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SEP 23 2009

# EXHIBIT F

# La Grange Elementary School District

P.O. Box 66 La Grange, CA 95329

La Grange Elementary School      La Grange Charter Academy

**Joseph Magnu**

**Superintendent-Principal**

**PH: (209) 853-2132**

**FAX: (209) 853-2007**

August 7, 2007,

Dear Staff Members:

I hope that you have had an enjoyable, restful and peaceful summer and are ready to return to the trenches with high expectations for yourself and the students.

Teachers may return to set up their classrooms August 13-14. All staff, including teachers, classified day and classified After School Program staff are to return for staff development/prep days August 15-17 (9:00 a.m. – 2:00 p.m.). Breakfast will be provided each day between 8:30 and 9:00. Lunch will be provided Wednesday and Thursday and we will have a staff potluck on Friday.

I have enclosed the daily agendas for Wednesday through Friday for your review. As you peruse the agendas, please keep in mind that our focus will be community building, high academic expectations, service-learning, accountability and staff team-building.

I have also enclosed a revised copy of the calendar. The Fall Break and Staff Development Days have been moved to October 15-19 to accommodate our presenters' schedules.

Work crews have been busy preparing the site and buildings for the new year. The remodeling of the kitchen, minor painting, and corrections of various safety issues will be completed by the first day of school.

I look forward to working with you to provide the students with the best possible educational experience.

Sincerely,

Joseph Magnu

# **La Grange Elementary School District**

## **Staff Development Days**

**August 15-17**

**(tentative schedule)**

### **Wed., August 15**

- **Community Team-Building**
- **Employee Handbook Review**
- **SB 187 Safe School Plan Review**
- **Emergency Procedures Review**

### **Thurs., August 16**

- **Differentiated Instruction**
- **Review of RSP Caseload**
- **Service Learning Review**

### **Fri., August 17**

- **Schedule Review**
- **Duty/Activity Schedule**

# La Grange Elementary School District

Joseph Magnu  
Superintendent-Principal

## Welcome Back Memo

Monday, August 20, 2007

Staff:

**Welcome back!** I hope you had a restful summer and are ready to tackle our 152<sup>nd</sup> year at La Grange Elementary School District! I am excited to start the new year~one that will be fun productive and positive!

Cheryl is going to Roberts Ferry to make some copies as I could not get toner from Staples and Kinko's was closed at 9 PM. I brought a small copier and will make copies that are needed for this AM.

Below is just a list of helpful hints and notes for our first day:

### **Registration:**

Some students have yet to be registered and their names are highlighted on your roster. Please send those students to the office until their parent does their job and registers them. There are no exceptions, as parents have had plenty of notice and there have been 7 registration days. Also please mark those students as tardy because they are not ready for class if they are not registered.

### **Attendance:**

- ~ mark an "A" for absent and a "T" for tardy; if they are present, leave the column blank
- ~ take a lunch count
- ~ ask if they have money or if their parents have paid for their day's lunch; if the answer is "no," write "No \$" and Cheryl will call the parent to have them return to pay for their lunch; there are NO charges this year

**Meet and Greet:** Be sure to meet and greet your students at the door after every transition time.

### **Relax and Have Fun!**

**Build those relationships** while setting the tone for behavior and classroom management.

**No Breaks~** don't let the kids "slide" – we must hold them accountable as that is the only way they will learn from their mistakes: Be firm, fair, consistent and nurturing!

**Back to School Night (5:00-6:30):** keep a sign in sheet for the parents....Cheryl or a parent may have to go to SCOE Media – Print Center to get the Parent Handbooks copied for tonight.

**Questions?** Write them down for me.

I'll see you while on my walk throughs! Have Fun!

# EXHIBIT G

July 29, 2008

Joseph Magnu, District Superintendent  
La Grange School District  
30237 Floto Street  
La Grange, CA 95329-0066

Dear Mr. Magnu:

I am writing to clarify several issues related to La Grange's funded average daily attendance (ADA) in fiscal year 2005-06. One of the primary functions of the county office is to assist school districts, especially small school districts like La Grange, in fiscal matters. This was my intention in fiscal year 2005-06 when my staff and I assisted you in maximizing La Grange's state revenue limit funding.

