

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

February 15, 2024

To: Superintendents and Business Managers

From: Fernie Marroquin, Assistant Superintendent *FM*
Business Services

Subject: Upcoming Public Hearing/Meeting Requirements – Budget, LCAP & EPA

LCAP	BUDGET	EPA
2 meetings on separate dates required:	2 meetings on separate dates required:	1 meeting:
<p>1. The LCAP Hearing is a public hearing to solicit public recommendations and comments held at least 3 working days following availability of the proposed LCAP or annual update to the LCAP for public inspection. The LCAP hearing must be held at the same meeting as the Budget Hearing. ☞</p>	<p>1. The Budget Hearing is a public hearing held at least 3 working days following availability of the proposed budget for public inspection. The Budget Hearing is held at the same time as the LCAP ☞ Hearing.</p> <p>*Important Note: The budget hearing must include a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties.</p>	
<p>2. LCAP Adoption is done at a public meeting to adopt the LCAP or annual update to the LCAP. The LCAP Adoption must be at the same meeting as the Budget Adoption. ☞</p>	<p>2. Budget Adoption is done at a public meeting to adopt the proposed budget. The budget cannot be adopted until the ☞ LCAP is adopted.</p>	<p>1. EPA Approval is done at a public meeting to approve the spending plan. The EPA should be approved at the time of ☞ the Budget Adoption.</p>

2024-2025 LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

A governing board of a school district shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan or annual update to the local control and accountability plan. The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the local control and accountability plan or annual update to the local control and accountability plan will be available for public inspection. The public hearing shall be held at the same meeting as the public hearing required by paragraph (1) of subdivision (a) of Section 42127.

LCAP Public Hearing: Pursuant to Education Code section 52062(b)(1), governing boards must hold at least one public hearing to solicit the recommendations and comments from member of the public regarding the specific actions and expenditures proposed to be included in the LCAP or annual update to the LCAP. This public hearing shall be held at the same meeting as the budget hearing required by Education Code section 42127(a)(1). The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the local control and accountability plan or annual update to the local control and accountability plan will be available for public inspection.

LCAP Adoption: The governing board shall adopt the LCAP or annual update to the LCAP in a public meeting. The LCAP adoption meeting must be held after, but not on the same day as the public hearing(s) to solicit recommendations/comments from the public. Also note, the LCAP or the annual update to the LCAP must be adopted preceding the budget adoption at the same governing board meeting.

2024-2025 BUDGET HEARING

NOTE: YOU MUST HOLD A PUBLIC HEARING ON THE PROPOSED BUDGET. AT A SEPARATE PUBLIC MEETING, ON A DIFFERENT DATE, YOUR DISTRICT MUST ADOPT THE PROPOSED BUDGET. The district's budget must be adopted **BY JULY 1**. The budget hearing must include a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties pursuant to Education Code Section 42127(a)(2)(B).

Education Code Section 42103 requires the County Superintendent of Schools to publish notification of public inspection and hearing on the proposed budget for each school district. These notices must contain the date, time and place of the inspection and public hearing for the proposed budget. TCOE will publish the notice in a newspaper of your choice within Tulare County, as required by this code section in the period between 45 days and 10 days before the hearing.

Enclosed is a **Budget Hearing Planning Form** for use by your board in scheduling the 2024-2025 public hearing on the proposed budget and arranging for TCOE to publish the notice of public hearing. The planning form is also posted on our website at: <https://business-services.tcoe.org/home>

(Username: siteuser@tcoe.org Password: password) Click on "Forms" listed on the left side.

We ask that you take the matter to your board, complete the form and return it to this office **BY APRIL 12, 2024**.

In order to accommodate requirements for placing notices in local newspapers, we request that your board set its May or June budget hearing date no later than during its April meeting. This will ensure that we have

Upcoming Public Hearing/Meeting Requirements

sufficient time to prepare all the districts' notices and transmit them to the newspapers within the statutory timeline. We appreciate receiving your completed Budget Hearing Planning Form **BY APRIL 12, 2024**.

