by local agencies and school districts in preparing and presenting successful test claims are reimbursable, including those same costs of an unsuccessful test claim if an adverse Commission ruling is later reversed as a result of a court order. These activities include, but are not limited to, the following: preparing and presenting test claims, developing parameters and guidelines, collecting cost data, and helping with the drafting of required claiming instructions. The costs of all successful test claims are reimbursable.

Costs that may be reimbursed include the following: salaries and benefits, materials and supplies, consultant and legal costs, transportation, and allowable overhead.

C. Reimbursable Activities -- Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training, and overhead.

Incorrect Reduction Claims are considered to be an element of the reimbursement process. Reimbursable activities for successful incorrect reduction claims include the appearance of necessary representatives before the Commission on State Mandates to present the claim, in addition to the reimbursable activities set forth above for successful reimbursement claims.

## VI. Claim Preparation

A. Supporting Data

All claims must be submitted in a timely fashion and contain sufficient documentation to support the amounts for which reimbursement is sought. A list of the mandates causing the claiming costs should be included, but it is not necessary to show the claiming costs for each documentation to support the amounts for which reimbursement is mandate.

For auditing purposes, all costs claimed must be traceable to source documents or worksheets that show evidence of and the validity of such costs. These documents must be kept on file for a period of no less than 3 years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller.

B. Salaries and Benefits

Employee costs should be supported by the following: employee name, position (job title), productive hourly rate, hours worked, salary and benefit amounts, and a description of the tasks performed as they relate to this mandate.

C. Service and Supplies

Identify any direct costs for materials that have been consumed or expended specifically for this mandate. Indirect costs may be included in the overhead calculation.

D. Contract Services

Costs incurred for contract services and/or legal counsel that assist in the preparation, submission and/or presentation of claims are recoverable. Provide copies of the invoices and/or claims that were paid.

E. Training

Include the costs of classes designed to assist the claimant in identifying and correctly preparing State-required documentation for specific reimbursable mandates. Such costs include, but are not limited to, salaries and benefits, transportation, registration fees, per diem, and related costs incurred because of this mandate.

F. Allowable Overhead Costs

Local agencies, with the exception of public school employers, have the option of using 10% of direct labor as indirect costs or preparing a departmental rate for this program using the Indirect Cost Rate Proposal method.

Public school employers shall use the J-41A Non-Restrictive Indirect Cost Rate.

G. Legal Costs

Legal counsel costs not exceeding \$90 per hour will be considered reimbursable, subject to proper documentation being submitted, which verifies the amounts for which reimbursement is sought.

Any amounts exceeding \$90 per hour will be subject to review by the State Controller's Office for verification and appropriateness. The reimbursability of any legal costs exceeding \$90 per hour is subject to approval by the State Controller's Office.

VII. Offsetting Savings and Other Reimbursement

Any offsetting savings the claimants experience as a direct result of this statute must be deducted from the costs claims. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim.

VIII. Required Certification

The following certification must accompany the claim:

I DO HEREBY CERTIFY:

THAT sections 1090 to 1096, inclusive, of the Government Code and other applicable provisions of the law have been complied with; and



THAT I am the person authorized by the local agency to file claims for funds with the State of California.

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SIGNATURE OF AUTHORIZED REPRESENTATIVE

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DATE

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TITLE

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TELEPHONE NUMBER

**(Continue to Appendix A)**

## PARAMETERS AND GUIDELINES

Chapter 486, Statutes of 1975  
and  
Chapter 1459, Statutes of 1984

### APPENDIX A

#### Limitation on Reimbursement for Independent Contractor Costs During Fiscal Years 1995-96 and 1996-97<sup>1</sup>

- A. If a local agency or school district contracts with an independent contractor for the preparation and submission of reimbursement claims, the costs reimbursable by the state for that purpose shall not exceed the lesser of (1) 10 percent of the amount of the claims prepared and submitted by the independent contractor, or (2) the actual costs that would necessarily have been incurred for that purpose if performed by employees of the local agency or school district.

The maximum amount of reimbursement provided for an independent contractor may be exceeded only if the local agency or school district establishes, by appropriate documentation, that the preparation and submission of these claims could not have been accomplished without the incurring of the additional costs claimed by the local agency or school district.

- B. Costs incurred for contract services and/or legal counsel that assist in the preparation, submission and/or presentation of claims are recoverable within the limitations imposed under A. above. Provide copies of the invoices and/or claims that were paid. For the preparation and submission of claims pursuant to Government Code sections 17561 and 17564, submit an estimate of the actual costs that would have been incurred for that purpose if performed by employees of the local agency or school district; this cost estimate is to be certified by the governing body or its designee.

If reimbursement is sought for independent contractor costs that are in excess of [Test (1)] ten percent of the claims prepared and submitted by the independent contractor or [Test (2)] the actual costs that necessarily would have been incurred for that purpose if performed by employees or the local school district,

### APPENDIX A (Cont.)

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<sup>1</sup> The limitation added by (1) the Budget Act of 1995, Chapter 303, Statutes of 1995, in Item 0840-001-001, Provision 11, and in Item 8885-001-001, Provision 1, and (2) the Budget Act of 1996, Chapter 162, Statutes of 1996, in Item 0840-001-0001, Provision 9, and in Item 8885-001-0001, Provision 1, is shown as part A. of this Appendix.

appropriate documentation must be submitted to show that the preparation and submission of these claims could not have been accomplished without the incurring of the additional costs claimed by the local agency or school district. Appropriate documentation includes the record of dates and time spent by staff of the contractor for the preparation and submission of claims on behalf of the local agency or school district, the contractor's billed rates, and explanation on reasons for exceeding Test (1) and/or Test (2). In the absence of appropriate documentation, reimbursement is limited to the lesser of Test (1) and/or Test (2). No reimbursement shall be permitted for the cost of contracted services without the submission of an estimate of actual costs by the local agency or school district.



