

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

(530) 458-7791 FAX (530) 458-4030

AGENDA

**Board of Trustees Regular Meeting
DISTRICT OFFICE CONFERENCE ROOM**

September 16, 2014

6:00 p.m. Open Session with Closed Session to Follow

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION
AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.

Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]

6:00 P.M. OPEN SESSION

- A. Call to Order
- B. Pledge of Allegiance
- C. Hearing of Public for items on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

- D. Hearing of Public for items not on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the board may not be prepared to comment on the issues they raise, but may request those items to be properly agendaized for inclusion in the discussions at a future meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

- E. Reports:

- 1. Student's Report
- 2. Recognitions & Celebrations
- 3. President's Report
 - a. Board of Trustee Time – *this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting*
- 4. Superintendent's Report
 - a. Improving Achievement (*standing item*)
 - 1. Discussion of LCAP action item calendar
 - b. Management (*standing item*)
 - 1. Board and Staff Communications
 - 2. SELPA Update
 - 3. Technology Upgrades

4. Facilities Update

c. Budget (*standing item*)

1. Modernization Bond
2. Enrollment

- F. CSEA (California School Employees Assn.) Representative's Report
- G. CEA (Colusa Educators Association) Representative's Report
- H. Public Hearing for Resolution #2014-15.02 Sufficiency or Insufficiency of Instructional Materials
- I. Information/Discussion/Possible Action Items
1. Consider approval of Resolution #2014-15.02 – Sufficiency or Insufficiency of Instructional Material
 2. Consider approval of BP 6146.1-High School Graduation
 3. Consider approval of Board Policies and Administrative Regulations:
 - a. First Reading of BP 3312- Contracts
 - b. First Reading of BP 3452 – Fundraising
 - c. Second Reading of BP 0200 - Goals for the School District
 - d. Second Reading of BP/AR 3260 - Fees and Charges
 - e. Second Reading of BP 3280 - Sale or Lease of District-Owned Real Property
 - f. Second Reading of AR 3460 - Financial Reports & Accountability
 - g. Second Reading of BP 3513.3 - Tobacco Free Schools
 - h. Second Reading of E 4112.9/4212.9/4312.9 - Employee Notification
 - i. Second Reading of AR 4117.14/4317.14 - Post Retirement Employment
 - j. Second Reading of AR 4117.7/4317.7 - Employment Status Reports
 - k. Second Reading of BP 5131.62 - Tobacco
 - l. Second Reading of BP/AR 5144 – Discipline
 - m. Second Reading of BP/AR 5144.1 – Suspension & Expulsion/Due Process
 - n. Second Reading of E 5145.6 – Parental Notifications
 - o. Second Reading of BP 6141.5 – Advanced Placement
 - p. Second Reading of BP 6142.92 – Mathematics Instruction
 - q. Second Reading of BP 6151 – Class Size
 - r. Second Reading of BP 6162.5 – Student Assessment
 - s. Second Reading of BP 6162.54 – Test Integrity/Test Preparation
 - t. Second Reading of BP 6163.1 – Library Media Centers
 - u. Second Reading of BP/AR 6184 – Continuation Education
 - v. Second Reading of BB 9324 – Minutes & Recordings
 4. 13-14 Confidential/Classified ASES Management Salary Schedule
 5. 13-14 Administrative Salary Schedule
 6. Payroll Adjustment for School Nurse
 7. Approve Lease/Purchase Financing to obtain Maintenance Vehicle
 8. Social Media – Use and its effect on students
- J. Motion to Approve Items on the Consent Action Agenda
1. Consider Approval of Consent Agenda: Regular and Customary Business Items:
 - a. Minutes of August 19, 2014 Regular Board Meeting
 - b. Minutes of August 25, 2014 Special Board Meeting
 - c. August Payroll

- d. Approve Budget Revision
 - e. Approve 13-14 Unaudited Actuals
 - f. Approve Resolution #2014-15.01 GANN Limit
 - g. Approve Surplus Equipment – CHS Ag Tractor
 - h. Approve Joint CUSD-CEA Sunshine Proposal
 - i. Approve Joint CUSD-CEA Sunshine Proposal
 - j. Consider approval of 2014-15 Application for Funding - Agricultural Career Technical Education Incentive Grant
 - k. Approve Routine Restricted Maintenance Account Certification
 - l. Personnel Assignment Order #2014-2015 #2
 - m. Approve 2014-2015 Annual Credentialing Report
 - n. Approve 2014-2015 Extra Duty Stipends
 - o. Associated Student Body Fund
 - p. Warrants: Batch #7-10
- J. Hearing of Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
- 1. Student Matters:
 - a. Out-of-School Suspensions
 - b. Inter-District Transfers
 - c. Consider approval of AHP Recommendation for Expulsion Case #EH2014-15.01
 - d. Consider approval of AHP Recommendation for Expulsion Case #EH2014-15.02
 - 2. Personnel Matters:
 - a. Public Employment
 - 1. New Hires 2014/2015
 - 2. Extended Leave Request
 - b. Public Employee Discipline/Dismissal/Release/Resignations
 - 3. Negotiations:
 - a. Instructions to District Negotiators (*Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives.*)
- L. Reconvene and announce action taken during Closed Session
- 1. Announce possible action taken regarding AHP Recommendation of Expulsion Case #EH2014-15.01
 - 2. Announce possible action taken regarding AHP Recommendation of Expulsion Case #EH2014-15.02
 - 3. Announce possible action taken regarding Extended Leave Request
- M. Adjournment of the Meeting

Colusa Unified School District

PUBLIC NOTICE

There will be a Public Hearing at the September 16, 2014 School Board of Trustees' Meeting to discuss Instructional Materials. Input is welcome from parents, staff and other interested parties.