Please complete the enclosed form after the board sets the budget hearing date, and return it to TCOE Business, Attn: Vanessa Cantu. If you have any questions about this schedule, please contact Vanessa at 559-733-6312 or vanessa.cantu@tcoe.org. Thank you for your assistance.

2024-2025 Education Protection Account Fund (EPA)

The governing board must make the spending determination regarding the Education Protection Account (EPA) Funding in open session during a public meeting of the governing board. The EPA spending plan should be approved by the board at the time the budget for each year is adopted. California Constitution, Article XIII, Section 36 (Proposition 30)

FM/vc
Enclosure

2024-2025 Budget Hearing Planning Form

Complete this form
and file with TCOE
Attn: Vanessa C
no later than
April 12, 2024

Name of District: _____

Education Code 42103 requires each school district governing board to hold a public hearing on the proposed budget. The proposed budget must be available for public inspection **at least three working days** before the date of the public hearing.

A. Public Hearing Information

Date of Public
Hearing: _____

Time: _____ ☐ a.m. ☐ p.m.

Address: _____

Location: _____

(specify room #, board room, library etc.) – Provide Zoom Info, if applicable



The date you provide on the line below must be at least 3 **working** days prior to the public hearing date you entered above (**do not** count the date of the public hearing or Saturdays/Sundays when calculating this date.)

Date budget will be
available for
inspection: _____

Location of
Inspection and
Website: _____

(specify district office, business office or other location, room # etc. and website to access budget online)

The governing board shall prepare and adopt a budget, in accordance with Education Code 42126 and 42127.

B. Budget Adoption Information



The date you provide on the line below must be different from the date of the public hearing in Section A above.

Date budget will be
adopted by the Board: _____

The budget must be adopted on a **different date**, at a **separate public meeting**, than the public hearing.

The County Superintendent of Schools shall publish the date and location at which the proposed budget may be inspected by the public as well as the date, time, and location of the public hearing of the proposed budget.

C. Newspaper Selection*

☐
☐
☐

Mid-Valley Times (formerly Dinuba Sentinel)
Foothills Sun-Gazette
Porterville Recorder

☐
☐

Tulare Advance-Register
Visalia Times-Delta

* Please note you must select one of the newspapers above because they are the only newspapers of general circulation in the county that meet the requirements of Education Code 42103. We will happily publish in other newspapers in addition to one listed above, but there will be additional costs to the district to do so.

☐ Other – Please specify: _____

2024-2025 Budget Hearing Planning Form

Complete this form and
file with TCOE Attn:
Vanessa C
no later than
April 12, 2024

Name of
District: _____

Education Code 42103 requires each school district governing board to hold a public hearing on the proposed budget. The proposed budget must be available for public inspection **at least three working days** before the date of the public hearing.

A. Public Hearing Information

Date of Public
Hearing: _____

Time: _____ ☐ a.m. ☐ p.m.

Address: _____

Location: _____

(specify room #, board room, library etc.) – Provide Zoom Info, if applicable



The date you provide on the line below must be at least 3 **working** days prior to the public hearing date you entered above (**do not** count the date of the public hearing or Saturdays/Sundays when calculating this date.)

Date budget will be
available for
inspection: _____

Location of
Inspection and
Website: _____

(specify district office, business office or other location, room # etc. and website to access budget online)

The governing board shall prepare and adopt a budget, in accordance with Education Code 42126 and 42127.

B. Budget Adoption Information



The date you provide on the line below must be different from the date of the public hearing in Section A above.

Date budget will be
adopted by the Board: _____

The budget must be adopted on a **different date**, at a **separate public meeting**, than the public hearing.

The County Superintendent of Schools shall publish the date and location at which the proposed budget may be inspected by the public as well as the date, time, and location of the public hearing of the proposed budget.

C. Newspaper Selection*

☐

Mid-Valley Times (formerly Dinuba Sentinel)

☐

Tulare Advance-Register

☐

Foothills Sun-Gazette

☐

Visalia Times-Delta

☐

Porterville Recorder

* Please note you must select one of the newspapers above because they are the only newspapers of general circulation in the county that meet the requirements of Education Code 42103. We will happily publish in other newspapers in addition to one listed above, but there will be additional costs to the district to do so.