Our records show we prepared a total of fourteen estimated revenue limit funding calculations for La Grange for that year. The first estimate was prepared in February 2005 when ADA was estimated at 39.16. When school started in September 2005, ADA was estimated at 67.00. Throughout the fiscal year, new calculations were prepared based upon steady increases of ADA until the second period report of attendance (P2) which was certified and funded at 73.02 ADA.

At one point during the middle of the fiscal year, you told me there were additional students scheduled to enroll at the school. Since La Grange's enrollment had been consistently growing that year, I could see that it could change the revenue limit calculation and qualify the district for greater funding through the Necessary Small School Formula. I made you aware of this additional funding scenario in the event the attendance continued to increase.

While the district would receive a generous boost in funding by reaching the next tier in the formula, I remained cautiously optimistic and asserted that increased enrollment and ADA figures had to be solid and supported by proper documentation. I believe you concurred with my assertion at the time and said you were making extraordinary efforts to encourage optimal student attendance, including making periodic phone calls to students' homes when they had been absent.

Attached for your reference is a chart listing the revenue limit estimates we prepared for La Grange and the district's final funding amount (*please see Attachment A*).

Another strategy to maximize the district's ADA was for you to review the attendance trend during the fiscal year and determine whether the attendance was increasing or decreasing. Changes in average daily attendance happen due to changes in enrollment and your district had been enrolling additional students all year. Changes in attendance can also happen due to

changes in student attendance patterns through reduced absences. The more often students attend school the more funding is generated by the district.

The California Association of School Business Officials (CASBO) recommends that a district evaluate the effect its monthly attendance reporting cut-off periods have on its P2 ADA. If the district ADA is declining during the fiscal year, their advice is to end the P2 reporting period early so that ADA decline can be minimized. *(Please see Attachment B for an excerpt from CASBO's workshop materials on this topic.)*

According to our records, the district's enrollment increased through the middle of the fiscal year until March 2006 when it began to drop off. It was our recommendation that you then consider how an early P2 cut-off would affect the district's final P2 ADA.

Based upon your determination that an early P2 cut-off would indeed maximize the district's ADA, we assisted you in retroactively revising the ending dates on La Grange's school calendar months for attendance accounting purposes as provided for in Education Code Section 37201. You provided our office with revised monthly attendance reports that coincided with the revised monthly ending dates and those were used to summarize La Grange's ADA for the P2 reporting period.

It is my understanding, that the actions described above are legal means to maximize a school district's revenue limit funding. By not taking actions such as these, one would not be acting in the best interests of the district.

I hope that this letter helps to clarify from my perspective, the issues surrounding the maximization of revenue limit funding for La Grange in fiscal year 2005-06.

Please feel free to contact me at (209) 238-1956 if I can be of additional assistance.

Sincerely,



April Spencer  
Fiscal Support Services Supervisor

Cc: Don Gatti, Assistant Superintendent, Business Services  
Sandra Putnam, Director, External Services

Attachment A: *Revenue Limit Funding Chart*

Attachment B: *CASBO Workshop Material*

**ESTIMATED REVENUE LIMIT FUNDING CALCULATIONS  
 PREPARED BY STANISLAUS COUNTY OFFICE OF EDUCATION  
 FOR LA GRANGE SCHOOL DISTRICT IN FISCAL YEAR 2005-06**

**Attachment A**

Date	ADA	Estimate of Total General Purpose Revenue Limit	Funding Formula	
			Revenue Limit	Necessary Small School
2/16/05	39.16	\$232,848		X
4/8/05	55.00	\$348,702		X
5/27/05	43.85	\$264,894	X	
6/22/05	55.00	\$349,703		X
7/29/05	62.00	\$374,536	X	
9/20/05	67.00	\$404,741	X	
11/4/05	65.00	\$392,659	X	
11/9/05	65.00	\$392,659	X	
2/15/06	68.00	\$351,825		X
2/15/06	68.00	\$410,782	X	
3/3/06	71.00	\$352,314		X
3/3/06	71.00	\$428,905	X	
4/5/06	73.00	\$466,216		X
6/1/06	73.02	\$466,219		X
<b>State Certified</b>	<b>73.02</b>	<b>\$466,219</b>		<b>X</b>

Based upon a district's P2 ADA, the district may receive funding under either formula, whichever generates the greater funding (Education Code Section 42281).

