



KATHLEEN CONNELL
Controller of the State of California

February 20, 2002

RECEIVED

FEB 21 2002

**COMMISSION ON
STATE MANDATES**

Shirley Opie, Assistant Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Incorrect Reduction Claims
Certification of Teacher Evaluator's Demonstrated Competence
Saratoga Union Elementary School District, CSM 01-4136-I-045
Education Code Section 35160.5
Statutes of 1983, Chapter 498

Dear Ms. Opie:

This letter constitutes the Controller's Office response to the above-entitled incorrect reduction claim. It appears that the issues involved in the IRCs received recently concerning this mandate are identical. Therefore, the analysis in the IRCs numbered CSM 01-4136-I-041 through CSM 01-4136-I-047 is identical. However, the responses are being submitted under separate cover to facilitate record keeping, and because the supporting documentation is slightly different in each case.

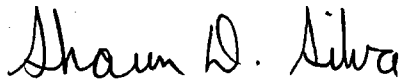
In the end, the outcome of these IRCs comes down to the terms of the Parameters & Guidelines. The Parameters & Guidelines simply do not provide for reimbursement of the wages of probationary teachers. They provide for costs related to probationary teachers such as: (1) Training, assisting, and evaluating probationary teachers (over and above that usually provided to permanent teachers); (2) Training materials and clerical services; (3) Registration fees and travel costs to attend training activities; (4) Costs of substitute teachers so that probationary teachers may attend training sessions; (5) Costs of consultants to train and assist probationary teachers, if needed. Notably absent is any reference to the salaries of probationary teachers. Since there is no provision in the Parameters & Guidelines for the reimbursement of probationary teachers salaries, these IRCs should be denied.

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

Claimant's reliance on the *Physical Performance and American Government Course Document Requirements Parameters & Guidelines* is misplaced. Although reference to other Parameters & Guidelines may be appropriate when attempting to interpret a phrase of a Parameter & Guideline, claimant is attempting to add language in this case, rather than merely interpret it. The appropriate process for that type of change would be an amendment to the Parameters & Guidelines. In fact, Stockton Unified School District submitted such a request on April 4, 1995 (Exhibit 1). Apparently, they believed that the Parameters & Guidelines did not properly address probationary teachers salaries. However, that request was ultimately withdrawn before it was ever heard (Exhibit 2). Claimant should not be allowed to circumvent the required procedures for an amendment by using an IRC to add language to a set of Parameters & Guidelines, therefore their request should be denied.

Please find attached the analysis of the Division of Accounting and Reporting (Exhibit 3), as well as relevant supporting documentation, with declaration (Exhibit 4). Exhibits referred to in DAR's analysis are either included or have already been exchanged between the parties.

Sincerely,



SHAWN D. SILVA
Staff Counsel

cc: Stephen Smith

EXHIBIT 1



STOCKTON UNIFIED SCHOOL DISTRICT

701 NORTH MADISON STREET • STOCKTON, CA 95202-1687
(209) 953-4124 • FAX (209) 953-4477

BUSINESS SERVICES

BOARD OF EDUCATION

JOSE A. BERNARDO
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JAMES L. URBANI
SUPERINTENDENT
GARY MCHENRY

April 4, 1995

W. Mearns
7/23/95

RECEIVED

APR 05 1995

COMMISSION ON
STATE MANDATES

Ms. Shelly Mateo
Interim Executive Director
Commission on State Mandates
1414 K Street, Suite 315
Sacramento, CA 95814

Dear Ms. Mateo:

Pursuant to Title 2, California Code of Regulations, Section 1183.2 enclosed is our district's request to amend the parameters and guidelines for the **Certification of Teacher Evaluator's Demonstrated Competence** mandate. This mandate was enacted by **Chapter 498/Statutes of 1983**.

We have enclosed a narrative outlining the reasons the amendment is required as well as proposed amended parameters and guidelines. The proposed changes to the current parameters and guidelines have been underlined.

If you have any questions, please contact our consultant, Steve Smith of Mandate Cost Systems at (916) 487-4435.

Thank you for your cooperation.

Sincerely,

Norma Mearns

Norma E. Mearns
Director of Budget

NEM:cmb

enclosure:

**Justification for Amendment to the Parameters & Guidelines
for Certification of Teacher Evaluator's Demonstrated Competence
Chapter 498/Statutes of 1983**

The current Parameters & Guidelines for Certification of Teacher Evaluator's Demonstrated Competence, Chapter 498, Statutes of 1983 do not address whether the time spent by probationary teachers receiving training, assistance or evaluation, over and above that usually provided to permanent teachers, is claimable.

We have specifically identified the following activities/costs as new programs implemented to comply with the requirements of this mandate. The increased activities required of probationary teachers as a result of this mandate are:

- 1) Probationary teacher time spent attending district sponsored training sessions that are provided specifically for probationary teachers. These sessions take place after school and prior to the start of the school year.
- 2) Probationary teacher time spent receiving assistance or training on a weekly or monthly basis, from district employees as part of the district's probationary teacher training & assistance program.

The district sponsored training sessions prior to the start of school represents a new program because most districts bring in their probationary teachers one or two days earlier than their permanent teacher to orientate them to the district and provide training specific to their needs. This is accomplished by requiring that probationary teachers work 185 day years instead of the 183 day year required of permanent teachers.

Likewise, after school district sponsored training sessions and one-on-one training received from employees with assigned responsibilities to train and assist probationary teachers represents a new program because it takes probationary teachers away from other duties that they perform outside the classroom.

Precedents in other claims

Precedents in other claims exist that provide reimbursement for time spent receiving training. These include:

- 1) The Emergency Procedures, Earthquakes and Disasters claim, Chapter 1659/Statutes of 1984 allows reimbursement for "the costs by the district of employees attending these meetings to receive instruction" (on earthquake and disaster procedures).

- 2) The Collective Bargaining claim, Chapter 961/Statutes of 1975 allows reimbursement for "reasonable costs incurred for a reasonable number of training sessions held for supervisory and management personnel regarding contract administration and the interpretation of the negotiated contract".
- 3) The Certification of Teacher Evaluator's Demonstrated Competence, Chapter 498/Statutes of 1983 allows reimbursement for "time of district administrators spent in certification training excluding classroom observation"
- 4) District employee time receiving various training are also listed as reimbursable under the
 - a) Mandate Reimbursement Process claim, Chapter 1459/Statutes of 1984,
 - b) Credential Monitoring claim, Chapter 1376/Statutes of 1987 and
 - c) AIDS Instruction, Chapter 818/Statutes of 1991

Restrictions

We have identified other time spent by probationary teachers attributable to this mandate, however based on precedents from other claims are not requesting reimbursement for them. These are listed below and should be identified as restrictions.

- 1) In-classroom probationary teacher receiving hands-on training (In classroom teacher time restriction from the Emergency Procedures, Earthquakes & Disasters Chapter 1659/States of 1984 and AIDS Instruction, Chapter 818/Statutes of 1991)
- 2) In cases where substitutes are provided, the district can only claim the substitute cost.

PROPOSED AMENDMENT

Adopted: 4/24/86
Amended: 1/24/91
WP 1080A

PARAMETERS AND GUIDELINES

Education Code Section 35160.5

Chapter 498, Statutes of 1983

Certification of Teacher Evaluator's Demonstrated Competence

I. Summary of Mandate

In enacting Chapter 498, Statutes of 1983 the Legislature required each school district and county office of education to adopt rules and regulations; to certify that personnel assigned to evaluate teachers have demonstrated specified competence in instructional methodologies and in the evaluation of teachers; to ensure that each probationary teacher was assigned to a school with assurances that his or her status as a new teacher and his or her potential needs for training, assistance, and evaluations will be recognized by the district or county office of education; and to establish policies and procedures which parents or guardians of pupils enrolled in the district may use to present complaints regarding employees of the district and to provide for appropriate mechanisms to respond to, and where possible resolve, the complaints.

II. Commission on State Mandates Decision

- A. The Commission found that Education Code section 35160.5, as added by Statutes of 1983, Chapter 498 constitutes a reimbursable state mandate. Furthermore, the Commission found that only the activities necessary to implement section 35160.5 constitute a higher level of service pursuant to Government Code section 17514 and are, therefore, reimbursable.

- B. The Commission determined that only the higher level of service required by section 35160.5 in each school district or county office of education is reimbursable. Those activities and functions already performed prior to the effective date of section 35160.5 do not constitute a higher level of service and are therefore not reimbursable.

- C. 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.

III. Eligible Claimants

All school districts and county offices of education as defined by Revenue and Taxation Code section 2208.5, that incurred mandated costs as result of implementing Chapter 498, Statutes of 1983, Education Code section 35160.5.

IV. Period of Reimbursement

All costs incurred on or after July 28, 1983. If total costs for a given fiscal year total less than \$200 no reimbursement shall be allowed, except as provided for in Revenue and Taxation Code section 2233, which allows County Superintendents and County fiscal officers to consolidate claims of school districts and special districts that, taken individually, are less than \$201.

V. Reimbursable Costs

- A. Certification that personnel assigned to evaluate teachers have demonstrated competence in instructional methodologies and evaluation for teachers they are assigned to evaluate. The determination of whether school personnel meet the district's adopted policies shall be made by the governing board.

1. Adoption of rules and regulations establishing school district and/or county office of education policies and annual review of these policies.
 - a. Time and direct expenses of school district or county office of education personnel necessary for the preparation, discussion and distribution of proposed rules and regulations and the annual review of adopted school district and county office of education policies adopted pursuant to the requirements of this section.

2. Training programs provided for administrators to meet the certification requirements adopted by the governing board of the school district or county office of education in conformance with Education Code section 35160.5. Individual administrator training expenses to meet certification requirements shall be allowed for a maximum of ten days (eighty hours) of training in any three-year period.
 - a. Time of district administrators spent in certification training excluding classroom observation.
 - b. Mileage to and return, meals and materials for administrators attending locally provided training sessions. The reimbursement shall be the same as that provided for by the District for other District activities.
 - c. Transportation, meals, housing and cost of training for administrators if certification training is not locally available. The reimbursement shall follow the same rules as provided by the State of California for its employees when traveling on business.
 - d. Consultant fees, materials, travel, meals and housing for trainers contracted with to train district administrators locally.