Other – Please specify: _____

4 Buena Vista Elementary School I
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 3/15/2024 12:00:00AM

3/15/2024
7:29:04AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
62253691	012488	CA DEPT OF EDUCATION		PV-240355	3 / 13 / 24	24 SF 46458	130-53100-0-00000-37000-47000-000-000	\$60.45		00
							62253691	Check Total:		
62253692	012064	FGL ENVIRONMENTAL		PV-240356	2 / 29 / 24	440415A & 440753A	010-00000-0-00000-82000-55000-000-000	\$109.00		00
							62253692	Check Total:		
62253693	005383	SOUTHERN CALIF EDISON CO		PV-240357	3 / 8 / 24	various	010-00000-0-00000-82000-55000-000-000	\$2,229.77		00
							62253693	Check Total:		
62253694	013034	U.S. BANK		PV-240359	3 / 5 / 24	various	010-00000-0-00000-72000-59000-000-000	\$45.39		00
				PV-240359	3 / 5 / 24	various	010-11000-0-11100-10000-43000-000-000	\$128.68		00
				PV-240359	3 / 5 / 24	various	010-11000-0-11100-10000-44000-000-000	\$534.90		00
				PV-240359	3 / 5 / 24	various	010-32180-0-11100-10000-44000-000-000	\$596.48		00
							62253694	Check Total:		
								District Total:		\$3,704.67

Fund Totals:

Fund	Fund Title	Amount
0100	General Fund	\$3,644.22
1300	Cafeteria Special Revenue Fund	\$60.45
Grand Total:		\$3,704.67

4 Buena Vista Elementary School I
DISTRICT APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 3/28/2024 12:00:00AM

3/28/2024
6:48:20AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
62255813	012778	AT&T		PV-240360	3 / 20 / 24	various	010-00000-0-00000-27000-59000-000-000	\$119.78		00
							62255813 Check Total:	\$119.78		
62255814	012960	GOWIN GREEN INC		PV-240361	3 / 19 / 24	220	010-00000-0-00000-82000-55000-000-000	\$600.00		00
							62255814 Check Total:	\$600.00		
62255815	012108	JORGENSEN & COMPANY		PV-240362	3 / 20 / 24	6120982	010-00000-0-00000-82000-56000-000-000	\$666.84		00
							62255815 Check Total:	\$666.84		
62255816	013014	PRO-YOUTH		PV-240363	2 / 29 / 24	2069	010-26000-4-11100-10000-58000-208-000	\$19,044.70		00
							62255816 Check Total:	\$19,044.70		
62255817	012984	R & L CROW DISTRIBUTING		PV-240364	2 / 29 / 24	various	010-54660-0-00000-37000-47000-000-000	\$1,124.00	J	06
							62255817 Check Total:	\$1,124.00		
62255818	012848	ROCHE OIL, INC		PV-240365	3 / 15 / 24	56303	010-07230-0-00000-36000-43000-000-000	\$317.62		00
							62255818 Check Total:	\$317.62		
62255819	012745	SOUTHWEST SCHOOL&OFFICE SUPPLY		PV-240366	3 / 16 / 24	6000583338	010-11000-0-11100-10000-43000-000-000	\$1,209.29		00
							62255819 Check Total:	\$1,209.29		
62255820	012079	SYSKO FOODSERVICES OF MODESTO		PV-240370	3 / 6 / 24	various	010-00000-0-00000-82000-43000-000-000	\$1,089.18		00
				PV-240370	3 / 6 / 24	various	130-53100-0-00000-37000-47000-000-000	\$3,294.47		00
				PV-240370	3 / 6 / 24	various	130-53100-0-00000-37000-43000-000-000	\$35.07		00
							62255820 Check Total:	\$4,418.72		
62255821	012815	TOSHIBA FINANCIAL SERVICES		PV-240367	3 / 9 / 24	524518156	010-00000-0-00000-27000-56000-000-000	\$285.60		00
							62255821 Check Total:	\$285.60		
62255822	012955	VALLEY EXPETEC		PV-240368	4 / 1 / 24	B0001512	010-07200-0-00000-77000-56000-204-000	\$2,337.12		00
							62255822 Check Total:	\$2,337.12		