Hearing Date: March 24, 2011  
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ITEM \_\_  
**INCORRECT REDUCTION CLAIM  
DRAFT STAFF ANALYSIS**

Statutes of 1984, Chapter 1459  
Statutes of 1975, Chapter 486

*Mandate Reimbursement Process I*

Fiscal Year 1995-1996

01-4485-I-01

Redwood City Elementary School District, Claimant

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**EXECUTIVE SUMMARY**

**I. Overview**

This is an incorrect reduction claim filed by Redwood City Elementary School District (claimant) challenging a reduction made by the State Controller's Office to the claimant's reimbursement claim for costs incurred in the 1995-1996 fiscal year for the *Mandate Reimbursement Process I* program. Under that program, local agencies and school districts are eligible to claim reimbursement for the costs to prepare and submit successful test claims, reimbursement claims, and incorrect reduction claims for the state-mandated costs recoverable under article XIII B, section 6 of the California Constitution.

The dispute here involves the costs incurred in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated costs. The parameters and guidelines authorize reimbursement to prepare and submit reimbursement claims as follows:

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

Following a desk audit, the State Controller's Office reduced the reimbursement claim in the amount of \$11,122.00 based on "excessive time."

The claimant seeks a determination from the Commission pursuant to Government Code section 17551, subdivision (d), that the State Controller's Office incorrectly reduced the claim and requests that the Controller reinstate the \$11,122.00 reduced.

**II. Procedural History**

On November 27, 1996, the claimant filed a reimbursement claim with the State Controller's Office for actual costs incurred in fiscal year 1995-1996 for filing reimbursement claims on 13

state-mandated programs in the total amount of \$38,214.00.<sup>1</sup> The claimant sought reimbursement for the following employee costs:

- Salary and benefits for 74 school district employees to prepare the reimbursement claims for the 15 state-mandated programs in the amount of \$34,597.00. These employees include accountants, controller, principals, vice principals, attendance clerks, administrative assistants, resource teachers, office assistants, office managers, purchasing agents, superintendents, directors, custodians, transportation manager, secretaries, payroll specialists, dispatcher/driver, and support services.
- Cost of attending School Services of California "Mandated Cost Claim Classes" in the amount of \$50.00.

On September 9, 1998, the State Controller's Office notified the claimant following a desk audit that it reduced the reimbursement claim by \$11,122.00 for "excessive time." The claimant sent two letters and documentation to support the costs claimed to the State Controller's Office in September and October 1998. The September letter also confirmed a conversation with the State Controller's Office that the reduction "findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred [by the claimant] in performing this mandated program." The Controller's Office did not respond to the letters. On September 6, 2001, the claimant filed the incorrect reduction claim with the Commission. On September 19, 2001, the incorrect reduction claim was deemed complete and issued for comment. No comments have been filed.

### **III. Commission Responsibilities**

Government Code section 17561, subdivision (b), authorizes the State Controller's Office to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state-mandated costs that the State Controller's Office determines is excessive or unreasonable.

Government Code Section 17551, subdivision (d), requires the Commission to hear and decide a claim that the State Controller's Office has incorrectly reduced payments to the local agency or school district.

If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.7 of the Commission's regulations requires the Commission to send the Statement of Decision to the State Controller's Office and request that the costs in the claim be reinstated.

### **IV. Staff Analysis**

The State Controller's Office reduced the claim in the amount of \$11,122.00 following a desk audit because of "excessive time" purportedly spent by the claimant's employees performing the reimbursable activities to prepare and submit reimbursement claims.

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<sup>1</sup> The state-mandated programs identified in the reimbursement claim are Mandate Reimbursement Process, Notification of Truancy, Certification of Teacher Evaluations, School Bus Safety, Open Meetings Act, Pupil Health Screening, Charter Schools, Aids Prevention Instructions, Collective Bargaining, Removal of Chemicals, Immunization Records, Physical Examination for Scoliosis, Credential Monitoring, Emergency Procedures, and School Crimes Reporting.

Of the total amount claimed by the claimant for fiscal year 1995-1996 (\$38,214.00), 90% is for the salaries and benefits of school district employees "preparing and submitting" reimbursement claims for state-mandated programs and for training (\$34,597.00). There is no evidence in the record of which employee's time the Controller's Office determined is excessive, or what activities performed by the claimant's employees took too long.

However, the claimant submitted a letter dated September 22, 1998, confirming a telephone conversation with the State Controller's Office explaining that the Controller's "findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred [by the claimant] in performing this mandated program." The Controller's Office has not rebutted this letter and, thus, it is presumed that the Controller's reduction of the claimant's costs to prepare and submit reimbursement claims is based on statistics generated from the reimbursement claims filed by other school district claimants; i.e., the average time it took other districts to perform the reimbursable activities.

For the reasons below, staff finds that the reduction by the State Controller's Office is not based on the parameters and guidelines adopted by the Commission, and not supported by the evidence in the record for the actual costs incurred by the claimant for the *Mandate Reimbursement Process I* program. Therefore, staff finds that the State Controller's reduction of costs in this case is incorrect.

The parameters and guidelines require that reimbursement claims for the costs incurred by a claimant's employees be based on actual costs. Section V of the parameters and guidelines states that "all costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts" and allowable costs include, "but are not limited to," "salaries and benefits, service and supplies, contracted services, training and overhead." Section VI of the parameters and guidelines provides that source documents that evidence the validity of the actual costs be made available upon request of the State Controller's Office. The parameters and guidelines do not provide for reimbursement based on the average time it takes the employees of all eligible claimants to prepare and submit reimbursement claims, or any other statistical method based on the claiming data of other claimants.