- e. Preparation and presentation time, mileage, meals, clerical costs and materials for district employees utilized as trainers of administrators for certification.
- B. The establishment of district or county office of education policies ensuring that each probationary certificated employee is assigned to a school within the district with assurances that his or her status as a new teacher and his or her potential needs for training, assistance, and evaluations will be recognized by the district or county office of education.
- 1. Training, assisting and evaluating probationary teachers over and above that usually provided to permanent teachers by the district or county office of education. Copies of the approved previous policy and a copy of the subsequent policy must be included with claims for reimbursement. The cost of services or activities provided to probationary teachers funded by the Mentor Teacher Program can not be claimed as a reimbursable cost.
 - a. Time provided by personnel, other than the site principal, to train, assist or evaluate probationary teachers.
 - b. Training materials and clerical services for probationary teachers.
 - c. Registration fees and travel costs of probationary teachers attending training activities.
 - d. Costs of substitute teachers provided for probationary teachers so that they might attend training activities including visitations to other teachers' classrooms to observe teaching techniques (limited to three such visitations per semester).

- e. Costs of consultants provided to train and assist probationary teachers if personnel with the required skills are not available within the school district or county office of education.
- f. Probationary teacher time spent attending district or county office sponsored training sessions specific to probationary teachers after school or prior to the start of the school year.
- g. Probationary teacher time spent receiving assistance or training from district or county office employees as part of the probationary teacher training and assistance program.
- h. In-classroom probationary teacher time spent receiving training or assistance is not claimable.
- i. In cases where a substitute is provided, the claimant is only eligible to claim the substitute and not the probationary teacher's time.

C. The establishment of policies and procedures which parents or guardians of pupils enrolled in the district may use to present complaints regarding employees of the district that provide for appropriate mechanisms to respond to, and where possible resolve, the complaints.

- 1. Cost of meetings and activities over and above those that would have been required prior to the adoption of rules and regulations by the governing board of the school district or county office of education in compliance with Education Code section 35160.5. These costs shall include the cost of notification of parents and pupils of complaint procedures, the time of school district or county office of education personnel involved in these meetings and activities including mileage, supplies and when necessary specialized training of personnel to adequately respond to complaints of pupils and parents regarding employees.

2. Costs shall not be allowed for meetings and activities required by categorical program and/or special education rules and regulations.

VI. Offsetting Savings

Any offsetting savings the claimants experience as a result of this statute must be deducted from the costs claimed.

VII. Professional and Consultant Services

Claimants shall separately show the name of professionals or consultants, specify the functions which the consultants performed relative to the mandate, length of appointment, and the itemized costs for such services. Invoices must be submitted as supporting documentation with the claim. The maximum reimbursable fee for contracted services is \$65 per hour, adjusted annually by the GNP Deflator. Those claims which are based on annual retainers shall contain a certification that the fee is no greater than the above maximum. Reasonable expenses will also be paid as identified on the monthly billings of consultants.

VIII. Allowable Overhead Costs

The overhead cost for all of the above reimbursable costs shall be the Non-Restrictive Indirect Cost Rate from the J-41A.

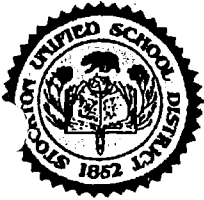
IX. Supporting Data for Claims

Effective July 1, 1986 documentation shall be provided that a request for no cost consultant services similar to those submitted for reimbursement was made by the district to the State Department of Education at least thirty (30) calendar days prior to the need for consultant services and that the district was notified that such consultant service was not available at the time requested or that the District did not receive a response to its request within twenty

(20) calendar days after the request had been received by the State Department of Education.

X. State Controller's Office 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 costs mandated by the state contained herein.



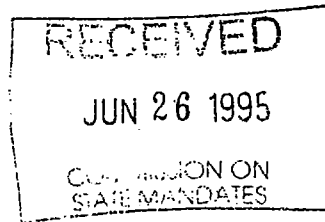
STOCKTON UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

BUSINESS MANAGER
701 NORTH MADISON STREET • STOCKTON, CA 95202-1687
(209) 953-4055 • FAX (209) 953-4477

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VICKI BRAND
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JAMES L. URBANI
SUPERINTENDENT
GARY MCHENRY

June 23, 1995



Mr. Kirk Stewart
Executive Director
Commission on State Mandates
1414 K Street, Suite 315
Sacramento, CA 95814

Dear Mr. Stewart:

This letter is to inform you that we are withdrawing our request dated April 4, 1995 to amend the Parameters and Guidelines for the Certification of Teacher Evaluator's Demonstrated Competence mandate. This mandate was enacted by Chapter 498/Statutes of 1983.

This request is being withdrawn because after numerous discussions with Commission Staff and other interested parties, it is clear that any positive action resulting from clarifying this issue is more than offset by the possibility that re-opening this claim could result in the entire claim being denied.

If you have any questions, please contact our consultant, Steve Smith, of Mandated Cost Systems at (916) 487-4435.

Sincerely,

Norma E. Mearns
Director of Budget

NEM:mw

EXHIBIT 3

**Saratoga Union Elementary School District
Certification of Teacher Evaluators Demonstrated Competence
Analysis of Incorrect Reduction Claim
For Fiscal Year 1995/96**

Exhibit 1: Declaration of Virginia Brummels;

Exhibit 2: Analysis of Saratoga Union Elementary School District (SUESD) Incorrect Reduction Claim (IRC);

Exhibit 3: Includes a copy of the Incorrect Reduction Claim (IRC) for the Certification of Teacher Evaluators Demonstrated Competence program for the SUESD;

On November 25, 1996, the SUESD filed an actual claim of \$95,265 for the state mandated Certification of Teacher Evaluators Demonstrated Competence (CTEDC) program. The CTEDC mandated cost claim was filed based on actual costs, and the SUESD included costs for probationary teachers' salaries and wages in the amount of \$54,781 and indirect costs of \$2,264, for a total of \$57,045.

Exhibit 4: Includes copies of the reimbursement claim and supporting documentation;

Exhibit 5: Includes a copy of the Annual Claiming Instructions for School Districts;

The mandate was amended on January 24, 1991, to allow for reimbursement of individual administrator training, for a maximum of ten days (eighty hours in any three-year period). This amendment was considered necessary due to Chapter 498, Statutes of 1983 where the Legislature required each school district to adopt rules and regulations to certify that personnel assigned to evaluate teachers, have demonstrated specified competence in instructional methodologies to evaluate probationary teachers; to ensure that each probationary teacher was assigned to a school with assurance that his or her status as a new teacher and his or her potential needs for training, assistance, and evaluations will be recognized by the district or county office of education; and to establish policies and procedures which parents or guardians of pupils enrolled in the district may use to present complaints regarding employees of the district and to provide for appropriate mechanisms to respond to, and when possible, resolve the complaints. The training reimbursement is for assistance and evaluating probationary teachers. The training of probationary teachers is not to include the cost of salaries and wages for the Mentor Teacher Program.

Reimbursement is provided for the cost of substitute teachers to allow probationary teachers to attend training activities, including visitations to other teachers' classrooms to observe teaching techniques (limit of three visits).

Saratoga Union Elementary School District
Certification of Teacher Evaluators Demonstrated Competence
For Fiscal Year 1995-96

Exhibit 6: Includes a copy of the Commission on State Mandate's (COSM) Parameter's and Guideline's (P's & G's);

Refer to Section V., Reimbursable Costs; B states as follows:

"The establishment of district or county office of education policies ensuring that each probationary certificated employee is assigned to a school within the district with assurances that his or her status as a new teacher and his or her potential needs for training, assistance, and evaluations will be recognized by the district or county office of education.

1. Training, assisting and evaluating probationary teachers over and above that usually provided to permanent teachers by the district or county office of education. Copies of the approved previous policy and a copy of the subsequent policy must be included with claims for reimbursement. The cost of services or activities provided to probationary teachers, funded by the Mentor Teacher Program, can not be claimed as a reimbursable cost:
 - a. Time provided by personnel, other than the site principal, to train, assist or evaluate probationary teachers;
 - b. Training materials and clerical services for probationary teachers;
 - c. Registration fees and travel costs of probationary teachers attending training activities;
 - d. Costs of substitute teachers provided for probationary teachers so that they might attend training activities, including visitations to other teachers' classrooms to observe teaching techniques (limited to three such visitations per semester); and
 - e. Costs of consultants provided to train and assist probationary teachers if personnel with the required skills are not available within the school district or county office of education."

The State Controller's Office (SCO) claiming instructions Exhibit 4, are in agreement with the adopted P's & G's in this exhibit.

Saratoga Union Elementary School District
Certification of Teacher Evaluators Demonstrated Competence
For Fiscal Year 1995-96

Exhibit 7: Includes a copy of the SCO Notice of Claim Adjustment letter, dated December 11, 1998;

The SCO letter notifies the SUESD that the amount of \$57,045 for salaries and benefits of probationary teachers in training, is disallowed. This letter further states... "P's and G's do not provide reimbursement for probationary teachers' training costs. In lieu of that, the P's and G's reimburse the cost of substitute teachers while the probationary teachers attend training activities."

Exhibit 8: Includes a copy of a letter dated April 4, 1995, from Stockton Unified School District (SUSD);

This letter contains a narrative outlining the reasons the amendment is required and includes proposed amendments to the P's & G's to clarify reimbursement for probationary teachers' salaries and wages. In the letter dated April 4, 1995, SUSD proposed the following amendments to the Section V., Reimbursable Costs, B. 1. of the P's and G's last amended and adopted on January 24, 1991. The proposed amendments are as follows:

- f. Probationary teacher time spent attending district or county office sponsored training sessions specific to probationary teachers after school or prior to the start of the school year;
- g. Probationary teacher time spent receiving assistance or training from district or county office employees as part of the probation teacher training and assistance program;
- h. In-classroom probationary teacher time spent receiving training or assistance is not claimable; and
- i. In cases where a substitute is provided, the claimant is only eligible to claim the substitute and not the probationary teacher's time.