The Board will be discussing whether the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks. Sufficient textbooks and instructional materials have been provided to each student, including English learners, in Mathematics, Science, History-Social Science, and English/Language Arts, including the English language development component of an adopted program, and sufficient textbooks or instructional materials have been provided to each pupil enrolled in foreign language or health classes, and sufficient laboratory Science equipment has been provided for Science laboratory classes offered in grades 9-12.

The meeting will be held at Colusa Unified School District, Conference Room, 745 Tenth Street, Colusa, CA 95932 at 6:00 p.m.

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth Street
Colusa, California 95932

RESOLUTION #2014-15.02
SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS

WHEREAS, the governing board of Colusa Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 16, 2014 at 6 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Colusa Unified School District, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, between the 2008-09 through the 2014-15 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Colusa Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Burchfield Primary School Adopted Textbooks
2014-2015

| | | |
|--|-----------------------|------|
| Grades Kdgn - 3: <i>Harcourt Ca. HSP Math</i> | Harcourt | 2008 |
| <i>California Treasures</i> | Macmillan/McGraw Hill | 2010 |
| <i>Scott Foresman History -</i> | Scott Foresman | 2007 |
| <i>Social Studies</i> | | |
| <i>FOSS (Full Option Science System)</i> | Delta Education | 2007 |
| ELD: | | |
| Grades Kdgn - 3: | | |
| <i>California Treasures - ELD</i> | Macmillan/McGraw Hill | 2010 |

**Egling Middle School Adopted Textbooks
2014-2015**

| | | | |
|------------------------|--|----------------------------|------|
| Grades 4-5: | <i>Harcourt Ca. HSP Math</i> | Harcourt | 2008 |
| | Pilot Engage New York | | |
| | Science: <i>FOSS</i> | Delta Education | 2007 |
| | <i>California Treasures</i> | Macmillan/McGraw Hill | 2010 |
| | Social Studies: <i>California Vistas</i> | Macmillan/McGraw Hill | 2007 |
| Grade 6: | Mathematics: <i>Concepts, Skills and Problem Solving</i> | Glencoe-McGraw Hill | 2008 |
| | Pilot Engage New York | | |
| | Science: <i>Earth Science</i> | Prentice Hall | 2008 |
| | <i>California Treasures</i> | Macmillan/McGraw Hill | 2010 |
| | Social Studies: <i>History Alive!</i> | Curriculum Institute | 2006 |
| Grade 7: | Mathematics: <i>Mathematics Concepts and Skills</i> | Glencoe-McGraw Hill | 2008 |
| | Pilot Common Core 7 | Mathlinks | |
| | UCLA Algebra Readiness | Center for Math & Teaching | 2008 |
| | Science: <i>Life Science California Edition</i> | Prentice Hall | 2008 |
| | Language Arts: <i>Holt Literature</i> | Holt McDougal | 2010 |
| | <i>California Spelling Lessons and Activities</i> | Holt McDougal | 2010 |
| | Social Studies: <i>Medieval World and Beyond</i> | Curriculum Institute | 2006 |
| Grade 8: | Mathematics: <i>Mathematics Concepts and Skills</i> | Glencoe-McGraw Hill | 2008 |
| | Pilot Common Core 8 | Mathlinks | 2014 |
| | <i>Algebra I Concepts and Skills</i> | Glencoe/McGraw Hill | 2008 |
| | Pilot Intergrated I | Carnegie Learning | 2014 |
| | Science: <i>Physical Science California Edition</i> | Prentice Hall | 2008 |
| | Language Arts: <i>Holt Literature</i> | Holt McDougal | 2010 |
| | <i>California Spelling Lessons and Activities</i> | Holt McDougal | 2010 |
| | Social Studies: <i>U.S. Through Industrialization</i> | Curriculum Institute | 2006 |
| Grades 4-8 ELD: | | | |
| | <i>Language!</i> | Sopris West | 2004 |

**CHS/CAHS Core Textbooks
2014-2015**

Mathematics:

| | | |
|--|--------------------|------|
| <i>Algebra I: Integrated Math 1</i> | Carnegie Learning | 2012 |
| <i>Geometry</i> | Prentice Hall | 2004 |
| <i>Algebra 2</i> | Prentice Hall | 2004 |
| <i>Pre-calculus</i> | Brooks/Cole | 2012 |
| <i>Calculus</i> | Houghton Mifflin | 2006 |
| <i>Mathematical Models with Applications</i> | W.H. Freeman & Co. | 2002 |

Supplemental

| | | |
|-------------------------|-------------|------|
| <i>Accelerated Math</i> | Renaissance | 2003 |
|-------------------------|-------------|------|