4 Buena Vista Elementary School I
DISTRICT APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 3/28/2024 12:00:00AM

3/28/2024
6:48:20AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference	Invoice	Account Code	Audit		
				Number	Date		Amount	Flag	1099
62255823	012641	Valley Food Service							
				PV-240369	3 / 7 / 24	436364	130-53100-0-00000-37000-47000-000-000	\$610.57	00
				PV-240369	3 / 7 / 24	436364	130-53100-0-00000-37000-43000-000-000	\$444.60	00
62255823 Check Total:							\$1,055.17		
District Total:							\$31,178.84		

Fund Totals:

Fund	Fund Title	Amount
0100	General Fund	\$26,794.13
1300	Cafeteria Special Revenue Fund	\$4,384.71
Grand Total:		\$31,178.84

4 Buena Vista Elementary School I
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 4/5/2024 12:00:00AM

4/5/2024
7:32:02AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference	Invoice	Invoice No	Account Code	Audit		
				Number	Date			Amount	Flag	1099
62258574	012872	CVIN LLC		PV-240371	4 / 1 / 24	52851	010-00000-0-00000-72000-59000-000-000	\$246.32		06
							62258574 Check Total:	\$246.32		
62258575	013040	Dale Atkins Contractor		PV-240373	3 / 19 / 24	Application 4 & 5	356-77100-0-00000-85000-62000-000-000	\$113,725.94	A	06
							62258575 Check Total:	\$113,725.94		
62258576	012785	DOUGLAS K JANZEN		PV-240372	3 / 7 / 24	224061	356-77100-0-00000-85000-62000-000-000	\$4,119.00		00
							62258576 Check Total:	\$4,119.00		
62258577	012883	MID VALLEY DISPOSAL		PV-240374	4 / 1 / 24	2895874	010-00000-0-00000-82000-55000-000-000	\$600.70		00
							62258577 Check Total:	\$600.70		
62258578	012841	OFFICE PRIDE		PV-240375	4 / 1 / 24	196555	010-00000-0-00000-82000-55000-000-000	\$1,558.00		00
							62258578 Check Total:	\$1,558.00		
62258579	012978	POWER BUSINESS TECHNOLOGY		PV-240376	3 / 26 / 24	171717	010-00000-0-11100-10000-56000-000-000	\$148.94		00
				PV-240376	3 / 26 / 24	171717	010-00000-0-11100-10000-43000-000-000	\$25.95		00
							62258579 Check Total:	\$174.89		
62258580	012848	ROCHE OIL, INC		PV-240377	3 / 31 / 24	56401	010-07230-0-00000-36000-43000-000-000	\$507.69		00
							62258580 Check Total:	\$507.69		
62258581	012374	SISC III		PV-240378	4 / 1 / 24	statement	010-00000-0-00000-00000-95024-000-000	\$29,174.65	G	00
							62258581 Check Total:	\$29,174.65		
62258582	013030	TYGER BATES		PV-240379	3 / 31 / 24	1620	010-00000-0-00000-71500-58000-000-000	\$275.00		06
							62258582 Check Total:	\$275.00		
62258583	012894	VISALIA UNIFIED SCHOOL DIST.		PV-240380	4 / 3 / 24	2611	010-07230-0-00000-36000-58000-000-000	\$1,679.15		00
							62258583 Check Total:	\$1,679.15		

4 Buena Vista Elementary School I
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 4/5/2024 12:00:00AM

4/5/2024
7:32:02AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
District Total:								\$152,061.34		

Fund Totals:

Fund	Fund Title	Amount
3560	County School Facilities Fund - Full- Day Kinder Facilitie	\$117,844.94
0100	General Fund	\$34,216.40
Grand Total:		\$152,061.34