Exhibit 9: Includes a copy of a letter dated June 23, 1985, from SUSD;

On June 23, 1995, the Director of Budgets for SUSD corresponded in writing to Kirk Stewart, the Executive Director of the COSM, and withdrew their request for

Page 4

Saratoga Union Elementary School District
Certification of Teacher Evaluators Demonstrated Competence
For Fiscal Year 1995-96

clarification due to their conversations with the COSM staff, that any positive action resulting from clarifying this issue could result in the possibility that re-opening this claim could result in the entire amendment being denied. Any questions were referred to their consultant, Steve Smith of Mandated Cost Systems. This clearly demonstrates that the reimbursement of training time for probationary teachers was on the "wish list" but was deemed not the right time to clarify the issue. The withdrawal of this action (6/23/95 letter) brings this issue of reimbursement before the COSM in the form of an incorrect reduction claim. Therefore, this is not an issue of the SCO incorrectly reducing the district's claim, but a means for the district to obtain reimbursement for what they withdrew as an amendment to the P's & G's.

CLAIM FOR PAYMENT

Pursuant to Government Code Section 17561

Certification of Teacher Evaluator's Demonstrated Competence

(19) Program Number 00009

(20) Date Filed

___ / ___ / ___

(21) Signature Present

L
A
B
E
L
H
E
R
E

(01) Claimant Identification Number:
S43165

(02) Mailing Address

Claimant Name

SARATOGA UNION ELEMENTARY SD

County Of Location

SANTA CLARA

Street Address or P.O. Box

20460 FORREST HILLS DR.

City

SARATOGA

State

CA

Zip Code

95070

Reimbursement Claim Data

(22) TE-1,(04)(1)(d)

940

(23) TE-2,(04)(2)(d)

79,265

(24) TE-1,(04)(3)(d)

7,847

(25) TE-1,(05)(d)

88,052

(26) TE-1,(06)

8,2200

Type of Claim

Estimated Claim

Reimbursement Claim

(03) Estimated

(09) Reimbursement

(04) Combined

(10) Combined

(05) Amended

(11) Amended

(27) TE-1,(11)

95,265

(28)

(29)

(30)

Fiscal Year of Cost

(06) 19 ___ / ___

(12) 19 95 / 96

(31)

Total Claimed Amount

(07)

(13) \$ ~~10,172~~
95,265

(32) *36,006*

Less: 10% Late Penalty, but not to Exceed \$1000 (if applicable)

(14)

(33)

Less: Estimate Payment Received

(15)

(34)

Net Claimed Amount

(16)

(16) \$ ~~32,536~~
95,265

(35) *6,686*

Due From State

(08)

(17) \$ 95,265

(36)

Due to State

(18)

(18) *32,536*

(37)

6,686

5-15-97
0001-6100
1996-619

(38) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the school district to file claims with the State of California for costs mandated by Chapter 498 Statutes of 1983; 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 were no applications for nor any grant or payments received, other than from the claimant for reimbursement of costs claimed herein; and such costs are for a new program or increased level of service of an existing program mandated by Chapter 498, Statutes of 1983.

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 498, Statutes of 1983, set forth on the attached statements.

Signature of Authorized Representative
Ellen D. Tipton
ELLEN D. TIPTON
Type or Print Name

Date
11-25-96
BUSINESS MANAGER
Title

(39) Name of Contact Person For Claim
Steve Smith, Mandated Cost Systems

Telephone Number
916-487-4435 Ext. _____

MANDATED COSTS
Certification of Teacher Evaluator's Demonstrated Competence
CLAIM SUMMARY

FORM
TE-1

(01) Claimant:
 S43165
 SARATOGA UNION ELEMENTARY SD

(02) Type of Claim:
 Reimbursement
 Estimated

Fiscal Year:
 19 95 / 96

Claim Statistics

(03) Professional and Consultant Services Certifications:

Yes No

a. Is the fee claimed for contracted services, including claims based on an annual retainer, greater than \$98.27 per hour for the 1995/96 fiscal year?

X

b. If yes, explain.

Direct Costs	Cost Elements			
	(a) Salaries and Benefits	(b) Supplies	(c) Contracted Services	(d) Total
(04) Reimbursable Components:				
1. Certification of Teacher Evaluators	940	0	0	940
2. Probationary Certified Employee Policies	898 79,265	24484	0	898 79,265
3. Parental Complaint Policies	7,547	0	300	7,847
(05) Total Direct Costs	87,752 32,971	0	300	88,052 33,271
Indirect Costs	9911 - 300 ←			
(06) Indirect Cost Rate	J-380 or J-580, as applicable			8.2200 %
(07) Indirect Costs	[Line (05)(d) - line (05)(c)] x line (06)			2735 7,213
(08) Total Costs:	[Line (05)(d) + line (07)]			95,265 10,150 36006
Cost Reduction				
(09) Less: Offsetting Savings, if applicable				
(10) Less: Other Reimbursements, if applicable				
(11) Total Claimed Amount:	{Line(08) - [Line(09) + line(10)]}			36006 95,265 10,150

Revised 10/95

95265
- 59259

36006

54781
- 4478

59259

Chapter 496/83

MANDATED COSTS

**FORM
TE-2**

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

(01) Claimant: SARATOGA UNION ELEMENTARY SD

(02) Fiscal Year costs were incurred: 95 - 96

(03) Reimbursable Component: Competence in Instructional Methodology
 Probationary Certificated Employee Policies
 Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
TEACHER EVALUATOR CERTIFICATION TRAINING					
BORGESON, D/ASSISTANT PRINCIPAL	42.30	4.00	169		
BROOKS, S/PRINCIPAL	44.62	4.00	178		
DERBY, D/PRINCIPAL	49.33	4.00	197		
LEVY-KLAYMAN, L/PRINCIPAL	49.38	4.00	198		
OGDEN, L/PRINCIPAL	49.38	4.00	198		

(05) Total Subtotal Page: 1 of 1 \$ 940 0 0

MANDATED COSTS

**FORM
TE-2**

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

(01) Claimant: **SARATOGA UNION ELEMENTARY SD**

(02) Fiscal Year costs were incurred: **95 - 96**

(03) Reimbursable Component: Competence in Instructional Methodology
 Probationary Certificated Employee Policies
 Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
TRAIN, ASSIST AND EVALUATE PROB. TEACHERS					
ALJEANDRO, M/TEACHER	49.43	21.00	1038		
ANDERSON, L/TEACHER	44.96	34.00	1529		
BACON, G/TEACHER	39.82	13.00	518		
BORGESON, D/ASSISTANT PRINCIPAL	42.30	15.00	635		
BROTHERS, B/SECRETARY	22.43	1.50	34		
CALDER, B/TEACHER	61.86	36.00	2227		
COOPER, A/TEACHER	46.27	105.00	4859		
COVEY, S/TEACHER	50.35	48.50	2442		
CRALL, M/TEACHER	43.49	144.00	6263		
DORAN, S/TEACHER	33.37	107.00	3571		
DOVALA, P/TEACHER	34.91	48.50	1693		
EVANS, J/TEACHER	33.37	186.00	6207		
FORD, D/TEACHER	39.82	16.50	657		
FORTSON, C/SECRETARY	23.21	3.00	70		
HEDRICKS, A/SECRETARY	18.37	3.00	55		
HELLAR, D/TEACHER	33.31	3.00	100		
HUE, E/TEACHER	39.82	110.50	4399		
JACKOWSKI, V/TEACHER	35.54	13.00	462		
JOHNSON-SELIGA, K/TEACHER	40.13	10.00	401		
KUMMERER, C/TEACHER	47.08	132.00	6215		
MCDONALD, K/TEACHER	33.37	45.00	1502		
MCKENNA, K/TEACHER	33.37	174.00	5807		
MEDIEROS, B/TEACHER	36.17	13.00	470		
MILLER, S/TEACHER	37.69	63.50	2393		
OKADA, J/TEACHER	54.38	72.00	3915		
PEABODY, C/SECRETARY	21.54	2.00	43		
PIERCE, H/TEACHER	42.69	36.00	1537		
POLITO, E/TEACHER	34.91	16.50	576		
RAYNAUD, T-COORDINATOR	59.36	32.00	1900		
SAFINE, B/TEACHER	33.37	48.50	1619		
SCHWARY, A/TEACHER	36.46	45.00	1641		
SLICK, M/TEACHER	45.81	39.00	1786		

(05) Total Subtotal

Page: 1 of 1

\$ 66,564

0 0

MANDATED COSTS

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

**FORM
TE-2**

(01) Claimant: SARATOGA UNION ELEMENTARY SD

(02) Fiscal Year costs were incurred: 95-96

(03) Reimbursable Component: Competence in Instructional Methodology

Probationary Certificated Employee Policies

Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
SNIDER, L/TEACHER	48.82	78.00	3808		
WALL, D/SECRETARY	20.26	3.00	61		
WARD, L/TEACHER	36.17	104.00	3761		
WHITCANACK, N/COUNSELOR	57.48	36.00	2069		
WHITFORD, D/TEACHER	42.29	71.00	3002		

2/2/96
898

(05) Total Subtotal

Page: 1 of 1

\$ 12,701 0 0

MANDATED COSTS

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

**FORM
TE-2**

(01) Claimant: **SARATOGA UNION ELEMENTARY SD**

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(03) Reimbursable Component: Competence in Instructional Methodology
 Probationary Certificated Employee Policies
 Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
RESOLVE COMPLAINTS OVER PRE SB813 LEVELS					
BORGESON, D/ASSISTANT PRINCIPAL	42.30	12.00	508		
BROOKS, S/PRINCIPAL	44.62	14.25	636		
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(05) Total Subtotal

Page: 1 of 1

\$ 7,547

0

300



KATHLEEN CONNELL

California State Controller

FACSIMILE COVER PAGE

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To	Fax No.	Date
STEVE SMITH	(916) 487-9662	11-13-98

Organization

From	Telephone No.	No. of pages including cover
SARATOGA UNION ELEMENTARY SCHOOL DIST EDUARDO	(916) 323-0755	1

Comments/Special instructions

PLEASE SUBMIT COPIES OF LOGSHEET /TIMESHEET FOR NON-PROBATIONARY TEACHERS FOR CERTIFICATION OF TEACHER EVALUATORS PROGRAM (1995-96) FOR THE ABOVE ORGANIZATION AS SOON AS POSSIBLE.