Social Science:

| | | |
|--|------------------|------|
| <i>Modern World History</i> | McDougal Littell | 2006 |
| <i>The Americans</i> | McDougal Littell | 2006 |
| <i>Civics in America</i> | McDougal Littell | 2003 |
| <i>The American Pageant (AP)</i> | McDougal Littell | 2006 |
| <i>American Government (AP)</i> | McDougal Littell | 2006 |
| <i>Economics (AP)</i> | McDougal Littell | 2005 |
| <i>Economics: New Ways of Thinking</i> | EMC Publishing | 2007 |

Supplemental:

| | | |
|-----------------------|------------------|------|
| <i>Gale Databases</i> | Cengage Learning | 2012 |
| <i>CQ Researcher</i> | CQ Press | 2009 |

Science:

| | | |
|--|-----------------------------|------|
| <i>Agriscience</i> | Interstate Publishers, Inc. | 2003 |
| <i>Biology</i> | William C. Brown | 1996 |
| <i>Introduction to Biology</i> | Teaching Point | 2008 |
| <i>Modern Biology</i> | Holt, Rinehart & Winston | 2002 |
| <i>Biology: An Ecological Approach</i> | Kendall/Hunt | 2007 |
| <i>Chemistry</i> | Prentice Hall | 2008 |
| <i>Conceptual Physics</i> | Addison-Wesley | 2007 |
| <i>Sustaining the Earth</i> | Brooks/Cole | 2007 |

Supplemental:

| | | |
|-----------------------|------------------|------|
| <i>Gale Databases</i> | Cengage Learning | 2009 |
| <i>CQ Researcher</i> | CQ Press | 2009 |

Science Laboratory Equipment (Gr. 9-12)

Essential laboratory equipment is provided through site and categorical funding.

English:

| | | |
|---|-------------------------------|------|
| <i>Language of Literature 9</i> | McDougal Littell | 2000 |
| <i>Language of Literature 10</i> | McDougal Littell | 2000 |
| <i>Language of Literature 11</i> | McDougal Littell | 1997 |
| <i>British and World Literature</i> | Southwestern Educational Pub. | 1997 |
| <i>College Board Course for English 4</i> | The College Board | 2001 |

Supplemental:

| | | |
|------------------------------------|----------------------|------|
| <i>Accelerated Reading</i> | Renaissance Learning | 2003 |
| <i>Pacesetter English 1& 4</i> | The College Board | 2003 |
| <i>Gale Databases</i> | Cengage Learning | 2009 |
| <i>CQ Researcher</i> | CQ Press | 2009 |

Grades 9-12 ELD:

| | | |
|---|-----------------|------|
| <i>At Home in Two Lands</i> | Heinle & Heinle | 1991 |
| <i>The American Heritage Spanish Dictionary</i> | Berkley | 2000 |
| <i>The New Grammar in Action – Book 1</i> | Heinle & Heinle | 1997 |
| <i>The New Grammar in Action – Book 2</i> | Heinle & Heinle | 1998 |

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

Foreign Language (Spanish):

| | | |
|----------------------|-----------------------|------|
| <i>Realidades I</i> | Pearson-Prentice Hall | 2008 |
| <i>Realidades II</i> | Pearson-Prentice Hall | 2008 |
| <i>Entre Mundos</i> | Pearson-Prentice Hall | 2004 |
| <i>Nuestro Mundo</i> | Holt-McDougal | 2002 |

Health:

| | | |
|---------------------|------------------|------|
| <i>Study Skills</i> | Grand Lighthouse | 2011 |
|---------------------|------------------|------|

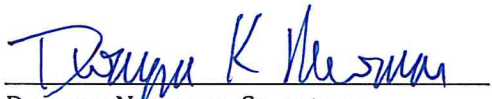
WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

THEREFORE, IT IS RESOLVED that for the 2014-2015 school year, the Colusa Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

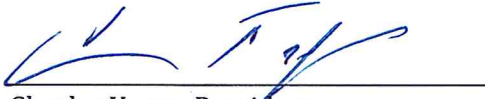
PASSED AND ADOPTED THIS 16th day of September, 2014, at a meeting, by the following vote:

AYES: 5
NOES: 0
ABSENT: 0

Attest:



Dwayne Newman, Secretary
of the Governing Board
Colusa Unified School District



Charles Yerxa, President
of the Governing Board
Colusa Unified School District

~~23~~Strikethrough indicates wording to be dropped.

Bold indicates wording to be added.

BP 6146.1 Instruction

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. ~~Three~~ **Four** courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6011 - Academic Standards)

(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (Education Code 51225.3)

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

6. ~~Two~~ **Three** courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3) (Students can waive up to two years of PE by participating in athletics. One sport per season is the equivalent of 5

credits) **(This policy will be a requirement for graduation beginning with the class of 2017 and beyond.)**

(cf. 6142.7 - Physical Education and Activity)

7. One course in vocational education.

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work Experience Education)

(cf. 6178.2 - Regional Occupational Center/Program)

8. One course in computer literacy.

9. ~~One course in academic literacy.~~ **One course in Personal Finance (This policy will be a requirement for graduation for the class of 2017 and beyond).**

(cf. 5125 - Student Records)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

10. ~~Senior project portfolio.~~ **Successful completion of the Senior Project (passing all elements) This policy will be a requirement for graduation for the class of 2016 and beyond)**

(cf. 6142.4 - Service Learning/Community Service Classes)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education for Children of Military Families)

High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

(cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin.

(Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures

37252 Supplemental instructional programs

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

37254.1 Required student participation in supplemental instruction

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

52378 Supplemental school counseling program

56390-56392 Recognition for educational achievement, special education

60850-60859 High school exit examination

66204 Certification of high school courses as meeting university admissions criteria

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy COLUSA UNIFIED SCHOOL DISTRICT

approved: September 18, 2012 Colusa, California

Colusa USD

Board Policy

Contracts

BP 3312

Business and Non-instructional Operations

Whenever state law invests the Governing Board with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604) **The Superintendent is authorized by the Board to sign contracts which obligate the District to less than \$xxxxx, and the Chief Business Official is authorized to sign contracts which obligate the District to less than \$xxxxx.**

- (cf. 3300 - Expenditures and Purchases)
- (cf. 3314 - Payment for Goods and Services)
- (cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

- (cf. 2121- Superintendent's Contract)
- (cf. 4312.1 - Contracts)
- (cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)

(cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and

activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

(cf. 9322 - Agendas/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

(cf. 1340 - Access to District Records)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

Policy COLUSA UNIFIED SCHOOL DISTRICT

adopted: September 15, 2009 Colusa, California

Colusa USD

Board Policy

Student Activity Funds

BP 3452

Business and Noninstructional Operations

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

(cf. 3260 - Fees and Charges)

(cf. 5000 - Concepts and Roles)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Fund-Raising Events

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

The board recognizes that community service and volunteering are valuable experiences for teaching students social and cultural lessons. The Superintendent may occasionally approve charitable fundraisers for non-school, non-profit organizations (501.c.3).

Examples of approved fundraisers of this type may include but are not limited to: Raising money to fight a particular disease, condition, or injury; Fundraising for emergency or disaster relief efforts; Food and clothing drives for groups fighting poverty, etc. 100% of the money or materials raised will be passed along to the specified organization. The Superintendent or designee will make every effort to insure that the funds or materials go to reputable organizations. School supplies and materials of an inconsequential monetary value may be used in these efforts. Except where these efforts are part of the curriculum, activities related to these fundraising activities will take place only during non-instructional time.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3530 - Risk Management/Insurance)

(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)

Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

(cf. 3400 - Management of District Assets/Accounts)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines
35564 Funds, obligation of the student body
41020 Requirement for annual audit
48930-48938 Student body organization

49431 Sale of food and beverages, elementary school
49431.5 Sale of food and beverages, middle and high schools
51520 School premise, prohibited solicitations
51521 Fund-raising projects
CODE OF REGULATIONS, TITLE 5
15500 Food sales, elementary schools
15501 Food sales, middle and junior high schools
COURT DECISIONS
Prince v. Jacoby, (2002) 303 F.3d 1074

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual & Desk Reference, 2005

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Policy COLUSA UNIFIED SCHOOL DISTRICT
adopted: September 15, 2009 Colusa, California

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0200(a)

GOALS FOR THE SCHOOL DISTRICT

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

BP 0200(b)

GOALS FOR THE SCHOOL DISTRICT (continued)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any

other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

Legal Reference: (see next page)

BP 0200(c)

GOALS FOR THE SCHOOL DISTRICT (continued)

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy
adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 3260(a)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay.

(cf. 3250 - Transportation Fees)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

BP 3260(b)

FEES AND CHARGES (continued)

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

BP 3260(c)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

8239 *Preschool and wraparound child care services*
8250 *Child care and development services for children with disabilities*
8263 *Child care eligibility*
8482.6 *After School Education and Safety programs*
8760-8774 *Outdoor science and conservation programs*
17453.1 *District sale or lease of Internet appliances or personal computers to students or parents*
17551 *Property fabricated by students*
19910-19911 *Offenses against libraries*
32033 *Eye protective devices*
32221 *Insurance for athletic team member*
32390 *Fingerprinting program*
35330-35332 *Excursions and field trips*
35335 *School camp programs*
38080-38086 *Cafeteria establishment and use*
38120 *Use of school band equipment on excursions to foreign countries*
39801.5 *Transportation for adults*
39807.5 *Payment of transportation costs*
39837 *Transportation of students to places of summer employment*
48050 *Residents of adjoining states*
48052 *Tuition for foreign residents*
48904 *Liability of parent or guardian*
49010-49013 *Student fees*
49065 *Charge for copies*
49066 *Grades, effect of physical education class apparel*
49091.14 *Prospectus of school curriculum*
51810-51815 *Community service classes*
52612 *Tuition for adult classes*
52613 *Nonimmigrant aliens*

56504 School records; students with disabilities
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 8
1184 Foreign students

Legal Reference continued: (see next page)

BP 3260(d)

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,
Addendum to Fiscal Management Advisory 12-02, October 4, 2013
Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>

Policy
adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 3260(a)

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

AR 3260(b)

FEES AND CHARGES (continued)

6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. Fees for any community service class in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

AR 3260(c)

FEEES AND CHARGES (continued)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)

AR 3260(d)

FEES AND CHARGES (continued)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.5 - Advanced Placement)

Regulation

approved:

Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE

April 2014

BP 3280(a)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

(cf. 1220 - Citizen Advisory Committees)

BP 3280(b)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)

(cf. 9323.2 - Actions by the Board)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:
 - a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.
 - b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

- c. The real property is not suitable to meet projected school construction needs for the next 10 years.