4 Buena Vista Elementary School I
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 3/8/2024 12:00:00AM

3/8/2024
7:33:20AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
62251471	012393	BESSINGER, TERRY		PV-240339	3 / 7 / 24	claim form	010-00000-0-11100-10000-52000-000-000	\$17.42		00
							62251471 Check Total:	\$17.42		
62251472	012872	CVIN LLC		PV-240340	3 / 1 / 24	52055	010-00000-0-00000-72000-59000-000-000	\$246.32		06
							62251472 Check Total:	\$246.32		
62251473	012883	MID VALLEY DISPOSAL		PV-240341	3 / 1 / 24	2875033	010-00000-0-00000-82000-55000-000-000	\$600.70		00
							62251473 Check Total:	\$600.70		
62251474	013009	ODP BUSINESS SOLUTIONS LLC		PV-240342	2 / 26 / 24	356056227001	010-11000-0-11100-10000-43000-000-000	\$167.53		00
							62251474 Check Total:	\$167.53		
62251475	012841	OFFICE PRIDE		PV-240343	3 / 1 / 24	191827	010-00000-0-00000-82000-55000-000-000	\$1,558.00		00
							62251475 Check Total:	\$1,558.00		
62251476	012978	POWER BUSINESS TECHNOLOGY		PV-240344	2 / 28 / 24	167631	010-00000-0-00000-27000-56000-000-000	\$128.91		00
							62251476 Check Total:	\$128.91		
62251477	012805	RES COM		PV-240345	3 / 2 / 24	2205590	010-00000-0-00000-82000-55000-000-000	\$120.00		00
							62251477 Check Total:	\$120.00		
62251478	012848	ROCHE OIL, INC		PV-240346	2 / 22 / 24	56208	010-07230-0-00000-36000-43000-000-000	\$332.87		00
							62251478 Check Total:	\$332.87		
62251479	012374	SISC III		PV-240347	3 / 1 / 24	statement	010-00000-0-00000-00000-95024-000-000	\$29,174.65	G	00
							62251479 Check Total:	\$29,174.65		
62251480	012556	Smart & Final		PV-240348	2 / 12 / 24	Receipt	010-00000-0-11100-10000-43000-000-000	\$193.67		00
							62251480 Check Total:	\$193.67		
62251481	005383	SOUTHERN CALIF EDISON CO		PV-240351	3 / 1 / 24	statement	010-00000-0-00000-82000-55000-000-000	\$18.40		00

4 Buena Vista Elementary School I
District APY

Tulare County Office of Education
Detailed Check Register
Date Paid: 3/8/2024 12:00:00AM

3/8/2024
7:33:20AM

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APY250

Check No	Vendor No	Vendor Name	PO #	Reference Number	Invoice Date	Invoice No	Account Code	Amount	Audit Flag	1099
								62251481	Check Total:	\$18.40
62251482	012079	SYSKO FOODSERVICES OF MODESTO		PV-240353	2 / 28 / 24	various	130-53100-0-00000-37000-47000-000-000	\$3,651.26	H	00
				PV-240353	2 / 28 / 24	various	130-53100-0-00000-37000-43000-000-000	\$1,125.10	H	00
								62251482	Check Total:	\$4,776.36
62251483	012354	THE HOME DEPOT CRC		PV-240349	1 / 31 / 24	6511357	010-00000-0-00000-82000-43000-000-000	\$95.05		00
								62251483	Check Total:	\$95.05
62251484	013025	TULARE COUNTY SHERIFF'S OFFICE		PV-240350	2 / 15 / 24	statement	010-07200-0-11100-83000-58000-308-000	\$7,319.83	L	00
								62251484	Check Total:	\$7,319.83
62251485	012955	VALLEY EXPETEC		PV-240354	2 / 27 / 24	B0001465	010-00000-0-11100-10000-44000-000-000	\$3,948.42		00
								62251485	Check Total:	\$3,948.42
62251486	012894	VISALIA UNIFIED SCHOOL DIST.		PV-240352	3 / 6 / 24	2528	010-07230-0-00000-36000-58000-000-000	\$1,679.15		00
								62251486	Check Total:	\$1,679.15
								District Total:		\$50,377.28

Fund Totals:

Fund	Fund Title	Amount
0100	General Fund	\$45,600.92
1300	Cafeteria Special Revenue Fund	\$4,776.36
Grand Total:		\$50,377.28