IF THERE ARE PROBLEMS WITH THE COPIES RECEIVED, PLEASE NOTIFY	TELEPHONE NO.
---	---------------

STATE CONTROLLER'S SACRAMENTO OFFICE FACSIMILE NUMBER: (916) 323-4807 OR (916) 323-6527

- Original will not follow
- Original will follow:
 - Regular Mail
 - Federal Express
 - Hand Delivery
 - Certified Mail

California State Controller's Office
3301 C Street, Suite 501
Sacramento, CA 95816
(916) 445-8717

October 13, 1998

Jeff Yee
Manager, Local Reimbursement Section
Division of Accounting and Reporting
State Controller's Office
P.O. Box 942850
Sacramento, CA 94250-5875

RE: **Reconsideration Request (CTE 98-6)**

Dear Mr. Yee:

The Saratoga Union Elementary School District, Claimant ID S43165 received an adjustment that disallowed costs on its 1995/96 Certification of Teacher Evaluator's Demonstrated Competence Chapter 498/83 claim as follows:

1)	Training Time for Non-probationary Teachers Disallowed	\$ 27,764
2A)	1 st & 2 nd year Probationary Teacher Time Disallowed	\$ 54,318
2B)	1 day Training Time Disallowed for 1 st year Probationary Teachers	\$ 2,727
3)	Contracted Services	\$ 300
	Total	\$ 85,109

On August 31, 1998 one of my staff met with Eduardo Antonio to obtain the composition of this adjustment and to copy the work papers used in reviewing this claim.

Issue #1 - Training Time for Non-probationary Teachers (Trainers) Disallowed:

District personnel with the assigned responsibility to train and assist probationary teachers were disallowed. The State Controller's Office Claiming Instructions for this program states that:

"The costs of training, assisting and evaluating probationary teachers, over and above that provided to permanent teachers, are reimbursable. The salary and benefits of personnel, (not including the site principal, ... used to train, assist or evaluate probationary teachers are reimbursable."

98-512



2275 Watt Avenue,
Suite C
Sacramento, CA 95825
916-487-4435 phone
916-487-9662 fax

222 West Carmen Lane
Suite 101
Santa Maria, CA 93458
805-922-1471 phone
805-922-7143 fax

3161 Bechelli Lane,
Suite 202
Redding, CA 96002
530-224-7255 phone
530-224-9548 fax

11835 W. Olympic Blvd.,
Suite 680E
Los Angeles, CA 90064
310-477-4749 phone
310-477-5356 fax

In reviewing the work papers provided by your office, it is clear that salary and benefits of employees that were used to train and assist probationary teachers were disallowed. It appears that all teachers listed on the claim were assumed to be probationary teachers. In addition, our office has no record of receiving a request for additional information on this claim.

These employees are identified on the attached claim with a "T". These costs should be reinstated.

Issue #2 A & B - Probationary Teacher Time Disallowed:

The Claiming Instructions and Parameters & Guidelines are silent on whether the time spent by probationary teachers is reimbursable. We feel strongly that these are legitimate costs of the mandate and that they are reimbursable. The State Controller's Office Claiming Instructions state that:

"The costs of training, assisting and evaluating probationary teachers, over and above that provided to permanent teachers, are reimbursable".

A) The time spent by probationary teachers receiving additional training and assistance would be included as a cost of training, assisting and evaluating probationary teachers.

B) In addition, the district requires its first year probationary teachers (P1) to work one extra 8 hour day each fiscal year for teacher training. Permanent teachers work a 183 day work year, while the probationary teachers (P1) work a 184 work year. This training session exceeds what is provided to permanent teachers.

There is an identifiable increased cost to the school district for this extra day worked by probationary teachers and this extra day worked is specifically attributable to the mandate of probationary teacher training. Recent Commission on State Mandates rulings on test claims that involve teacher training costs have indicated that if the district incurs an increased cost of some kind (i.e. substitutes, stipends, overtime pay or an extended work year) then this identifiable increased cost would be reimbursable.

The probationary teachers are identified on the attached claim with a "P1" for 1st year teachers or "P2" for 2nd year teachers.

Issue #3 - Contracted Services Disallowed:

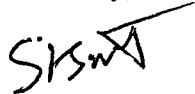
Our records indicate that the required invoices for contracted services were sent to your office with the claim. I also have our signed transmittal form that shows your office's receipt of the claim and attached backup documentation. Prior to sending your office any claim that requires supporting documentation, we double check to make sure that we have attached the required backup. We have re-submitted these invoices with this letter.

Conclusion:

Based on the additional information and clarifications listed above, **I request that \$85,109 in incorrectly reduced costs be reinstated.** Please notify me within three weeks (November 3, 1998) of the State Controller's Office's decision on this matter. In the absence of a response within three weeks, we will assume that you intend to stand by this adjustment and not reinstate these costs.

If you have any questions or need any additional information, please contact me at (916) 487-4435.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Smith", with a long horizontal stroke extending to the right.

Steve Smith
President
Mandated Cost Systems, Inc.

Enclosures

cc: Ellen Tipton, Saratoga Union Elementary School District

Issue 1

0. *

Trainers
(non-prob)
008

- 1,529. +
- 2,227. +
- 6,263. +
- 6,215. +
- 3,915. +
- 1,537. +
- 1,900. +
- 2,069. +

25,655. *†

Indirect
cost

25,655. X
8.22 %
2,108.841*†

25,655. *

25,655. +

2,109. +

002
Total

27,764. *†

0. *

Issue 2

Total of 2A + 2B

P1 + P2

- 1,038. +
- 518. +
- 4,859. +
- 2,442. +
- 3,571. +
- 1,693. +
- 6,207. +
- 657. +
- 100. +
- 4,399. +
- 462. +
- 401. +
- 1,502. +
- 5,807. +
- 470. +
- 2,393. +
- 576. +
- 1,619. +
- 1,641. +
- 1,786. +
- 3,808. +
- 3,761. +
- 3,002. +

52,712. *†

Indirect
cost

52,712. X
8.22 %
4,332.9264*†

52,712. *

52,712. +

4,333. +

002
Total
(2A + 2B)

57,045. *†

0. *

Issue 2B

1 day
training
for 1st year
probationary
teachers

008

- 370. +
- 403. +
- 267. +
- 267. +
- 319. +
- 267. +
- 289. +
- 338. +

2,520. *†

Indirect
cost

2,520. X
8.22 %
207.144*†

2,520. *

2,520. +

207. +

002
Total
(2B)

2,727. *†

0. *

Issue 3

3. X

Total

100. =
300. *†

SEP 10 1998

CLAIM FOR PAYMENT

Pursuant to Government Code Section 17561

Certification of Teacher Evaluator's Demonstrated Competence

(19) Program Number 00009

(20) Date Filed

(21) Signature Present

L
A
B
E
L
H
E
R
E

(01) Claimant Identification Number:
S43165

(02) Mailing Address

Claimant Name
SARATOGA UNION ELEMENTARY SD

County Of Location
SANTA CLARA

Street Address or P.O. Box
20460 FORREST HILLS DR.

City State Zip Code
SARATOGA CA 95070

Reimbursement Claim Data	
(22) TE-1,(04)(1)(d)	940
(23) TE-2,(04)(2)(d)	79,265
(24) TE-1,(04)(3)(d)	7,847
(25) TE-1,(05)(d)	88,052
(26) TE-1,(06)	8,2200

Type of Claim	Estimated Claim	Reimbursement Claim
<p><i>85,109</i></p> <p>(03) Estimated <input type="checkbox"/></p> <p>(04) Combined <input type="checkbox"/></p> <p>(05) Amended <input type="checkbox"/></p>		(09) Reimbursement <input checked="" type="checkbox"/>
		(10) Combined <input type="checkbox"/>
		(11) Amended <input type="checkbox"/>
		(12) 19 95 / 96
		(13) \$ ^{10,56} 95,265
(06) 19 /	(07)	(08)
(09) Reimbursement <input checked="" type="checkbox"/>	(10) Combined <input type="checkbox"/>	(11) Amended <input type="checkbox"/>
(12) 19 95 / 96	(13) \$ ^{10,56} 95,265	(14)
(15)	(16) \$ ⁴²⁶⁹² 32536 95,265	(17) \$ 95,265
(18)	(19)	(20)

(38) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the school district to file claims with the State of California for costs mandated by Chapter 498 Statutes of 1983; 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 were no applications for nor any grant or payments received, other than from the claimant for reimbursement of costs claimed herein; and such costs are for a new program or increased level of service of an existing program mandated by Chapter 498, Statutes of 1983.

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 498, Statutes of 1983, set forth on the attached statements.

Signature of Authorized Representative
Ellen D. Tipton

ELLEN D. TIPTON

Type or Print Name

Date
11-25-96

BUSINESS MANAGER

Title

(39) Name of Contact Person For Claim
Steve Smith, Mandated Cost Systems

Telephone Number
916-487-4435

Ext.

MANDATED COSTS

FORM

Certification of Teacher Evaluator's Demonstrated Competence

TE-1

CLAIM SUMMARY

(01) Claimant:
 S43165
 SARATOGA UNION ELEMENTARY SD

(02) Type of Claim:
 Reimbursement
 Estimated

Fiscal Year:
 19 95 / 96

Claim Statistics

(03) Professional and Consultant Services Certifications:

a. Is the fee claimed for contracted services, including claims based on an annual retainer, greater than \$98.27 per hour for the 1995/96 fiscal year?

Yes No

X

b. If yes, explain.