BP 3280(e)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

Legal Reference: (see next page)

BP 3280(f)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 *Advisory committees for use of excess school facilities*

17400-17429 *Leasing property*

17430-17447 *Leasing facilities*

17453 *Lease of surplus district property*

17455-17484 *Sale or lease of real property, especially:*

17457.5 *Offer to charter school*

17462.3 *State Allocation Board program to reclaim funds*

17463.7 *Proceeds for general fund purposes*

17485-17500 *Surplus school playground (Naylor Act)*

17515-17526 *Joint occupancy*

17527-17535 *Joint use of district facilities*

33050 *Request for waiver*

38130-38139 *Civic Center Act*

GOVERNMENT CODE

54220-54232 *Surplus land, especially:*

54222 *Offer to sell or lease property*

54950-54963 *Brown Act, especially:*

54952 *Legislative body, definition*

PUBLIC RESOURCES CODE

21000-21177 *California Environmental Quality Act*

CODE OF REGULATIONS, TITLE 2

1700 *Definitions related to surplus property*

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Policy
adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

AR 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

AR 3460(c)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact.

AR 3460(d)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board

4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

AR 3460(e)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

AR 3460(f)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Workers' Compensation Claims Report

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE

April 2014

Business and Noninstructional Operations

BP 3513.3(a)

TOBACCO-FREE SCHOOLS

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 - Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 - Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

BP 3513.3(b)

TOBACCO-FREE SCHOOLS (continued)

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet

of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference: (see next page)

BP 3513.3(c)

TOBACCO-FREE SCHOOLS (continued)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy

adopted:

All Personnel

CSBA MANUAL MAINTENANCE SERVICE

April 2014

E 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|---|---|--|
| I. To All Employees | | | |
| At the beginning of school year or upon employment | 231.5, Government Code 12950, 2 CCR 11023 | AR 4119.11 4219.11 4319.11 | The district's policy on sexual harassment, legal remedies, complaints |
| Annually to all employees | 17612 | AR 3514.2 | Use of pesticide product, active ingredients, Internet address to access information |
| To all employees, prior to implementing year-round schedule | 37616 | AR 6112 | Public hearing on year-round program |
| To all employees, prior to implementing block schedule | 46162 | AR 6112 | Public hearing on block schedule |

| | | | |
|---|--------------------------------------|------------------------------------|---|
| Annually to all employees | 49013; 5 CCR 4622 | AR 1312.3 BP 3260 | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| To all employees | Government Code 1126 | BP 4136 4236 4336 | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal |
| Prior to beginning employment | Government Code 3102 | AR 4112.3 4212.3 4312.3 | Oath or affirmation of allegiance required of public employees |
| To all employees | Government Code 8355; 41 USC 8102 | BP 4020 BP 4159 4259 4359 | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs |
| Upon placement of automated external defibrillator (AED) in school, and annually thereafter | Health and Safety Code 1797.196 | AR 5141 | Proper use of AED; location of all AEDs on campus |

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|-------------------------------------|---|---|
| I. To All Employees (continued) | | | |
| To all employees, if the district receives Tobacco-Use Prevention Education funds | Health and Safety Code 104420 | AR 3513.3 | District's tobacco-free schools policy and enforcement procedures |
| Annually to all employees | Health and Safety 120875, 120880 | AR 4119.43 4219.43 4319.43 | AIDS and hepatitis B, including methods to prevent exposure |
| To covered employees and former employees | Labor Code 2800.2 | AR 4154 4254 4354 | Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage |

| | | | |
|--|-------------------------------------|-------------------------------|---|
| Upon employment or by end of first pay period | Labor Code 3551 | BP 4157.1 4257.1 4357.1 | Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor |
| Prior to beginning employment | Penal Code 11165.7, 11166.5 | AR 5141.4 | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law |
| Upon employment, and when employee goes on leave for specified reasons | Unemployment Insurance Code 2613 | AR 4154 4254 4354 | Disability insurance rights and benefits |
| To all employees via employee handbook, or to each new employee | 2 CCR 11096; 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible |
| To all employees and job applicants | 34 CFR 104.8, 106.9 | BP 0410 BP 4030 | District's policy on nondiscrimination and related complaint procedures |
| | | | E 4112.9(c) 4212.9 4312.9 |

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|---|
| I. To All Employees (continued) | | | |
| Annually to all employees | 40 CFR 763.84, 763.93 | AR 3514 | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress |
| II. To Certificated Employees | | | |
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire | 22455.5 | AR 4121 | Criteria for membership in retirement system; right to elect membership at any time |
| Upon employment of a retired certificated individual | 22461 | AR 4117.14 4317.14 | Postretirement earnings limitation or employment |

| | | | |
|---|----------|----------------------|--|
| | | | restriction; monthly report of compensation |
| To certificated employees | 35171 | AR 4115 BP 4315 | District regulations related to performance evaluations |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | 44663 | AR 4115 | Copy of employee's evaluation |
| To a certificated employee with unsatisfactory evaluation | 44664 | AR 4115 | Notice and description of the unsatisfactory performance |
| By May 30, if district issues reemployment notices to certificated employees | 44842 | AR 4112.1 | Request that the employee notify district of intent to remain in service next year |
| To certificated employees upon employment | 44916 | AR 4112.1 AR 4121 | Employment status and salary |
| To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment | 44929.21 | AR 4117.6 | Whether or not employee is reelected for next school year |
| | | | E 4112.9(d) 4212.9 4312.9 |