Nevertheless, by using average costs or statistics generated from the reimbursement claims of other eligible claimants, the State Controller's Office is applying a "uniform cost allowance" or "allocation formula" to the claimant's reimbursement claim. A "uniform cost allowance" or "allocation formula" is a reimbursement methodology based on a unit cost or a standard formula adopted by the Commission for the reimbursement of state-mandated costs, and is used in lieu of requiring documentation for actual costs incurred.<sup>2</sup>

The State Controller's Office, however, does not have the authority to apply a uniform cost allowance or allocation formula when auditing reimbursement claims if such formulas or uniform cost allowances are not included in the parameters and guidelines adopted by the Commission.<sup>3</sup>

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<sup>2</sup> See current definition in Government Code sections 17557 and 17518.5.

<sup>3</sup> Government Code sections 17557 and 17558.

Moreover, the reduction by the State Controller's Office is not supported by the evidence in the record that does support the actual costs incurred and claimed by the claimant for the *Mandate Reimbursement Process I* program. In accordance with the parameters and guidelines and claiming instructions, the claimant identified in the reimbursement claim each employee's name, position, hourly rate, hours worked on the reimbursable activities, and salary and benefit amounts for the time it took to prepare and submit reimbursement claims for fiscal year 1995-1996. The reimbursement claim was certified by the claimant under penalty of perjury. In addition, documentation in the form of employee time logs for fiscal year 1995-1996 (titled "mandated costs log sheet") signed by the employee performing the reimbursable tasks was submitted and made available to the State Controller's Office. The time logs identify the task performed by the employee, the date, and the time spent performing the task. The tasks identified in the time logs are consistent with preparing and submitting reimbursement claims for the state-mandated costs for the programs identified in the reimbursement claim. In addition, receipts and agendas for in-service mandates training, an activity that is eligible for reimbursement, were submitted.

Accordingly, staff finds that State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* Program.

#### **V. Conclusion**

Staff concludes that the State Controller's Office incorrectly reduced the costs incurred by Redwood City Elementary School District in the amount of \$11,122.00 for fiscal year 1995-1996 for the *Mandate Reimbursement Process I* program.

#### **VI. Staff Recommendation**

Staff recommends that the Commission adopt this analysis to approve the incorrect reduction claim filed by Redwood City Elementary School District and request the State Controller's Office to reinstate the full amount reduced, \$11,122.00, to Redwood City Elementary School District.

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## STAFF ANALYSIS

### Claimant

Redwood City Elementary School District

### Chronology

- 04/24/86 Commission adopts Statement of Decision on *Mandate Reimbursement Process I* test claim (Ex. B.)
- 11/20/86 Commission adopts parameters and guidelines on *Mandate Reimbursement Process I*
- 10/26/95 Amended parameters and guidelines adopted for *Mandate Reimbursement Process I*, beginning in the 1995-1996 fiscal year (Ex. C.)
- 04/96 State Controller's Office issues revised claiming instructions for *Mandate Reimbursement Process I*
- 11/27/96 Claimant files reimbursement claim for actual costs incurred for the 1995-1996 fiscal year in the amount of \$38,214.00
- 09/09/98 State Controller's Office issues an adjustment letter to the claimant, reducing reimbursement claim by the sum of \$11,122.00.
- 09/22/98 Claimant sends letter and supporting documentation (time log sheets) for the reimbursement claim to State Controller's Office
- 10/23/98 Claimant sends letter to State Controller's Office requesting a response on the matter
- 09/06/01 Claimant files incorrect reduction claim with the Commission (Ex. A)
- 09/19/01 Commission deems incorrect reduction claim complete and issues claim for comment

### I. Background

This is an incorrect reduction claim filed by claimant, Redwood City Elementary School District. The claimant filed a reimbursement claim for the *Mandate Reimbursement Process I* program for fiscal year 1995-1996 in the total amount of \$38,214.00 to prepare and submit reimbursement claims to the State Controller's Office for the reimbursement of state-mandated costs. The State Controller's Office reduced the claim by \$11,122.00 for "excessive time." The claimant seeks a determination from the Commission pursuant to Government Code section 17551, subdivision (d), that the State Controller's Office incorrectly reduced the claim and requests that the Controller reinstate the \$11,122.00 reduced.

#### The *Mandate Reimbursement Process I* Program

In 1986, the Commission approved a test claim on the *Mandate Reimbursement Process I* program, and determined that the statutory process in Government Code section 17500 and following (as originally added in 1984) for the determination of, and reimbursement for, state-mandated costs pursuant to article XIII B, section 6 of the California Constitution, imposed a reimbursable state-mandated program.

The parameters and guidelines adopted by the Commission recognize that “since local costs would not have been incurred for test claims and reimbursement claims but for the implementation of State-imposed mandates, all resulting costs are recoverable.” Thus, the parameters and guidelines authorize reimbursement for the costs to prepare and file successful test claims, reimbursement claims, and incorrect reduction claims.<sup>4</sup>

The dispute here involves the costs to prepare and submit reimbursement claims for state-mandated programs. Under the parameters and guidelines, claimants are eligible to claim reimbursement for these costs as follows:

#### C. Reimbursable Activities – Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

The parameters and guidelines also provide instructions for preparing reimbursement claims for the costs incurred as follows:

#### VI. Claim Preparation

##### A. Supporting Data

All claims must be submitted in a timely fashion and contain sufficient documentation to support the amounts for which reimbursement is sought. A list of mandates causing the claiming costs should be included, but it is not necessary to show the claiming costs for each documentation to support the amounts for which reimbursement is mandate[d].