Direct Costs

Cost Elements

(04) Reimbursable Components:

1. Certification of Teacher Evaluators
2. Probationary Certified Employee Policies
3. Parental Complaint Policies

(a) Salaries and Benefits	(b) Supplies	(c) Contracted Services	(d) Total
940	0	0	940
898 79,265	0	0	898 79,265
7,547	0	300	7,847
			7547
87,752	0	300	88,052
9385			9385

9894 - 78367

Indirect Costs

9911 - 300 ←

(06) Indirect Cost Rate	J-380 or J-580, as applicable	8.2200 %
(07) Indirect Costs	{[Line (05)(d) - line (05)(c)] x line (06)}	2,213 771-
(08) Total Costs:	[Line (05)(d) + line (07)]	95,265 10,576

9920 - 6442

Cost Reduction

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

95,265
10,576

MANDATED COSTS

**FORM
TE-2**

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

(01) Claimant: SARATOGA UNION ELEMENTARY SD

(02) Fiscal Year costs were incurred: 95 - 96

(03) Reimbursable Component: Competence in Instructional Methodology

Probationary Certificated Employee Policies

Parental Complaint Policies

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

Cost Elements

(a)	(b)	(c)	(d)	(e)	(f)
Employee Names, Job Classifications and Activities Performed and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contracted Services
TEACHER EVALUATOR CERTIFICATION TRAINING					
BORGESON, D/ASSISTANT PRINCIPAL	42.30	4.00	169		
BROOKS, S/PRINCIPAL	44.62	4.00	178		
DERBY, D/PRINCIPAL	49.33	4.00	197		
LEVY - KLAYMAN, L/PRINCIPAL	49.38	4.00	198		
OGDEN, L/PRINCIPAL	49.38	4.00	198		

(05) Total Subtotal

MANDATED COSTS

FORM

Certification of Teacher Evaluator's Demonstrated Competence

TE-2

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TRAIN, ASSIST AND EVALUATE PROB. TEACHERS					
P2 ALJEANDRO, M/TEACHER	49.43	21.00	1038		
T ANDERSON, L/TEACHER	44.96	34.00	1529		
P2 BACON, G/TEACHER	39.82	13.00	518		
BORGESON, D/ASSISTANT PRINCIPAL	42.30	15.00	635		
BROTHERS, B/SECRETARY	22.43	1.50	34		
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\$ 66,564 0 0

MANDATED COSTS

FORM

Certification of Teacher Evaluator's Demonstrated Competence

TE-2

COMPONENT / ACTIVITY COST DETAIL

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 Parental Complaint Policies

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T WHITCANACK, N/COUNSELOR	57.48	36.00	2069		
P WHITFORD, D/TEACHER	42.29	71.00	3002		
Total			898 12,701	0	0

(05)

MANDATED COSTS

FORM

Certification of Teacher Evaluator's Demonstrated Competence

TE-2

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(05) Total Subtotal

Page: 1 of 1

\$ 7,547 0 300



2275 Watt Avenue,
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916-487-4435 phone
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530-224-7255 phone
530-224-9548 fax

11835 W. Olympic Blvd.,
Suite 680E
Los Angeles, CA 90064
310-477-4749 phone
310-477-5356 fax

Date: November 19, 1998
To: Eduardo Antonio, State Controller's Office
From: Steve Smith, President *SJS*
CC: Ellen Tipton, Saratoga Union Elementary School District

Claimant: Saratoga Union Elementary School District, S43165
Program: Certification of Teacher Evaluators, Chapters 498/83
Fiscal Year: 1995/96

Per your request dated November 13, 1998, you asked that we submit time sheets and log sheets for time spent by Non-Probationary Teachers claimed under the Probationary Certificated Employees Policies component for the Certification of Teacher Evaluators (1995/96), Chapters 498/83 Program. Please note that the Probationary Certificated Employees Policies component code is H2B. We have attached a detailed report that itemizes the source of all charges to this component and the requested documentation.

Upon reviewing the supporting documentation for N. Whitcanack, we found that the 36 hours claimed under the component "Probationary Certificated Employee Policies" was a data entry error. Therefore, N. Whitcanack should not have been claimed as a Non-Probationary Teacher Trainer under this component.

Since your request did not specify which Non-Probationary Teacher log sheets you would need, the documentation enclosed is for those district employees whose hours were disallowed during your claim review and addressed in our October 13, Reconsideration Request.

If you have any further questions or need further clarification, please call Todd Wherry, Project Manager, at 916-487-4435.

NOV 20 1 51 PM '98
RECEIVED



KATHLEEN CONNELL

California State Controller

FACSIMILE COVER PAGE

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To	Fax No.	Date
STEVE SMITH	(916) 487-9662	11-13-98
Organization		
SARATOGA UNION ELEMENTARY SCHOOL DIST		
From	Telephone No.	No. of pages including cover
EDUARDO	(916) 323-0755	1

Comments/Special instructions

PLEASE SUBMIT COPIES OF LOGSHEET /TIMESHEET FOR NON-PROBATIONARY TEACHERS FOR CERTIFICATION OF TEACHER EVALUATORS PROGRAM (1995-96) FOR THE ABOVE ORGANIZATION AS SOON AS POSSIBLE.

IF THERE ARE PROBLEMS WITH THE COPIES RECEIVED, PLEASE NOTIFY

TELEPHONE NO.

STATE CONTROLLER'S SACRAMENTO OFFICE FACSIMILE NUMBER: (916) 323-4807 OR (916) 323-6527

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- Regular Mail
- Federal Express
- Hand Delivery
- Certified Mail

California State Controller's Office
3301 C Street, Suite 501
Sacramento, CA 95816
(916) 445-8717

MANDATED COSTS

FORM

Certification of Teacher Evaluator's Demonstrated Competence

TE-2

COMPONENT / ACTIVITY COST DETAIL

(01) Claimant: SARATOGA UNION ELEMENTARY SD

(02) Fiscal Year costs were incurred: 95 - 96

(03) Reimbursable Component: Competence in Instructional Methodology
 Probationary Certificated Employee Policies
 Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
TRAIN, ASSIST AND EVALUATE PROB. TEACHERS					
P2 ALJEANDRO, M/TEACHER	49.43	21.00	1038		
T ANDERSON, L/TEACHER	44.96	34.00	1529		
P2 BACON, G/TEACHER	39.82	13.00	518		
BORGESON, D/ASSISTANT PRINCIPAL	42.30	15.00	635		
BROTHERS, B/SECRETARY	22.43	1.50	34		
T CALDER, B/TEACHER	61.86	36.00	2227		
P1 COOPER, A/TEACHER	46.27	105.00	4859		
P1 COVEY, S/TEACHER	50.35	48.50	2442		
T CRALL, M/TEACHER	43.49	144.00	6263		
P1 DORAN, S/TEACHER	33.37	107.00	3571		
P1 DOVALA, P/TEACHER	34.91	48.50	1693		
P1 EVANS, J/TEACHER	33.37	186.00	6207		
P2 FORD, D/TEACHER	39.82	16.50	657		
FORTSON, C/SECRETARY	23.21	3.00	70		
HEDRICKS, A/SECRETARY	18.37	3.00	55		
HELLAR, D/TEACHER	33.31	3.00	100		
P1 HUE, E/TEACHER	39.82	110.50	4399		
P2 JACKOWSKI, V/TEACHER	35.54	13.00	462		
P2 JOHNSON-SELIGA, K/TEACHER	40.13	10.00	401		
T KUMMERER, C/TEACHER	47.08	132.00	6215		
P MCDONALD, K/TEACHER	33.37	45.00	1502		
P MCKENNA, K/TEACHER	33.37	174.00	5807		
P2 MEDIEROS, B/TEACHER	36.17	13.00	470		
P MILLER, S/TEACHER	37.69	63.50	2393		
T OKADA, J/TEACHER	54.38	72.00	3915		
PEABODY, C/SECRETARY	21.54	2.00	43		
T PIERCE, H/TEACHER	42.69	36.00	1537		
P2 POLITO, E/TEACHER	34.91	16.50	576		
T RAYNAUD, T-COORDINATOR	59.36	32.00	1900		
P1 SAFINE, B/TEACHER	33.37	48.50	1619		
P1 SCHWARY, A/TEACHER	36.46	45.00	1641		
P2 SLICK, M/TEACHER	45.81	39.00	1786		