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|---|
| II. To Certificated Employees (continued) | | | |
| When certificated employee is subject to disciplinary action for cause | 44934 | AR 4117.4 AR 4118 | Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice |
| To certificated employee charged with unprofessional conduct | 44938 | AR 4118 | Notice of deficiency and opportunity to correct |
| To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings | 44940.5 | AR 4118 | Notice of intent to dismiss 30 days from notice |
| To probationary employees 30 days prior to dismissal, or not | 44948.3 | AR 4117.4 | Reasons for dismissal and opportunity to appeal |

later than March 15 for second-year probationary employees

| | | | |
|---|--------------|-------------------------|---|
| To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15 | 44948.5 | AR 4117.4 | Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request |
| By March 15 when necessary to reduce certificated personnel, with final notice by May 15 | 44949, 44955 | BP 4117.3 | Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination |
| On or before June 30, to temporary employee who served 75 percent of school year but will be released | 44954 | BP 4121 | District's decision not to reelect employee for following school year |
| To teacher, when student engages in or is reasonably suspected of specified acts | 49079 | AR 4158 4258 4358 | Student has committed specified act that constitutes ground for suspension or expulsion |
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending | 5 CCR 80303 | AR 4117.7 | Contents of state regulation re: report to Commission on Teacher Credentialing |
| | | | E 4112.9(e) 4212.9 4312.9 |

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|-------------------------------|---|---|
| II. To Certificated Employees (continued) | | | |
| To teachers when school is identified for Title I program improvement restructuring | 20 USC 6316 | AR 0520.2 | School identified for restructuring; opportunity to comment and participate |
| III. To Classified Employees | | | |

| | | | |
|---|-----------------|----------------------------------|---|
| To classified employee charged with mandatory leave of absence offense, in merit system district | 44940.5 | AR 4218 | Notice of intent to dismiss in 30 days |
| When classified employee is subject to disciplinary action for cause, in nonmerit district | 45113 | AR 4218 | Notice of charges, procedures, and employee rights |
| To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year | 45117 | AR 4217.3 | Notice of layoff and reemployment rights |
| To classified employees upon employment and upon each change in classification | 45169 | AR 4212 | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek |
| To classified permanent employee whose leave is exhausted | 45192, 45195 | AR 4261.1 AR 4261.11 | Exhaustion of leave, opportunity to request additional leave |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents | 13 CCR 1234 | AR 3542 | Expiration date of driver's license, driver's certificate and medical certificate; need to renew |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter | 13 CCR 2480 | AR 3542 | Limitations on vehicle idling; consequences of not complying |
| To school bus drivers, prior to district drug testing program and thereafter upon employment | 49 CFR 382.601 | BP 4112.42 4212.42 4312.42 | Explanation of federal requirements for drug testing program and district's policy |
| | | E 4112.9(f) 4212.9 4312.9 | |

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|--------------------------------------|--|---|
| IV. To Administrative/Supervisory Personnel | | | |
| To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | 35031 | BP 4312.1 | Decision not to reelect or reemploy upon expiration of contract or term |

| | | | |
|---|-------|-----------|--|
| Upon request by administrative or supervisory employee transferred to teaching position | 44896 | AR 4313.2 | Statement of the reasons for the release or reassignment |
| By March 15 to employee who may be released/reassigned the following school year | 44951 | AR 4313.2 | Notice that employee may be released or reassigned the following school year |

V. To Individual Employees Under Special Circumstances

| | | | |
|---|--------------------------------|----------------------------------|---|
| Prior to placing derogatory information in personnel file | 44031 | AR 4112.6 4212.6 4312.6 | Notice of derogatory information, opportunity to review and comment |
| 24 hours before Board meets in closed session to hear complaints or charges against employee | Government Code 54957 | BB 9321 | Employee's right to have complaints/charges heard in open session |
| Notice or training to employee with access to confidential information | Government Code 54963 | BP 4119.23 4219.23 4319.23 | Law prohibiting disclosure of confidential information obtained in closed session |
| Within one day of work-related injury or victimization of crime at workplace | Labor Code 3553, 5401 | BP 4157.1 4257.1 4357.1 | Potential eligibility for workers' compensation benefits, claim form |
| Within five days of employee's request for family care and medical leave | 2 CCR 11049; 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Whether or not employee is eligible for FMLA leave |
| To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter | 8 CCR 3204, 5193 | AR 4119.42 4219.42 4319.42 | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records E 4112.9(g) 4212.9 4312.9 |

EMPLOYEE NOTIFICATIONS (continued)