The district's final P2 ADA came in at 73.02. Based upon 73.02 ADA, the Necessary Small Schools Funding Formula was greater than the Revenue Limit Formula and the district was funded \$466,219. Please see example below.

**Revenue Limit**

ADA	times	Base Revenue Limit per ADA equals	Amount
73.02		\$6,040.91	\$441,107

~ OR ~

**Necessary Small School Funding**

No. of Tchrs.	ADA Range	Amount
1	1 - 24	\$113,575
2	25 - 48	\$227,150
3	49 - 72	\$340,725
4	73 - 96	\$454,300

Plus 'Reform Add-ons' of \$163.23 per ADA: \$11,919 =

**\$466,219**

Higher of the two calculations is the Necessary Small School Formula



Please see the highlighted section below entitled "Calendar Strategies to Increase ADA".

These pages were excerpted from materials distributed at a workshop called "Pupil Attendance Accounting Strategies for Business Office Personnel" presented by the California Association of School Business Officials (CASBO) in Winter 2008.

**Attachment B**

unforeseeable closure of one or more schools. The closure may be due to fire, flood, epidemic, military threat, or other extraordinary conditions, such as not being able to secure a teacher. For a remote school district, this would include illness of the teacher. There are situations in which the state will not grant an allowance of attendance, such as seasonal occurrences for which the district should have planned ahead. This would be the case in an area of heavy snowfall or heavy fog. In these districts, it is customary to schedule into the calendar a couple of days over the 180 to help make up for days when the schools are closed.

#### **Lost or Destroyed Attendance Records (*Education Code Section 46391*)**

Lost or destroyed attendance records would constitute an emergency situation when there is absolutely no means of preparing an accurate attendance report. In this situation, the district may request that estimated ADA be used to substitute the actual ADA for the purpose of receiving state apportionments. A majority of the district's governing board members and the County Superintendent of Schools must sign affidavits that certify a loss has occurred. Upon acceptance of those affidavits by the Superintendent of Public Instruction, the Superintendent's office may estimate the ADA for the district for the period affected. This estimated attendance will be deemed to be the actual attendance of the district for the purpose of receiving state apportionments.

#### **Recording Attendance for Emergency Days**

A day on which school was not held due to an emergency condition should be marked "Emergency Closure" on the teacher's register and the attendance system school calendar to avoid overstating ADA. To calculate the ADA for a school site granted an approved emergency closure, the district should deduct the number of emergency days from the total number of days in the reporting period for the affected school. This will cause the divisor in the ADA calculation for that school to be smaller and the resultant product to only reflect attendance on the days school was actually in session. If the closure was not district-wide, the affected school should be totaled and calculated separately, and then added to the ADA calculated by grade level for the remainder of the district.

On days that may apply as days of material decrease, attendance should be recorded as usual on the teacher's register. This data will be necessary both to calculate that a 10% decrease in attendance did occur and to document the resulting application for emergency consideration. If the district's application for waiver due to a material decrease is approved, the daily totals should be adjusted at the district level to reflect the normal daily attendance, but the individual actual attendance records should not be changed. Normal daily attendance is defined as the ADA of the school during either October or May of the same school year, at the district's option.



#### **Calendar Strategies to Increase ADA**

P-2 is the average apportionment attendance from the first day of school through the last whole school month ending on or before April 15. In many districts, attendance declines towards the last part of the year. Consider moving the P-2 cut-off date to end the Friday in March, occurring 3 weeks before April 15 and include or exclude any of the winter break weeks (*Education Code Section 37201*). Absence rates are generally higher around the Spring Break periods. This may be done after the P-2 cut-off with retroactive adjustments to the system school attendance

calendar. Strategically moving the P-2 cut-off date one or two weeks before the Spring Break period is an advantage and should result in a higher percentage of attendance reported at P-2. It generally does not require a change to the published school calendar distributed to parents, employees, etc. This revision however, may require different close of attendance records for one or more school sites. State attendance reports may be amended for the current or prior year (*Education Code* Section 41601). In a high growth district, where ADA grows during the year, you may do the opposite and try to move P-2 as close to April 15 as possible.

Review historical ADA trends and analyze by school site, since the attendance pattern near the P-2 cut-off date affects ADA some sites will be negative, others will be positive. Typically, secondary schools' ADA drops off after January.