(05) Total Subtotal

Page: 1 of 1

\$ 66,564

0

0

Mandate Summary Report By Itemcode For 95.
 S43165 SARATOGA

Logid	Source Code	Sitename	Itemcode	Name/Title	Rate	Loghours	Logcosts
SS00032	GL	FOOTHILL ELEMENTARY	H2B	ALJEANDRO, M/TEACHER	49.43	3.000	148.29
SS00035	GL	FOOTHILL ELEMENTARY	H2B	ALJEANDRO, M/TEACHER	49.43	18.000	889.74
SS00034	GL	FOOTHILL ELEMENTARY	H2B	ANDERSON, L/TEACHER	44.96	34.000	1,528.64
SS00062	GL	SARATOGA ELEMENTARY	H2B	BACON, G/TEACHER	39.82	2.000	79.64
SS00063	GL	SARATOGA ELEMENTARY	H2B	BACON, G/TEACHER	39.82	11.000	438.02
SS00054	GL	REDWOOD MIDDLE	H2B	BORGESON, D/ASSISTANT PRINCIPAL	42.30	15.000	634.50
SS00053	GL	REDWOOD MIDDLE	H2B	BROTHERS, B/SECRETARY	22.43	1.500	33.65
SS00033	GL	FOOTHILL ELEMENTARY	H2B	CALDER, B/TEACHER	61.86	36.000	2,226.96
PT000001	GL	FOOTHILL ELEMENTARY	H2B	COOPER, A/TEACHER	46.27	32.000	1,480.64
SS00032	GL	FOOTHILL ELEMENTARY	H2B	COOPER, A/TEACHER	46.27	3.000	138.81
SS00034	GL	FOOTHILL ELEMENTARY	H2B	COOPER, A/TEACHER	46.27	34.000	1,573.18
SS00035	GL	FOOTHILL ELEMENTARY	H2B	COOPER, A/TEACHER	46.27	36.000	1,665.72
PT000001	GL	REDWOOD MIDDLE	H2B	COVEY, S/TEACHER	50.35	32.000	1,611.20
SS00053	GL	REDWOOD MIDDLE	H2B	COVEY, S/TEACHER	50.35	1.500	75.53
SS00055	GL	REDWOOD MIDDLE	H2B	COVEY, S/TEACHER	50.35	15.000	755.25
SS00012	GL	ARGONAUT ELEMENTARY	H2B	CRALL, M/TEACHER	43.49	144.000	6,262.56
PT000001	GL	FOOTHILL ELEMENTARY	H2B	DORAN, S/TEACHER	33.37	32.000	1,067.84
SS00032	GL	FOOTHILL ELEMENTARY	H2B	DORAN, S/TEACHER	33.37	3.000	100.11
SS00035	GL	FOOTHILL ELEMENTARY	H2B	DORAN, S/TEACHER	33.37	72.000	2,402.64
PT000001	GL	REDWOOD MIDDLE	H2B	DOVALA, P/TEACHER	34.91	32.000	1,117.12
SS00053	GL	REDWOOD MIDDLE	H2B	DOVALA, P/TEACHER	34.91	1.500	52.37
SS00055	GL	REDWOOD MIDDLE	H2B	DOVALA, P/TEACHER	34.91	15.000	523.65
PT000001	GL	ARGONAUT ELEMENTARY	H2B	EVANS, J/TEACHER	33.37	32.000	1,067.84
SS00007	GL	ARGONAUT ELEMENTARY	H2B	EVANS, J/TEACHER	33.37	3.000	100.11
SS00011	GL	ARGONAUT ELEMENTARY	H2B	EVANS, J/TEACHER	33.37	7.000	233.59
SS00012	GL	ARGONAUT ELEMENTARY	H2B	EVANS, J/TEACHER	33.37	144.000	4,805.28
SS00053	GL	REDWOOD MIDDLE	H2B	FORD, D/TEACHER	39.82	1.500	59.73
SS00055	GL	REDWOOD MIDDLE	H2B	FORD, D/TEACHER	39.82	15.000	597.30
SS00007	GL	ARGONAUT ELEMENTARY	H2B	FORTSON, C/SECRETARY	23.21	3.000	69.63
SS00032	GL	FOOTHILL ELEMENTARY	H2B	HEDRICKS, A/SECRETARY	18.37	3.000	55.11
SS00032	GL	FOOTHILL ELEMENTARY	H2B	HELLAR, D/TEACHER	33.31	3.000	99.93
PT000001	GL	ARGONAUT ELEMENTARY	H2B	HUE, E/TEACHER	39.82	32.000	1,274.24
SS00007	GL	ARGONAUT ELEMENTARY	H2B	HUE, E/TEACHER	39.82	3.000	119.46
SS00008	GL	ARGONAUT ELEMENTARY	H2B	HUE, E/TEACHER	39.82	72.000	2,867.04
SS00011	GL	ARGONAUT ELEMENTARY	H2B	HUE, E/TEACHER	39.82	3.500	139.37
SS00062	GL	SARATOGA ELEMENTARY	H2B	JACKOWSKI, V/TEACHER	35.54	2.000	71.08
SS00063	GL	SARATOGA ELEMENTARY	H2B	JACKOWSKI, V/TEACHER	35.54	11.000	390.94
SS00007	GL	ARGONAUT ELEMENTARY	H2B	JOHNSON-SELIGA, K/TEACHER	40.13	3.000	120.39
SS00011	GL	ARGONAUT ELEMENTARY	H2B	JOHNSON-SELIGA, K/TEACHER	40.13	7.000	280.91
SS00009	GL	ARGONAUT ELEMENTARY	H2B	KUMMERER, C/TEACHER	47.08	132.000	6,214.56
PT000001	GL	SARATOGA ELEMENTARY	H2B	MCDONALD, K/TEACHER	33.37	32.000	1,067.84
SS00062	GL	SARATOGA ELEMENTARY	H2B	MCDONALD, K/TEACHER	33.37	2.000	66.74
SS00063	GL	SARATOGA ELEMENTARY	H2B	MCDONALD, K/TEACHER	33.37	11.000	367.07
PT000001	GL	ARGONAUT ELEMENTARY	H2B	MCKENNA, K/TEACHER	33.37	32.000	1,067.84
SS00007	GL	ARGONAUT ELEMENTARY	H2B	MCKENNA, K/TEACHER	33.37	3.000	100.11
SS00009	GL	ARGONAUT ELEMENTARY	H2B	MCKENNA, K/TEACHER	33.37	132.000	4,404.84
SS00011	GL	ARGONAUT ELEMENTARY	H2B	MCKENNA, K/TEACHER	33.37	7.000	233.59
SS00062	GL	SARATOGA ELEMENTARY	H2B	MEDIEROS, B/TEACHER	36.17	2.000	72.34
SS00063	GL	SARATOGA ELEMENTARY	H2B	MEDIEROS, B/TEACHER	36.17	11.000	397.87
PT000001	GL	REDWOOD MIDDLE	H2B	MILLER, S/TEACHER	37.69	32.000	1,206.08
SS00053	GL	REDWOOD MIDDLE	H2B	MILLER, S/TEACHER	37.69	1.500	56.54
SS00054	GL	REDWOOD MIDDLE	H2B	MILLER, S/TEACHER	37.69	15.000	565.35
SS00055	GL	REDWOOD MIDDLE	H2B	MILLER, S/TEACHER	37.69	15.000	565.35
SS00008	GL	ARGONAUT ELEMENTARY	H2B	OKADA, J/TEACHER	54.38	72.000	3,915.36
SS00062	GL	SARATOGA ELEMENTARY	H2B	PEABODY, C/SECRETARY	21.54	2.000	43.08
SS00010	GL	ARGONAUT ELEMENTARY	H2B	PIERCE, H/TEACHER	42.69	36.000	1,536.84
SS00053	GL	REDWOOD MIDDLE	H2B	POLITO, E/TEACHER	34.91	1.500	52.37
SS00055	GL	REDWOOD MIDDLE	H2B	POLITO, E/TEACHER	34.91	15.000	523.65

Mandate Summary Report By Itemcode For 95.

S43165 SARATOGA

Logid	Source Code	Sitename	Itemcode	Name/Title	Rate	Loghours	Logcosts
PT000001	GL	DISTRICT OFFICE	H2B	RAYNAUD, T/COORDINATOR	38.43	32.000	1,229.76
PT000001	GL	REDWOOD MIDDLE	H2B	SAFINE, B/TEACHER	33.37	32.000	1,067.84
SS000053	GL	REDWOOD MIDDLE	H2B	SAFINE, B/TEACHER	33.37	1.500	50.06
SS000055	GL	REDWOOD MIDDLE	H2B	SAFINE, B/TEACHER	33.37	15.000	500.55
PT000001	GL	SARATOGA ELEMENTARY	H2B	SCHWARY, A/TEACHER	36.46	32.000	1,166.72
SS000062	GL	SARATOGA ELEMENTARY	H2B	SCHWARY, A/TEACHER	36.46	2.000	72.92
SS000063	GL	SARATOGA ELEMENTARY	H2B	SCHWARY, A/TEACHER	36.46	11.000	401.06
SS000032	GL	FOOTHILL ELEMENTARY	H2B	SLICK, M/TEACHER	45.81	3.000	137.43
SS000035	GL	FOOTHILL ELEMENTARY	H2B	SLICK, M/TEACHER	45.81	36.000	1,649.16
PT000001	GL	ARGONAUT ELEMENTARY	H2B	SNIDER, L/TEACHER	48.82	32.000	1,562.24
SS000007	GL	ARGONAUT ELEMENTARY	H2B	SNIDER, L/TEACHER	48.82	3.000	146.46
SS000010	GL	ARGONAUT ELEMENTARY	H2B	SNIDER, L/TEACHER	48.82	36.000	1,757.52
SS000011	GL	ARGONAUT ELEMENTARY	H2B	SNIDER, L/TEACHER	48.82	7.000	341.74
SS000007	GL	ARGONAUT ELEMENTARY	H2B	WALL, D/SECRETARY	20.26	3.000	60.78
PT000001	GL	FOOTHILL ELEMENTARY	H2B	WARD, L/TEACHER	36.17	32.000	1,157.44
SS000035	GL	FOOTHILL ELEMENTARY	H2B	WARD, L/TEACHER	36.17	72.000	2,604.24
SS000033	GL	REDWOOD MIDDLE	H2B	WHITCANACK, N/COUNSELOR	57.48	36.000	2,069.28
PT000001	GL	FOOTHILL ELEMENTARY	H2B	WHITFORD, D/TEACHER	42.29	32.000	1,353.28
SS000032	GL	FOOTHILL ELEMENTARY	H2B	WHITFORD, D/TEACHER	42.29	3.000	126.87
SS000035	GL	FOOTHILL ELEMENTARY	H2B	WHITFORD, D/TEACHER	42.29	36.000	1,522.44
						<u>1,929.00</u>	<u>78,593.22</u>

MANDATED COSTS

**FORM
TE-2**

**Certification of Teacher Evaluator's Demonstrated Competence
COMPONENT / ACTIVITY COST DETAIL**

(01) Claimant: **SARATOGA UNION ELEMENTARY SD**

(02) Fiscal Year costs were incurred: **95 - 96**

- (03) Reimbursable Component: Competence in Instructional Methodology
 Probationary Certificated Employee Policies
 Parental Complaint Policies

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

Cost Elements

(a) Employee Names, Job Classifications and Activities Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
P SNIDER, L/TEACHER	48.82	78.00	3808		
— WALL, D/SECRETARY	20.26	3.00	61		
PI WARD, L/TEACHER	36.17	104.00	3761		
* T WHITCANACK, N/COUNSELOR	57.48	36.00	2069		
PI WHITFORD, D/TEACHER	42.29	71.00	3002		
<p>* Should not have been claimed under this component.</p>					

(05) Total Subtotal

Page: 1 of 1

\$ 12,701 0 0

898

LOGSHEET #PT1
 Source GL
 Date Entered 10/14/96
 By DJ

STATUS OF TEMPORARY/PROBATIONARY TEACHERS
 1995-96

1st Year Probationary Teachers

- Amy Cooper (Foot)
- Steve Covey (Red)
- Shannon Doran (Foot)
- Pam Dovala (Red)
- Jennifer Evaris (Argo)
- Eva Hue (Argo)
- Brian Safine (Red)
- Amy Schwarz (Fischer)
- Lauren Ward (Foot)
- Denise Whitford (Foot)

8-24-95
 New Teacher
 orientation
 8 HRS each
 w/ M. Singleton

24 HRS each
 with T. Raymond (GATE
 coord.)
 Oct 13,
 Feb 9,
 Mar 8,
 Dec 13
 6 HRS
 each

2nd Year Probationary Teachers

- Margie Aljeandro (Foot)
- Garth Bacon (Argo) Santoya
- Debbie Ford (Red)
- Vanya Jackowski (Santoya)
- Maureen Medieros (Santoya)
- Beth Polito (Red)
- Karie Seliga-Johnson (Argo)
- Marcia Slick (Foot)

Temporary Teachers

- Keri McDonald (Santoya)
- Kristi McKenna (Argo)
- Sharon Miller (Red)
- Linda Snider 20% (Argo)
- Linda Williams (Foot) 20%
- Trish Cowdrey (Foot) 20%
- Doris Hellar (Foot) 20%

all
 Prob
 9/6/97
 except

Summary
 Each
 1st year Prob & 4 Temp
 32 HRS
 T. Raymond
 24 HRS

MANDATED COST PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Lisa Anderson HZB #600 34 6/7

PROBATIONARY TEACHER TRAINED/ASSISTED Trip [unclear] Amy [unclear] Fiscal Year: 95/96

Month Date	Aug Hours	Month Date	Sep Hours	Month Date	Oct Hours	Month Date	Nov Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13	AC (2)	13	
14		14		14		14	
15		15	AC (2)	15		15	
16		16		16		16	
17		17		17		17	TC (1) AC (2)
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26	AC (2)	26	
27		27		27	TC (2)	27	
28	TC (2)	28	AC (2)	28		28	
29	AC (2)	29	TC (2)	29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Louise Levy

Date 10/1/96 District/Site Foothill E.S.