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|--------------------------------------|--|---|
| V. To Individual Employees Under Special Circumstances (continued) | | | |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation | 8 CCR 5191 | AR 3514.1 | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material |

| | | | |
|--|----------------|-------------------------------|---|
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and | 8 CCR 5194 | AR 3514.1 | Any presence of hazardous substances in the work area, location and availability of hazard communication |
| when new hazard is introduced into work area | program, | | new material safety data sheet, employee rights |
| To employee eligible for military leave | 38 USC 4334 | AR 4161.5 4261.5 4361.5 | Notice of rights, benefits, and obligations under military leave |
| Whenever notice of eligibility for FMLA is provided to employee | 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations |
| Within five days of receiving information to determine if leave qualifies for FMLA | 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |

Exhibit
version:
Certificated Personnel

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 4117.14(a)
4317.14

POSTRETIREMENT EMPLOYMENT

When necessary, the Governing Board may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period

AR 4117.14(b)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age

4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed
5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered
6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

Postretirement Compensation Limitation, Notice, and Report

AR

4117.14(c)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

Legal Reference: (see next page)

AR 4117.14(d)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

26113 Creditable service, definition

35046 Consultancy contracts

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation
approved:
Certificated Personnel

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 4117.7(a)
4317.7

EMPLOYMENT STATUS REPORTS

The Superintendent shall report to the Commission on Teacher Credentialing (CTC) any change in the employment status of a certificated employee who, while working in a position requiring a credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending: (Education Code 44030.5, 44242.5; 5 CCR 80303)

1. Is dismissed or nonreelected

(cf. 4116 - Probationary/Permanent Status)
(cf. 4117.4 - Dismissal)
(cf. 4117.6 - Decision Not to Rehire)

2. Resigns

(cf. 4117.2 - Resignation)

3. Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

(cf. 4118 - Suspension/Disciplinary Action)

4. Retires

5. Is otherwise terminated by a decision not to employ or reemploy

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

AR 4117.7(b)
4317.7

EMPLOYMENT STATUS REPORTS (continued)

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)
(cf. 4117.3 - Personnel Reduction)

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the

CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Additional Reports of Employee Misconduct

The Superintendent or designee shall submit a report to the CTC, using a form provided by the CTC and attaching all relevant documents, whenever:

AR 4117.7(c)
4317.7

EMPLOYMENT STATUS REPORTS (continued)

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

As appropriate, the Superintendent or designee also shall notify the CTC of any of the following:

1. A complaint filed with the district regarding a certificated employee's alleged sexual misconduct (Education Code 44242.5)

The notice to the CTC shall contain all of the following information: (5 CCR 80304)

- a. Name of the employee alleged to have engaged in the sexual misconduct
- b. Name, age, and address of each victim of the alleged sexual misconduct

AR 4117.7(d)
4317.7

EMPLOYMENT STATUS REPORTS (continued)

- c. A summary of all information known to the district regarding the alleged sexual misconduct
- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5145.7 - Sexual Harassment)

- 2. An employee's knowing and willful use of school records of student data in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the certificated employee or in which the certificated employee is an employee (Education Code 44242.5, 44421.1)

(cf. 5125 - Student Records)

- 3. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44242.5, 44421.5)
- 4. An employee's subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44242.5, 44439)

Legal Reference: (see next page)

AR 4117.7(e)
4317.7

EMPLOYMENT STATUS REPORTS (continued)

Legal Reference:

EDUCATION CODE

- 44009 Conviction of specified crimes
- 44010 Sex offense, definitions
- 44011 Controlled substance offense, definitions
- 44030.5 Employment status reports
- 44225 Powers and duties of the CTC
- 44242.5 Reports and review of alleged misconduct
- 44420-44440 Adverse actions by CTC against credential holder
- 44932 Causes for dismissal
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence
- 44940.5 Compulsory leave of absence
- 44955-44958 Reduction in force
- CODE OF REGULATIONS, TITLE 5
- 80303 Reports of change in employment status, alleged misconduct
- 80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2013

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 5131.62(a)

TOBACCO

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

(cf. 5141.23 - Asthma Management)

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure

consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

BP 5131.62(b)

TOBACCO (continued)

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 5144(a)

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

DISCIPLINE (continued)

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Success Teams)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 35291.5, 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

DISCIPLINE (continued)

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference: (see next page)

BP 5144(d)

DISCIPLINE (continued)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parent/guardian

49330-49335 Injurious objects

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct
CODE OF REGULATIONS, TITLE 5
307 Participation in school activities until departure of bus
353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 5144(a)

DISCIPLINE

Site-Level Rules

Site-level rules shall be consistent with district policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in

the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

AR 5144(b)

DISCIPLINE (continued)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

AR 5144(c)

DISCIPLINE (continued)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

AR 5144(d)

DISCIPLINE (continued)

(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

AR 5144(e)

DISCIPLINE (continued)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

AR 5144(f)

DISCIPLINE (continued)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

BP 5144.1(b)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension and Expulsion

BP 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

(cf. 5131.7 - Weapons and Dangerous Instruments)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

BP 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

District staff shall not suspend any student for disruption or willful defiance, unless the suspension is warranted by documented repetitive behavior of the student or the disruption or willful defiance occurred in conjunction with another violation for which the student may be suspended.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)

BP 5144.1(e)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5145.6 - Parental Notifications)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Supervised Suspension Classroom