Build school calendars to maximize ADA by strategically positioning:

First day of school: Avoid day after major holiday as this is typically results in low attendance day

If you start early in the year, publicize heavily as families often plan vacations around the Labor Day weekend thus missing school time

End of P-2 cut-off: Consider effect of winter and spring breaks on attendance

Holidays: When possible, place on a Friday or Monday (Veteran's Day must be celebrated on November 11)

Board resolution required for holidays on alternative dates

If many families take extended vacations around Winter Break and return days or weeks late, plan on a longer Winter Break

School events: In diverse communities, hold special school activities that focus on various cultural events, or plan intersessions around other holidays

## Key Points

- As a condition of state apportionment, public educational agencies must meet statutory requirements pertaining to school year, school days, minimum school day, and annual instructional minutes. Noncompliance can result in severe fiscal penalties and loss of the related state apportionment.
- Pursuant to *Education Code* Section 37202, school districts must comply with the equal instructional time standard. In other words, the annual instructional minutes must be equal for the same grade level within a school district.
- Educational time reported for purposes of state apportionment must be under the immediate control and supervision of a properly credentialed certificated employee of the local educational agency, except for independent study, which is under the general supervision of a teacher.
- Educational agencies should seek a state emergency waiver when unforeseen or extraordinary conditions occur to avoid loss of state apportionment due to the emergency situation.
- Junior and senior high school block schedules may present noncompliance if pupils are not enrolled for at least 240 minutes each school day or 1200 instructional minutes during any school day week.

# **EXHIBIT H**

# La Grange Elementary School District

30237 Floto Street; PO Box 66

La Grange, CA 95329

## **EMPLOYMENT CONTRACT** **CERTIFICATED POSITION: DISTRICT ADMINISTRATOR-TEACHER**

This employment contract is by and between the Governing Board of the La Grange Elementary School District and Joseph Magnu. The District and Joseph Magnu, for the consideration herein specified, agree as follows:

### **I. TERM**

The District, in consideration of the promises by Joseph Magnu herein contained, agrees to employ, and hereby accepts employment as the District Administrator-Teacher for a term commencing July 1, 2008 and ending June 30, 2011. This term is the second year of a four-year contract. This term includes the following:

- A. 220 Days\*
- Mr. Magnu reserves the right to work from home or SCOE during the summer months to conduct school business.
  - Provided that a Lead Teacher is designated as "Principal for the Day," Mr. Magnu reserves the right to complete school business tasks from home or SCOE on special circumstances to avoid interruptions (i.e.: budget development; 1<sup>st</sup> & 2<sup>nd</sup> Interim Reports; Program/Curriculum Development; Grant Writing; Policy Revisions; Program Evaluation Reports; Certificated and other staff Evaluations; and others as designated).
- B. Mr. Magnu is responsible for attending the following meetings:
- Stanislaus SELPA Superintendents' Council (monthly)
  - Small Schools Superintendents' (quarterly)
  - After School Program Consortium (monthly)
  - Payroll (monthly)
  - School Board (monthly)
  - Stanislaus Superintendents' (monthly, as meeting agendas pertain to small schools)
  - Delta Sierra Service Learning Collaborative (monthly)

### **II. COMPENSATION**

The District shall pay an annual salary of \$ 90,025. The salary shall be payable on the last day of each month in installments of one-twelfth of the annual salary rate for services rendered during the preceding month. This annual salary is subject to an annual COLA with the opportunity to negotiate the base amount of \$ 90,025 for each consecutive year of the contract. This contract includes full health, dental and vision benefits for Joseph Magnu and his family. Mr. Magnu will also receive a mileage stipend of \$ 4,000 to cover gas expenses for the various meetings he is required to attend. Compensation shall also include monthly cell phone service to conduct school business when away from campus. The District shall also pay for the Administrator's/District's annual dues to professional associations.

**III. PROFESSIONAL DUTIES AND RESPONSIBILITIES** (Please see attached job descriptions.)

**IV. SICK LEAVE AND PERSONAL NECESSITY DAYS BENEFITS** (Please see attached policy.)

**V. EVALUATION**

Mr. Magnu will meet with the Board to discuss his job performance throughout the year during Board meetings. Written evaluations will occur in October, February and June of each contract year.