MANDATED COST
PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE LISA Anderson
 PROBATIONARY TEACHER TRAINED/ASSISTED Tish Cowdley; Amy Boppel Fiscal Year: 95/96

Month <u>Dec</u>		Month <u>Jan</u>		Month <u>Feb</u>		Month <u>Mar</u>	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2	AC (2)	2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8	AC (2)	8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15	TC (1)	15		15		15	
16		16		16	AC (2)	16	
17		17		17		17	
18	AC (2)	18		18		18	
19		19	AC (2)	19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26	TC (1)	26	AC (2)	26	
27		27		27		27	
28		28		28		28	
29		29		29		29	TC (1)
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Louise Levy
Signature

10/11/96 Foothill E.S.
Date District/Site

MANDATED COST
PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE LISA ANDERSON

PROBATIONARY TEACHER TRAINED/ASSISTED Trish Courtney & Amy Cooper Fiscal Year: 95/96

Month <u>Apr</u>		Month <u>May</u>		Month <u>June</u>		Month	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3	AC (2)	3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7	AC (2)	7	
8		8	(1) AC	8		8	
9		9	(1) AC	9		9	
10		10	(1) AC	10		10	
11		11		11		11	
12	AC (2)	12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22	AC (1)	22		22	
23		23	AC (1)	23		23	
24		24	AC (1)	24		24	
25		25		25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
30		30		30		30	
31		31	TC (2)	31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Louise Levy

Date 10/1/96

District/Site Foot Hill E.S.

LOGS ET # 5533
 Source CL
 Date Entered 11/5/96
 By TSW
 Sample Log H

MANDATED COST
 PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Boni Calder HZB 36.00 #6/2

PROBATIONARY TEACHER TRAINED/ASSISTED Denise Whitford HZB 36.00 Fiscal Year: 95/96

Month <u>Aug</u>		Month <u>Sept</u>		Month <u>Oct</u>		Month <u>Nov</u>	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	1
4		4	1	4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8	2	8		8	
9		9		9		9	1
10		10		10		10	
11		11		11		11	
12		12	2	12		12	
13		13		13	2	13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22	2	22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26	1	26		26	
27		27	1	27	2	27	
28	3	28	1	28		28	
29		29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Louise Levy

Date 10/4/96

District/Site Foothill Elem.

Sample Log H
LOGSHEET # 533
Source
Date Entered
By

MANDATED COST
PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Boni Calder H2B

PROBATIONARY TEACHER TRAINED/ASSISTED Denise Whitford H2B Fiscal Year: 95/96

Month <u>Dec</u>		Month <u>Jan</u>		Month <u>Feb</u>		Month <u>Mar</u>	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5	1	5	1	5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		13	2
15	2	15		15		14	
16		16		16		15	
17		17		17		16	
18		18	3	18		17	
19		19		19		18	
20		20		20		19	
21		21		21		20	
22		22		22		21	
23		23		23	2	22	
24		24		24		23	
25		25		25		24	
26		26		26		25	
27		27		27		26	
28		28		28		27	
29		29	1	29		28	
30		30		30		29	1
31		31		31		30	
						31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Denise Levy

Date 10/1/96 District/Site Foothill Elem.

MANDATED COST
PROBATIONARY TEACHER TRAINING & ASSISTANCE LOG SHEET

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Boni Calder

PROBATIONARY TEACHER TRAINED/ASSISTED Denise Whitford Fiscal Year: 95/96

Month <u>Apr</u>		Month <u>May</u>		Month <u>June</u>		Month	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2	2	2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
30	2	30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Louise Levy

Date 10/1/96 District/Site Foothill Elem.

LOGSHEET # 5512
 Source GK
 Date Entered 11/5/96
 By Row

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Mardi HZB: 144/6

PROBATIONARY TEACHER TRAINED/ASSISTED Jennifer Evans HZB: 148/6 Fiscal Year: 95/96

Month	August	Month	Sept	Month	Oct	Month	Nov
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	2
2		2		2		2	
3		3		3	3	3	
4		4		4	1	4	
5		5		5		5	
6		6	1	6		6	
7		7	1	7		7	1
8		8	2	8		8	
9		9		9	1	9	
10		10		10	1	10	
11		11	2	11	1	11	
12		12		12	1	12	
13		13		13	1	13	2
14		14		14		14	2
15		15	2	15		15	
16		16		16		16	
17		17		17		17	3
18		18		18	1	18	
19		19	1	19	2	19	
20		20	1	20	.50 Min	20	
21		21	1	21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27	3	27	
28	2	28	2	28		28	
29	2	29	2	29		29	
30	1	30		30	2.5	30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Lusan Booker
 Signature

11/1/96
 Date

Argonaut
 District/Site

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Mardi Crall

PROBATIONARY TEACHER TRAINED/ASSISTED Jennifer Evans

Fiscal Year: 95/96

Month Date	Dec Hours	Month Date	Jan Hours	Month Date	Feb Hours	Month Date	March Hours
1		1		1	1	1	
2		2		2	1	2	
3		3	2	3		3	
4	2	4		4		4	1
5		5	2	5	2	5	
6		6		6		6	3
7		7		7		7	
8	2	8		8		8	1
9		9		9	2	9	
10		10		10		10	
11	2	11	3	11		11	2
12	1	12	3	12	1	12	2
13	1	13		13	1	13	
14	1	14		14	1	14	
15	3	15		15	1	15	
16		16		16	1	16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20	2	20	
21		21		21		21	
22		22	1	22	2.5	22	3
23		23	1	23		23	
24		24	1	24		24	
25		25		25		25	
26		26	3	26	2	26	
27		27		27		27	
28		28		28	.50 Min	28	2
29		29		29		29	2
30		30		30		30	
31		31	2	31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Susan Brooks

Date 10/1/96

District/Site Argonaut

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Mardi Crall

PROBATIONARY TEACHER TRAINED/ASSISTED Jennifer Evans

Fiscal Year: 95/96

Month April		Month May		Month June		Month	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3	1	3	.75 Min	3		3	
4		4		4		4	
5	3	5		5	2	5	
6		6	1.25	6		6	
7		7	.50 Min	7		7	
8		8		8		8	
9		9		9		9	
10		10	3	10		10	
11	2	11		11		11	
12	2	12		12		12	
13		13		13		13	
14		14		14		14	
15	1	15		15		15	
16		16	2	16		16	
17		17		17		17	
18		18		18		18	
19	1	19		19		19	
20		20	1	20		20	
21		21	1	21		21	
22		22	1	22		22	
23	2	23	1	23		23	
24		24	1	24		24	
25	.50Min	25		25		25	
26		26		26		26	
27		27		27		27	
28		28	3	28		28	
29	1	29	2	29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Lusan Brooks
Signature

01/1/96
Date

Argonaut
District/Site

GSHEET # 559
 Source 5
 Date Entered 11/16
 By JW

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Carol Kummerer HZB 132A

PROBATIONARY TEACHER TRAINED/ASSISTED Kristi McKenna HZB 132A Fiscal Year: 95/96

Month	August	Month	Sept	Month	Oct	Month	Nov
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2	1	2	
3		3		3		3	2
4		4		4		4	
5		5		5		5	
6		6	1.5	6	4	6	
7		7		7		7	1
8		8	2	8		8	1
9		9		9		9	
10		10		10		10	
11		11		11	1	11	
12		12		12		12	
13		13		13		13	1
14		14		14		14	
15		15	3	15		15	1.25 HR
16		16		16		16	
17		17		17		17	2
18		18	1	18		18	
19		19	1	19	2	19	
20		20		20	1	20	
21		21	1.5	21		21	
22		22		22		22	
23		23		23	75 Min	23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27	1	27		27	
28	3	28	2	28		28	
29		29		29		29	
30		30		30	2	30	2
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Susan Brooks

Date 10/1/96

District/Site Argonaut

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Carol Kummerer

PROBATIONARY TEACHER TRAINED/ASSISTED Kristi McKenna Fiscal Year: 95/96

Month	Dec	Month	Jan	Month	Feb	Month	Mar
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4	2	4		4	1	4	
5		5	3	5	1	5	
6		6		6	1	6	
7		7		7	1	7	3
8	2	8		8		8	
9		9	2	9		9	
10		10		10		10	
11		11	1	11		11	
12		12		12	2	12	2
13	3	13		13		13	2
14	1	14		14		14	2
15		15		15	2	15	
16		16		16		16	
17		17		17		17	
18	3	18		18		18	3
19		19		19	1	19	
20		20		20		20	
21		21		21	2.5	21	
22		22	4	22		22	1
23		23		23	1	23	
24		24		24		24	
25		25		25		25	
26		26	1	26	1	26	3
27		27		27	1	27	
28		28		28	1.5	28	
29		29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan M. Burke
Signature