For auditing purposes, all costs claimed must be traceable to source documents or worksheets that show evidence of and the validity of such costs. These documents must be kept of file for a period of no less than 3 years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller.

##### B. Salaries and Benefits

Employee costs should be supported by the following: employee name, position (job title), productive hourly rate, hours worked, salary and benefit amounts, and a description of the tasks performed as they relate to this mandate.

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<sup>4</sup> The parameters and guidelines have been amended many times to reflect state budget acts that limited reimbursement for independent contractor costs for preparation and submission of reimbursement claims. The parameters and guidelines in effect for fiscal year 1995-1996 are in Exhibit C.

C. Service and Supplies

Identify any direct costs for materials that have been consumed or expended specifically for this mandate. Indirect costs may be included in the overhead calculation.

D. Contract Services

Costs incurred for contract services and/or legal counsel that assist in the preparation, submission and/or presentation of claims are recoverable. Provide copies of the invoices and/or claims that were paid.

E. Training

Include the costs of classes designed to assist the claimant in identifying and correctly preparing State-required documentation for specific reimbursable mandates. Such costs include, but are not limited to, salaries and benefits, transportation, registration fees, per diem, and related costs incurred because of this mandate.

The claiming instructions issued by the State Controller's Office for the *Mandate Reimbursement Process I* program similarly provide that "All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable." The claiming instructions further allow reimbursement for "Classes for Claim Preparation" as follows:

The costs of attending classes designed to assist the claimant in identifying and correctly preparing the required documentation for a specific mandate are reimbursable. Allowable costs include, but are not limited to, salaries and benefits, transportation, registration fees and per diem.

Please note that costs of preparing and submitting reimbursement claims should be claimed in the fiscal year in which costs were incurred rather than in the fiscal year of the program cost.

For example, the initial filing deadline for Chapter 1117/84, Airport Land Use, for the increased costs incurred in the 1985/86 through 1988/89 fiscal years was May 15, 1990. The costs would be incurred in the 1989/90 fiscal year to prepare and to file reimbursement claims for all four fiscal years. Therefore, the costs should be identified in the 1989/90 Mandate Reimbursement Process claim.<sup>5</sup>

Reimbursement Claim Filed by Claimant and Reduction by State Controller's Office

In November 1996, the claimant filed a reimbursement claim with the State Controller's Office for actual costs incurred in fiscal year 1995-1996 for filing reimbursement claims on 13 state-mandated programs in the total amount of \$38,214.00.<sup>6</sup> The claimant sought reimbursement for the following costs:

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<sup>5</sup> Exhibit A.

<sup>6</sup> See Exhibit A. The state-mandated programs identified in the reimbursement claim are Mandate Reimbursement Process, Notification of Truancy, Certification of Teacher Evaluations, School Bus Safety, Open Meetings Act, Pupil Health Screening, Charter Schools, Aids

- Salary and benefits for 74 school district employees to prepare the reimbursement claims for the 15 state-mandated programs in the amount of \$34,597.00. These employees include accountants, controller, principals, vice principals, attendance clerks, administrative assistants, resource teachers, office assistants, office managers, purchasing agents, superintendents, directors, custodians, transportation manager, secretaries, payroll specialists, dispatcher/driver, and support services;
- Supplies: "postage and paper, copying and binders" in the amount of \$125.00;
- Cost of attending School Services of California "Mandated Cost Claim Classes" in the amount of \$50.00;
- Registration fee for the school district's controller to attend "Mandated/Cost Academy class" on the Collective Bargaining program in the amount of \$159.00; and
- Annual fee and supply costs to the accountant for mandated cost preparation in the amounts of \$675.00 and \$384.00, respectively.

The reimbursement claim was certified and signed by the claimant under penalty of perjury.

On September 9, 1998, the State Controller's Office issued a notice of adjustment to the claimant following a desk audit, reducing the reimbursement claim by a sum of \$11,122.00 for "excessive time."<sup>7</sup>

On September 22, 1998, the claimant sent a letter to the State Controller's Office with documentation to support the reimbursement claim. The letter states the following:

On our phone conversation on September 17, 1998, you explained that your findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred in performing this mandated program. As a result, your office reduced our reimbursement claim without requesting any supporting documentation from us. We have been diligently collecting the information on a regular basis. We have conducted in-service training in order to collect and file a more accurate claim. We have filed for a number of retroactive claims. We have responded to every single request for documentation from your office. All of these activities involve a great deal of time. The claiming instructions indicated that "All costs incurred for the preparation and submission of successful reimbursement claims to the State Controller's Office are claimable." Our claims were prepared based on the actual time records and other supporting documentation.<sup>8</sup>

The documentation supporting the claim includes log and time sheets prepared by the claimant's employees that record the activity performed to claim reimbursement for the state-mandated programs identified in the reimbursement claim, the date, and the time spent on the activity;

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Prevention Instructions, Collective Bargaining, Removal of Chemicals, Immunization Records, Physical Examination for Scoliosis, Credential Monitoring, Emergency Procedures, and School Crimes Reporting.

<sup>7</sup> Exhibit A.

<sup>8</sup> Exhibit A.

notice, agendas, and sign-in sheets for in-service training on claiming mandated costs; purchase orders for supplies; and an invoice and agreement for mandated cost claims services from School Services of California.

On October 23, 1998, the claimant sent a second letter to the State Controller's Office requesting a response on the matter.<sup>9</sup> The claimant received no response from the State Controller's Office.

