

ADOPTED: 02/25/93

Parameters and Guidelines  
Education Code Section 60608  
Chapter 1675, Statutes of 1984  
School Testing -- Physical Fitness

I. SUMMARY OF MANDATE

Education Code section 60608, as amended by Chapter 1675, Statutes of 1984, requires school districts to submit an annual report on the results of their physical fitness testing to their governing board and to the California Department of Education.

II. COMMISSION ON STATE MANDATES DECISION

On July 25, 1991, the Commission determined that a reimbursable state mandated program did exist under Education Code section 60608 of Chapter 1675, Statutes of 1984 (Chapter 1675/84), for the increased reporting requirement imposed upon school districts to submit, annually, the prescribed report to their governing board and to the California Department of Education.

The Commission further determined that the provisions of Education Code section 60608 related to the administration of physical fitness tests do not impose a new program or a higher level of service in an existing program upon school districts.

The Commission also determined that Education Code sections 60602 and 60603, and the California Department of Education 1989 memorandum, which designated the Physical Best test, do not impose a new program or higher level of service in an existing program upon school districts.

III. ELIGIBLE CLAIMANTS

The claimants are all school districts of the state of California that incur increased costs as a result of the program activities of this reimbursable state mandated program.

IV. PERIOD OF CLAIM

Chapter 1675/84 became effective on January 1, 1985. Section 17557 of the Government Code provides that a test claim must be submitted on or before December 31 following a given fiscal year to establish eligibility for that fiscal year. The test claim for Chapter 1675/84 was initially filed on December 29, 1989, therefore the reimbursable costs to the school districts are all such permitted costs incurred on or after July 1, 1988.

NOTE: Chapter 1675/84 specified a sunset date of January 1, 1991, that was extended to January 1, 1997, by Chapter 1395, Statutes of 1990.

V. REIMBURSABLE COSTS

A. Scope of Mandate

The eligible claimant shall be reimbursed for only those costs incurred in the submission of the annual report to the governing board of the school district and to the California Department of Education as described in Education Code section 60608 of Chapter 1675/84. Reimbursement shall not be provided for administration and recording tasks that were necessary under pre-1975 law.

B. Reimbursable Activities of Education Code section 60608, Chapter 1675/84, include program costs incurred for:

1. Submission of fitness scores
  - a. teacher time other than in-classroom time but
    - (i) only as necessary to submit an annual report on the results of physical fitness testing to district governing board and California Department of Education, and
    - (ii) excluding time for re-recording of test scores or other administrative tasks

- b. department chairpersons' time
  - c. district coordinator time
2. Data processing
- a. recording form set up
  - b. yearly recording forms

VI. CLAIM PREPARATION AND SUBMISSION

The claim for reimbursement pursuant to Education Code section 60608 of Chapter 1675/84 must be timely filed and set forth a listing of each item for which reimbursement is claimed under this state mandated program.

A. Employee Salaries and Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed, specify the number of hours devoted to each function, the productive hourly rate and the related benefits.

B. Service and Supplies

Only expenditures that can be identified as a direct cost as a result of the mandated program can be claimed. List cost of materials acquired that have been consumed or expended specifically for the purpose of this state mandated program.

C. Allowable Overhead Costs

Indirect costs may be claimed in the manner prescribed by the State Controller in his or her claiming instructions.

VII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of and the validity of such costs. These documents must be kept on file by the claimant for a period of no less than three years from the date of the final payment of the claim pursuant to this state mandated program, and made available at the request of the State Controller or his or her agent.

VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENT

Any offsetting savings the claimant experienced as a direct result of this statute must be deducted from the reimbursement costs claimed. In addition, reimbursement for this state mandated program received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim.

IX. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of claim, as specified in the State Controller's claiming instructions, for those program costs mandated by the state contained herein.

VI. Reimbursable Costs

Reimbursable costs include all purchase costs associated with the acquisition of personal alarm devices as required by Title 8, California Administrative Code Section 3401(c). The furnishing of invoices for the same with an indication of payment from the involved local agency shall constitute evidence of such purchase cost.

In addition to the costs of purchase, the test claimant shall be entitled to recover the reasonable and necessary costs of test claim preparation and presentation. These costs shall include the expense of outside professional consultants including attorneys and financial analysts. In addition, these costs include travel, witness expenses, duplication or printing expenses and the costs of local agency personnel in collecting necessary supporting data and in attending hearings and conferences. The expenses of the test claim preparation and presentation are one time expenses which may only be claimed by the SB-90 claimant designated as the test claimant in establishing the existence of the mandate,

VII. Supporting Documentation

All costs claimed shall be traceable to source documents including final determination documents which shall be retained by the claimant for audit purposes. Claimants who have been reimbursed under these parameters and guidelines are required to retain all source documentation for three years from the date of final payment by the State Controller's Office. Selection of appropriate data is the responsibility of the claimant.

VIII. Certification of Costs

All claimants must complete and sign the following certification of costs: "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 the funds of the State of California."

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number