10/1/96
Date

Argonaut
District/Site

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Carol Kummerer

PROBATIONARY TEACHER TRAINED/ASSISTED Kristi McKenna

Fiscal Year: 95/96

Month Date	April Hours	Month Date	May Hours	Month Date	June Hours	Month Date	Hours
1	1	1		1		1	
2	1	2		2		2	
3	2	3	2	3	1.25	3	
4	1	4		4	2	4	
5	1	5		5	1	5	
6		6		6	1	6	
7		7		7	2	7	
8		8		8		8	
9		9	2	9		9	
10		10	2	10	2	10	
11		11		11		11	
12	1	12		12		12	
13		13	1	13	2	13	
14		14	1	14		14	
15		15	1.5	15		15	
16		16		16		16	
17	3	17		17		17	
18		18		18		18	
19		19		19		19	
20		20	.75 Min	20		20	
21		21		21		21	
22		22		22		22	
23	2	23	1.5	23		23	
24		24		24		24	
25		25		25		25	
26	1	26		26		26	
27		27		27		27	
28		28		28		28	
29		29	3	29		29	
30	1	30		30		30	
31	1	31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan Brooks
Signature

10/1/96
Date

Argonaut
District/Site

L^r SHEET # 558
 Source *GL*
 Date Entered *11/5/96*
 By *JHW*

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Janet Okada *HZB: 72 hrs*

PROBATIONARY TEACHER TRAINED/ASSISTED Eva Hue *HZB: 72 hrs* Fiscal Year: 95/96

August		Sept		Oct		Nov	
Month	Hours	Month	Hours	Month	Hours	Month	Hours
Date		Date		Date		Date	
1		1		1		1	
2		2		2		2	
3		3		3	2	3	1
4		4	2	4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	2
8		8		8		8	1
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12	2	12	
13		13	1	13	1	13	
14		14	1	14		14	
15		15	1	15		15	
16		16		16		16	
17		17		17		17	3
18		18		18		18	
19		19	1	19		19	
20		20	2	20		20	
21		21	1	21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27	3	27	
28		28		28		28	
29	3	29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan Brooks
 Signature

10/1/96
 Date

Argonaut
 District/Site

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Janet Okada

PROBATIONARY TEACHER TRAINED/ASSISTED Eva Hue

Fiscal Year: 95/96

Month	Dec	Month	Jan	Month	Feb	Month	March
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4	2	4	2	4		4	
5		5		5	2	5	3
6		6		6	2	6	
7		7		7		7	
8		8	2	8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12	1	12	1	12		12	
13	1	13		13		13	
14	1	14		14		14	
15	1	15		15		15	
16		16		16		16	
17		17	1	17		17	
18	2	18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	1
22		22	1	22	1	22	1
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27	1	27	
28		28		28		28	
29		29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan Burke
Signature

10/1/96
Date

Argonaut
District/Site

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Janet Okada

PROBATIONARY TEACHER TRAINED/ASSISTED Eva Hue

Fiscal Year: 95/96

Month	April	Month	May	Month	June	Month	
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2	2	2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9	1	9		9	
10		10		10		10	
11	2	11		11		11	
12	2	12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17	2	17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22	1	22		22		22	
23	1	23		23		23	
24	1	24	3	24		24	
25		25		25		25	
26		26		26		26	
27		27	4	27		27	
28		28		28		28	
29		29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan Brooks
Signature

10/1/96
Date

Argonaut
District/Site

GSHEET # 5510
 Source GL
 Date Entered 10/1/96
 By JKW

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Heidi Pierce HCB: 36 hrs

PROBATIONARY TEACHER TRAINED/ASSISTED Linda Snider HCB: 36 hrs Fiscal Year: 95/96

Month	August	Month	Sept	Month	Oct	Month	Nov
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5	1	5		5	
6		6	1	6	2	6	
7		7		7		7	
8		8		8		8	2
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13	1	13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	2
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21	2	21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26	1	26		26	
27		27		27		27	
28	3	28		28		28	
29		29		29		29	
30		30		30	3	30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Luan Brooks

Date 10/1/96

District/Site Argonaut

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Heidi Pierce

PROBATIONARY TEACHER TRAINED/ASSISTED Linda Snider

Fiscal Year: 95/96

Month	Dec	Month	Jan	Month	Feb	Month	Mar
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3		3	
4	1	4		4		4	
5		5		5		5	
6		6		6		6	
7	1	7		7		7	
8		8		8		8	
9		9	4	9	2	9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15	2	15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	2
22		22		22		22	
23		23		23		23	
24		24	.50 Min	24		24	
25		25	.50 Min	25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
30		30		30		30	
31		31		31		31	

I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Susan Brooke
Signature

10/1/96
Date

Argonaut
District/Site

Sample Log H

EMPLOYEE PROVIDING TRAINING/ASSISTANCE Heidi Pierce

PROBATIONARY TEACHER TRAINED/ASSISTED Linda Snider

Fiscal Year: 95/96

Month	April	Month	May	Month	June	Month	Hours
Date	Hours	Date	Hours	Date	Hours	Date	Hours
1		1		1		1	
2		2		2		2	
3		3		3	2	3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17	1	17		17		17	
18	1	18		18		18	
19	1	19		19		19	
20		20		20		20	
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I certify that the time documented above is an accurate representation of the time spent on probationary teacher training and assistance which is over and above that provided to permanent teachers.

Signature Susan Brooks

Date 10/1/96

District/Site Argonaut



S43165

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

AUGUST 5, 1998

BOARD OF TRUSTEES
SARATOGA UNION SCHOOL DISTRICT
SANTA CLARA COUNTY
20460 FORREST HILLS DRIVE
SARATOGA CA 95070

DEAR CLAIMANT:

RE: CERT TEACHERS EVAL CH 498/83

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	95,265.00
LESS: TOTAL ADJUSTMENTS (DETAIL ON PAGE 2)	- 85,109.00

CLAIM AMOUNT APPROVED	10,156.00
LESS: TOTAL PRIOR PAYMENTS (DETAIL ON PAGE 2)	42,692.00

AMOUNT DUE STATE	\$ 32,536.00
	=====

PLEASE REMIT A WARRANT IN THE AMOUNT OF \$ 32,536.00 WITHIN 30 DAYS FROM THE DATE OF THIS LETTER, PAYABLE TO THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875 WITH A COPY OF THIS LETTER. FAILURE TO REMIT THE AMOUNT DUE WILL RESULT IN OUR OFFICE PROCEEDING TO OFFSET THE AMOUNT FROM THE NEXT PAYMENTS DUE TO YOUR AGENCY FOR STATE MANDATED COST PROGRAMS.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EDUARDO ANTONIO AT (916) 323-0755 OR IN WRITING AT THE ABOVE ADDRESS.

SINCERELY,

JEFF YEE,
MANAGER

ADJUSTMENT TO CLAIM:

INDIRECT COSTS OVERSTATED	-	6,442.00
NO SUPPORTING DOCUMENTATION	-	300.00
NON-REIMBURSABLE ITEM	-	78,367.00

LESS: TOTAL ADJUSTMENTS - 85,109.00

PRIOR PAYMENTS:

SCHEDULE NO. MA60717A		
PAID 05-15-1997		42,692.00

LESS: TOTAL PRIOR PAYMENTS 42,692.00

EXHIBIT 4

1 **OFFICE OF THE STATE CONTROLLER**
300 Capitol Mall, Suite 1850
2 Sacramento, CA 94250
Telephone No.: (916) 445-6854
3

4
5 BEFORE THE
6 COMMISSION ON STATE MANDATES
7 STATE OF CALIFORNIA
8

9 INCORRECT REDUCTION CLAIM ON:

10 Certification of Teacher
11 Evaluator's Demonstrated
Competence

12 Education Code section 35160.5
13 Statutes of 1983, Chapter 498

14 SARATOGA UNION ELEMENTARY
15 SCHOOL DISTRICT, Claimant
16

No.: CSM 01-4136-I-045
AFFIDAVIT OF CUSTODIAN

17 I, Virginia Brummels make the following declarations:
18

- 19 1) I am an employee of the State Controller's Office and over
20 the age of 18 years.
- 21 2) I am currently employed as an Accounting Administrator II,
22 and have been so for the past year. Before that I was employed
23 as a Staff Management Auditor-Specialist, and Accounting
24 Administrator I Specialist and Supervisor for 14 years.
- 25 3) As a section manager in the Department of Accounting &
Reporting I have access to, and am involved in, the intake and
processing of claims for reimbursement for expenditures mandated
by the state.

1 4) I am a duly authorized custodian of records or other
2 qualified witness with authority to certify such records.

3 5) Any attached copies of records are true copies of records as
4 retained at our place of business.

5 4) The records were prepared or received by the personnel of our
6 office in the ordinary course of business at or near the time of
7 the act, condition, or event.

8 5) The records include claims for reimbursement, along with any
9 attached supporting documentation, remittance advices,
10 explanatory letters, or other documents relating to the above-
11 entitled Incorrect Reduction Claim.

12 I do declare that the above declarations are made under
13 penalty of perjury and are true and correct to the best of my
14 knowledge, and that such knowledge is based on personal
15 observation, information, or belief.

16 Date: January 25, 2002

17 OFFICE OF THE STATE CONTROLLER

18
19 By: *Virginia Brummels*
20 Virginia Brummels
21 Section Manager
22 Local Reimbursement Section
23
24
25

PROOF OF SERVICE VIA FIRST CLASS UNITED STATES MAIL

I am a citizen of the United States and a resident of the County of Sacramento. I am over the age of 18 years and not a party to the within entitled action. My place of employment and business address is 300 Capitol Mall, Suite 1850, Sacramento, California 95814.

On February 20, 2002, I served the foregoing **INCORRECT REDUCTION CLAIMS OF SARATOGA, DAVIS, ELK GROVE, MERCED, MILPITAS, SANTA MARIA AND DAVIS** by causing the same to be deposited in the United States Mail to the person(s) named below at the address(es) shown:

Stephen Smith
Mandated Cost Systems, Inc.
2275 Watt Avenue, Suite C
Sacramento, CA 95825

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct. Executed on February 20, 2002, at Sacramento, California.



SHAWN SILVA