## II. Positions of the Parties

### Claimant

The claimant alleges that its reimbursement claim complied with the parameters and guidelines and claiming instructions for the *Mandate Reimbursement Process I* program. The claimant further argues that it properly claimed reimbursement for the actual costs incurred, and that the reduction by the State Controller's Office is arbitrary, capricious, and contrary to law. The claimant describes its process for preparing and filing reimbursement claims as follows:

According to the Adjustment Letter from the SCO dated September 8, 1998, \$11,122.00 was disallowed due to excessive time. This allegation is not valid since the District documented the total time spent to prepare the reimbursement claims. The Redwood City Elementary School District on an annual basis would perform the following regimen to obtain data in order to file its SB90 reimbursement claims:

On a monthly basis, a staff member from the District Office would visit the 15 school sites to meet and collect mandate information from various personnel (Principal, Vice-Principal, Office Manager, Attendance Clerk, Nurse, and Outreach Specialist). Each school site visit would take no less than 1 hour but not more than two hours to gather the necessary information. This also included travel time. Before a site visit occurred, there was a coordination effort between the District office staff and the staff at the school site to schedule a meeting date. Once at the site, the District office staff member would interview the appropriate personnel and review the requirement of each applicable mandate.

During the 1995-1996 fiscal year, school districts were eligible to file approximately 19 mandates. If the site incurred costs for a mandate, the District office member would make sure the time was valid and documented and that the supporting material would be available in case of an audit.

At the end of the fiscal year, the District Office staff would go through all of the log sheets accumulated from the sites and separate the information for each mandate into a file. For each mandate, the SB90 coordinator had to tally the individual time for each applicable reimbursable component.

The same process was carried out in meeting with district office staff. Additional time was spent attending SB90 workshops, creating data collection forms for school sites, creating master claim forms in excel to mimic the Office of State Controller's forms, gathering information on district salaries and then calculating the productively hourly rate [sic] along with benefits.

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<sup>9</sup> Exhibit A.

During the 1995-1996 fiscal year, there were three new claims due to the State for a first-time filing. ...

In addition to the annual claims due November 30, 1996, the District worked on researching the new requirements of the mandate, determined whether or not the District was in compliance and if so, which was the case, begin a process of gathering the necessary information and implementing a methodology to keep track of current time. Once the information was gathered, time was spent to prepare the claims for each of the eligible fiscal years.

All of the district staff time related to SB90 has been documented ...

The claimant requests that the Controller reinstate the full costs reduced in the amount of \$11,122.00.

#### State Controller's Office

The State Controller's Office has not filed comments on this incorrect reduction claim. The adjustment letter issued by the Controller's Office in September 1998 reflects the reduction with a note stating "excessive time."

### **III. Discussion**

Government Code section 17561, subdivision (b), authorizes the State Controller's Office to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state mandated costs that the State Controller's Office determines is excessive or unreasonable.

Government Code Section 17551, subdivision (d), requires the Commission to hear and decide a claim that the State Controller's Office has incorrectly reduced payments to the local agency or school district. That section states the following:

The commission, pursuant to the provisions of this chapter, shall hear and decide upon a claim by a local agency or school district filed on or after January 1, 1985, that the Controller has incorrectly reduced payments to the local agency or school district pursuant to paragraph (2) of subdivision (b) of Section 17561.

If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.7 of the Commission's regulations requires the Commission to send the Statement of Decision to the State Controller's Office and request that the costs in the claim be reinstated.

#### **A. The State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* Program.**

The dispute here involves the costs incurred by the claimant to prepare and submit reimbursement claims for state-mandated costs. Under the parameters and guidelines for the *Mandate Reimbursement Process I* program, claimants are eligible to claim reimbursement for "all costs incurred for the preparation and submission of successful reimbursement claims," including the time spent in mandates training, as follows:

### C. Reimbursable Activities – Reimbursement Claims

All costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts. Allowable costs include, but are not limited to, the following: salaries and benefits, service and supplies, contracted services, training and overhead.

The State Controller's Office reduced the claim in the amount of \$11,122.00 following a desk audit because of "excessive time" purportedly spent by the claimant's employees performing the reimbursable activities. Of the total amount claimed by the claimant for fiscal year 1995-1996 (\$38,214.00), 90% is for the salaries and benefits of school district employees "preparing and submitting" reimbursement claims for state-mandated programs and for training (\$34,597.00). There is no evidence in the record of which employee's time the Controller's Office determined is excessive, or what activities performed by the claimant's employees took too long.

However, the claimant submitted a letter dated September 22, 1998, confirming a telephone conversation with the State Controller's Office explaining that the Controller's "findings were based on statistics generated from reimbursement claims submitted by other school districts, not from the actual cost incurred [by the claimant] in performing this mandated program." The Controller's Office has not rebutted this letter and, thus, it is presumed that the Controller's reduction of the claimant's costs to prepare and submit reimbursement claims is based on statistics generated from the reimbursement claims filed by other school district claimants; i.e., the average time it took other districts to perform the reimbursable activities.

For the reasons below, staff finds that the reduction by the State Controller's Office is not based on the parameters and guidelines adopted by the Commission, and not supported by the evidence in the record for the actual costs incurred by the claimant for the *Mandate Reimbursement Process I* program. Therefore, staff finds that the State Controller's reduction of costs in this case is incorrect.

The parameters and guidelines require that reimbursement claims for the costs incurred by a claimant's employees be based on actual costs. Section V of the parameters and guidelines states that "all costs incurred during the period of this claim for the preparation and submission of successful reimbursement claims to the State Controller are recoverable by the local agencies and school districts" and allowable costs include, "but are not limited to," "salaries and benefits, service and supplies, contracted services, training and overhead." Section VI of the parameters and guidelines provides that source documents that evidence the validity of the actual costs be made available upon request of the State Controller's Office. The parameters and guidelines do not provide for reimbursement based on the average time it takes the employees of all eligible claimants to prepare and submit reimbursement claims, or any other statistical method based on the claiming data of other claimants.

Nevertheless, by using statistics generated from the reimbursement claims of other eligible claimants, the State Controller's Office is applying a "uniform cost allowance" or "allocation formula" to the claimant's reimbursement claim. A "uniform cost allowance" or "allocation formula" is a reimbursement methodology based on a unit cost or a standard formula adopted by

the Commission for the reimbursement of state-mandated costs, and is used in lieu of requiring documentation for actual costs incurred.<sup>10</sup>

The State Controller's Office, however, does not have the authority to apply a uniform cost allowance or allocation formula when auditing reimbursement claims if such formulas or uniform cost allowances are not included in the parameters and guidelines adopted by the Commission.

The authority to adopt a uniform cost allowance or other reimbursement methodology belongs to the Commission. At the time the Commission adopted the original parameters and guidelines for the *Mandate Reimbursement Process I* program, and when the Commission amended the parameters and guidelines for fiscal year 1995-1996, Government Code section 17557 provided that "in adopting parameters and guidelines, the Commission may adopt an allocation formula or uniform allowance which would provide for reimbursement of each local agency or school district of a specified amount each year." Today, the Legislature has clarified the Commission's authority to adopt a "reasonable reimbursement methodology" that "shall be based on general allocation formulas, uniform cost allowances, and other approximations of local costs." The reasonable reimbursement methodology must be based on cost information from a representative sample of eligible claimants and consider the variation of costs among local agencies and school districts to implement the mandate in a cost-efficient manner.<sup>11</sup> Pursuant to Government Code section 17558, the claiming instructions prepared by the Controller's Office are required to be derived from the parameters and guidelines adopted by the Commission.

Since the Controller's audit and reduction of costs to prepare and submit reimbursement claims is based on the statistical time data of other claimants, the audit and reduction does not comply with the parameters and guidelines that require reimbursement based on the actual time and costs incurred by the claimant.

Moreover, the reduction by the State Controller's Office is not supported by the evidence in the record that does support the actual costs incurred and claimed by the claimant for the *Mandate Reimbursement Process I* program. In accordance with the parameters and guidelines and claiming instructions, the claimant identified in the reimbursement claim each employee's name, position, hourly rate, hours worked on the reimbursable activities, and salary and benefit amounts for the time it took to prepare and submit reimbursement claims for fiscal year 1995-1996. The reimbursement claim was certified by the claimant under penalty of perjury. In addition, documentation in the form of employee time logs for fiscal year 1995-1996 (titled "mandated costs log sheet") signed by the employee performing the reimbursable tasks was submitted and made available to the State Controller's Office. The time logs identify the task performed by the employee, the date, and the time spent performing the task. The tasks identified in the time logs are consistent with preparing and submitting reimbursement claims for the state-mandated costs for the programs identified in the reimbursement claim. In addition, receipts and agendas for in-service mandates training, an activity that is eligible for reimbursement, were submitted.

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<sup>10</sup> See current definition in Government Code section 17518.5.

<sup>11</sup> Government Code sections 17557, subdivision (b), and 17518.5 (as last amended by Stats. 2007, ch. 329.).



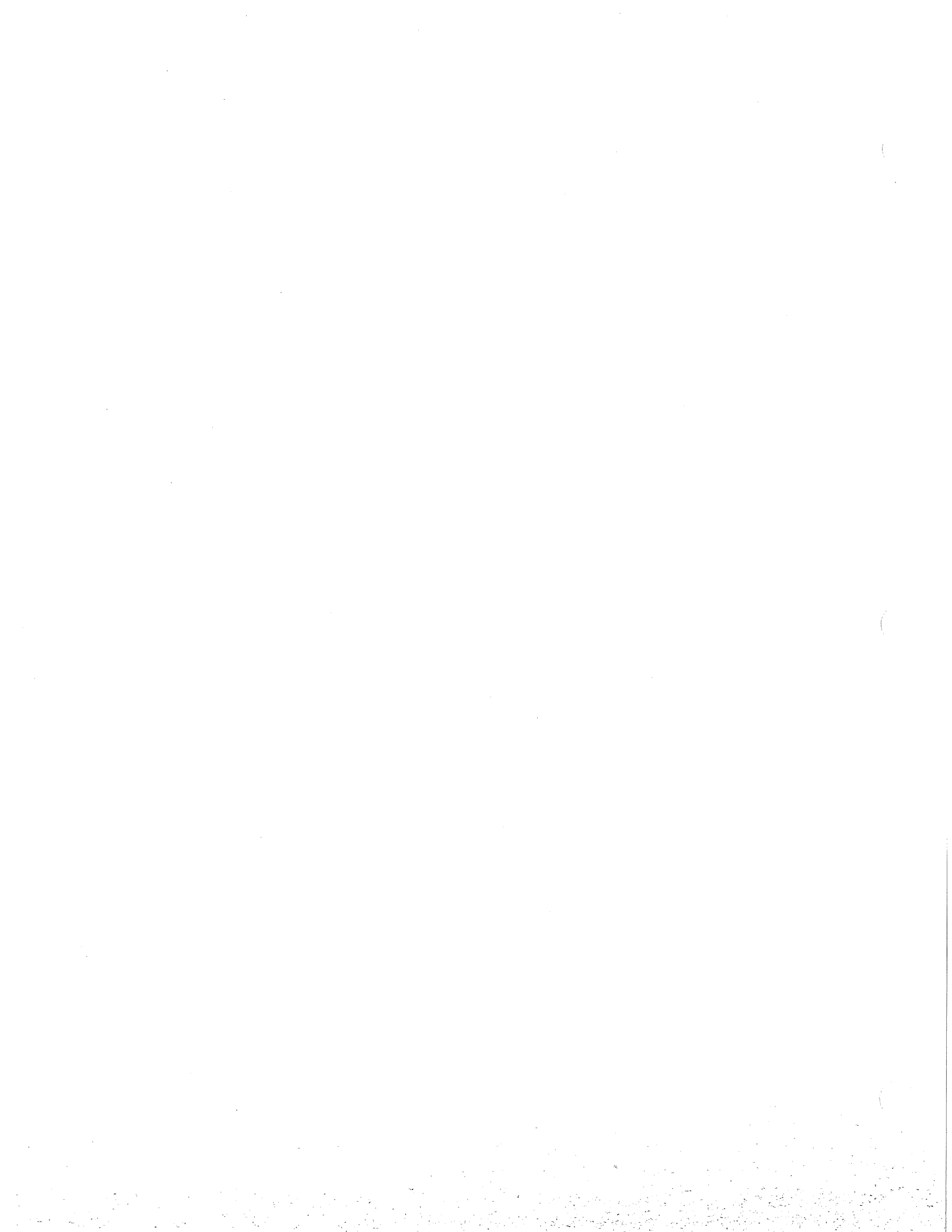
Accordingly, staff finds that State Controller's Office incorrectly reduced the costs incurred by the claimant in fiscal year 1995-1996 to prepare and submit reimbursement claims for state-mandated programs to the State Controller's Office under the *Mandate Reimbursement Process I* Program.

**IV. Conclusion**

For the foregoing reasons, staff concludes that the State Controller's Office incorrectly reduced the costs incurred by Redwood City Elementary School District in the amount of \$11,122.00 for fiscal year 1995-1996 for the *Mandate Reimbursement Process I* program.

**V. Staff Recommendation**

Staff recommends that the Commission adopt this analysis to approve the incorrect reduction claim filed by Redwood City Elementary School District and request the State Controller's Office to reinstate the full amount reduced, \$11,122.00, to Redwood City Elementary School District.





Received  
February 1, 2011  
Commission on  
State Mandates

Exhibit E

JOHN CHIANG  
California State Controller

February 4, 2011

Mr. Drew Bohan  
Executive Director  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, CA 95814

RE: **Incorrect Reduction Claim**  
Mandate Reimbursement Process I, 01-4485-I-01  
Statutes of 1984, Chapter 1459  
Statutes of 1975, Chapter 486  
Redwood City Elementary School District, Claimant

Dear Mr. Bohan:

Redwood City Elementary School District's letter dated September 5, 2001, requested a review of the claim for the Mandate Reimbursement Process program, Chapter 486, Statutes of 1975, for fiscal year 1995-96 and the Incorrect Reduction Claim (IRC) filed with the Commission on State Mandates (Commission) on September 6, 2001. The State Controller's Office (SCO) reinstated the full costs reduced in the amount of \$11,122 and the claim was paid in full.

On June 11, 2002, the SCO made the payment of \$11,122 per claim schedule MA13655A, the amount of the warrant was \$8,078 because \$3,044 was an offset for an account receivable. Since the obligation was satisfied, the SCO is requesting that you withdraw the subject IRC from the Commission as soon as possible because this IRC is on the agenda for the March 24, 2011 hearing.

Therefore, the SCO is requesting that you withdraw the IRC from the Commission.

Should you have any questions regarding the above, please contact Tiffany Hoang at (916) 323-1127 or e-mail to [thoang@sco.ca.gov](mailto:thoang@sco.ca.gov).

Sincerely,

JAY LAL, Manager  
Local Reimbursements Section

JL/AL/th

MAILING ADDRESS: P.O. Box 942850, Sacramento, CA 94250  
STREET ADDRESS: 3301 C Street, Suite 740, Sacramento, CA 95816

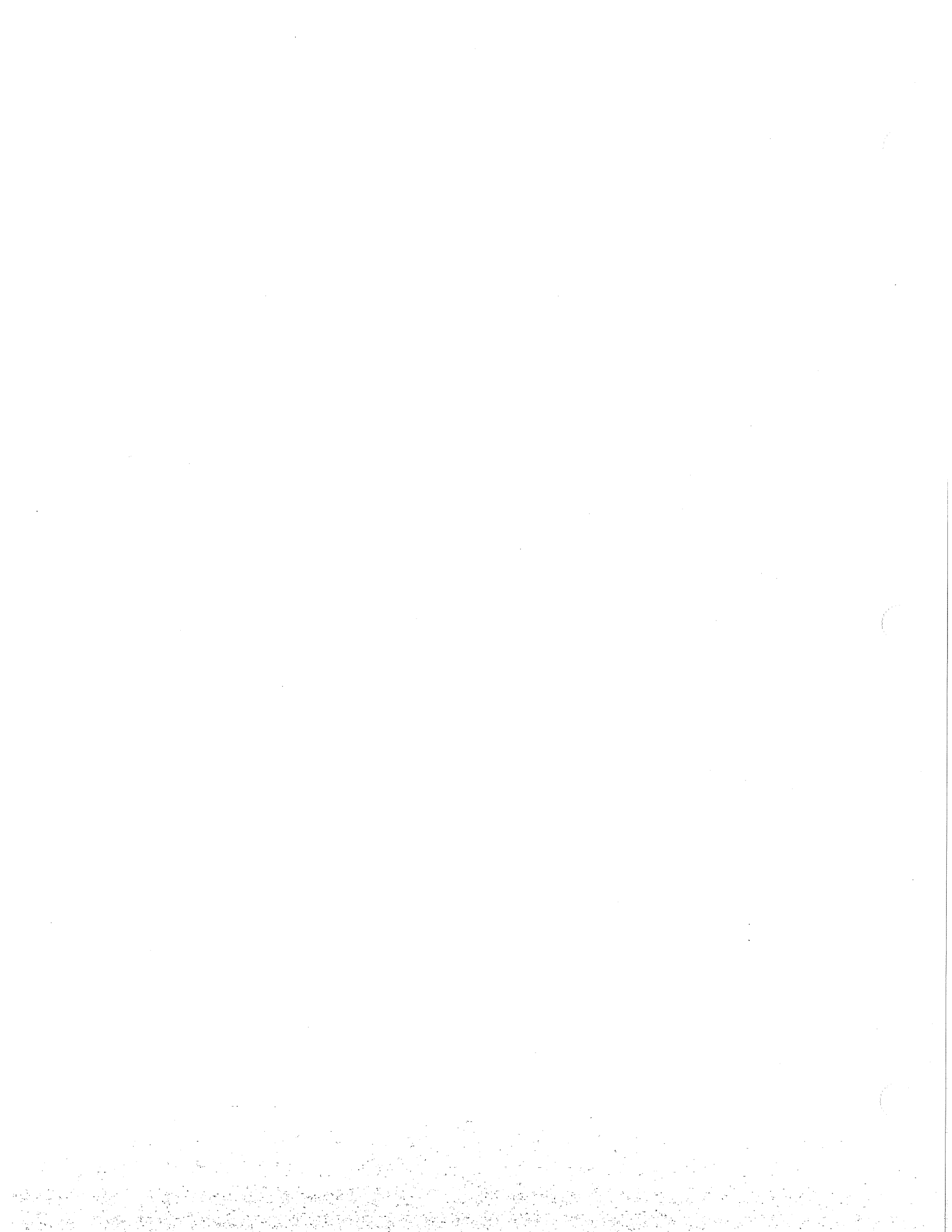
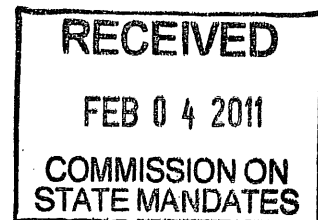




Exhibit F

JOHN CHIANG  
California State Controller

February 2, 2011



Mr. Raul Parungal, Assistant Superintendent  
Redwood City Elementary School District  
750 Bradford Street  
Redwood City, CA 94063

RE: **Incorrect Reduction Claim**  
Mandate Reimbursement Process, 01-4485-I-01  
Statutes of 1984, Chapter 1459  
Statutes of 1975, Chapter 486  
Redwood City Elementary School District, Claimant

Dear Mr. Parungal:

An Incorrect Reduction Claim (IRC) for the 1995-96 Mandate Reimbursement Process claim reduction was filed with the Commission on State Mandates (Commission) on September 6, 2001. That IRC is set for hearing by the Commission on March 24, 2011.

Upon review of this matter, our records show the State Controller's Office (SCO) reinstated the reduction in full in the amount of \$11,122 on December 11, 2001 (letter enclosed) and the claim was subsequently paid.

On June 11, 2002, the SCO made a payment of \$11,122 per claim schedule MA13655A. The amount of the warrant was \$8,078 because \$3,044 was an offset for an already established account receivable. Since the obligation was satisfied, the SCO is requesting that you withdraw the subject IRC from the Commission as soon as possible.

Should you have any questions regarding the above, please contact Tiffany Hoang at (916) 323-1127 or e-mail to [thoang@sco.ca.gov](mailto:thoang@sco.ca.gov).

Sincerely,

JILL KANEMASU, Chief  
Bureau of Payments

Enclosure  
cc: Commission on State Mandates  
Ms. Juliana Gmur, Maximus

JK/AL/th



KATHLEEN CONNELL  
Controller of the State of California

December 11, 2001

Ms. Krishna Kirpalani  
Redwood City Elementary School District  
750 Bradford Street  
Redwood City, CA 94063

Dear Ms. Kirpalani:

Your letter dated September 5, 2001, requested a review of the claim for the Mandate Reimbursement Process Program, Chapter 486, Statutes of 1975 for fiscal year 1995-96 and the Incorrect Reduction Claim filed with the Commission on State Mandates on September 6, 2001. We have reviewed the claim and concur that the following amount is due to the school district:

1995-96	\$38,214	Original claim amount
	(24,104)	Paid per claim schedule no. MA50512E dated January 30, 1996.
	(282)	Offset per claim schedule no. MA60526A dated January 30, 1997.
	(78)	Offset per claim schedule no. MA82317A dated September 11, 1998.
	(2,628)	Paid per claim schedule no. MA82317A dated September 11, 1998.
	<u>\$11,122</u>	Net amount due to the district

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250  
SACRAMENTO 300 Capitol Mall, Suite 1850, Sacramento, CA 95814 (916) 445-2636  
LOS ANGELES 600 Corporate Pointe, Suite 1150, Culver City, CA 90230 (310) 342-5678

We will make payment for a total of \$11,122.00 based on the above balances as soon as an expenditure authorization for deficiency funding is approved by the Department of Finance. Further questions regarding this matter may be addressed to Ginny Brummels, Section Manager, Local Reimbursements Section, at (916) 324-0256.

Sincerely,

  
WALTER BARNES  
Chief Deputy Controller, Finance

WB:GLB:kwk

cc: Shirley Opie  
Commission On State Mandates  
Allan Burdick  
DMG - Maximus