BP 5144.1(f)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

BP 5144.1(g)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment
233 Hate violence
1981 Enrollment of students in community school
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
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CODE OF CIVIL PROCEDURE

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31 Principal of a crime, defined
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BP 5144.1(h)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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 626.10 *Dirks, daggers, knives, razors, or stun guns*
 868.5 *Supporting person; attendance during testimony of witness*
WELFARE AND INSTITUTIONS CODE
 729.6 *Counseling*
UNITED STATES CODE, TITLE 18
 921 *Definitions, firearm*
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WEB SITES
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 California Attorney General's Office: <http://www.oag.ca.gov>
 California Department of Education: <http://www.cde.ca.gov>
 U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>
 U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Policy
 adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
 April 2014
 AR 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

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SUSPENSION AND EXPULSION/DUE PROCESS (continued)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

AR 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

12. Knowingly received stolen school property or private property (Education Code 48900(l))

AR 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

13. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events.

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her

AR 5144.1(e)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #21-23 below), that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

19. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

20. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

21. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Removal from Class by a Teacher and Parental Attendance

A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code 48900 and listed under "Grounds for Suspension and Expulsion" above. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

AR 5144.1(h)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g)
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

AR 5144.1(i)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, when a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

AR 5144.1(j)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is

physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

AR 5144.1(k)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or

designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

AR 5144.1(l)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed under "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

AR 5144.1(m)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled, upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Superintendent, Principal, or Designee's Authority to Recommend Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g) or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Mandatory Recommendation and Mandatory Expulsion

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

AR 5144.1(o)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

AR 5144.1(p)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Rights of Complaining Witness

AR 5144.1(q)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a

AR 5144.1(r)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

AR 5144.1(s)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be

expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

AR 5144.1(t)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the

student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

AR 5144.1(u)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

AR 5144.1(v)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the

student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not

AR 5144.1(w)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

AR 5144.1(z)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

AR 5144.1(aa)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate

means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #21-23 under "Grounds for

AR 5144.1(bb)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073- 49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

AR 5144.1(cc)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
E 5145.6(a)

PARENTAL NOTIFICATIONS

Cautionary Notice 2013-14: AB 110 (Ch. 20, Statutes of 2013) amended Government Code 17581.5 to relieve districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following Exhibit that reflect those requirements may be suspended.

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-------------------------------|--|---|---|
| I. Annually | | | |
| Beginning of each school year | 17612, 48980.3 | AR 3514.2 | Use of pesticide product, active ingredients, Internet address to access information |
| By February 1 | 35256 | BP 0510 | School Accountability Report Card provided |
| Beginning of each school year | 35291, 48980 | AR 5144 AR 5144.1 | District and site discipline rules |
| Beginning of each school year | 46010.1 | BP 5113 | Absence for confidential medical services |
| Beginning of each school year | 48980 | BP 6111 | Schedule of minimum days |
| Beginning of each school year | 48980, 231.5; 5 CCR 4917 | AR 5145.7 | Sexual harassment policy as related to students |
| Beginning of each school year | 48980, 32255-32255.6 | AR 5145.8 | Right to refrain from harmful or destructive use of animals |
| Beginning of each school year | 48980, 35160.5, 46600-46611, 48204 | AR 5111.1 AR 5116.1 AR 5117 | All statutory attendance options, available local attendance options, options for meeting residency |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|--|---|--|
| I. Annually (continued) | | | |
| Beginning of each school year, if Board allows such absence | 48980, 46014 | BP 5113 AR 5113 | Absence for religious exercises or purposes |
| Beginning of each school year | 48980, 48205 | BP 5113 AR 5113 AR 6154 | Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed |
| Beginning of each school year | 48980, 48206.3, 48207, 48208 | AR 6183 | Availability of home/hospital instruction for students with temporary disabilities |
| Beginning of each school year | 48980, 49403 | BP 5141.31 | Consent to school immunization program |
| Beginning of each school year | 48980, 49423, 49480 | AR 5141.21 | Administration of prescribed medication |
| Beginning of each school year | 48980, 49451; 20 USC 1232h | AR 5141.3 | Right to refuse consent to physical examination |
| Beginning of each school year | 48980, 49472 | BP 5143 | Availability of insurance |
| Beginning of each school year | 49013; 5 CCR 4622 | AR 1312.3 | Uniform complaint procedures, available appeals, civil law remedies |
| Beginning of each school year | 49063 | AR 5125 AR 5125.3 | Challenge, review, and expunging of records |
| Beginning of each school year | 49063, 49069; 20 USC 1232g; 34 CFR 99.7 | AR 5125 | Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability |
| Beginning of each school year | 49063, 49073; 20 USC 1232g; 34 CFR 99.37 | AR 5125.1 | Release of directory information |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|--|---|--|
| I. Annually (continued) | | | |
| Beginning of each school year | 49520, 48980; 42 USC 1758; 7 CFR 245.5 | AR 3553 | Free and reduced price meals |
| Beginning of each school year | 56301 | BP 6164.4 | Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment |
| Beginning of each school year | 58501, 48980 | AR 6181 | Alternative schools |
| Beginning of each school year | Health and Safety Code 104855 | AR 5141.6 | Availability of dental fluoride treatment; opportunity to accept or deny treatment |
| Annually | 5 CCR 852 | AR 6162.51 | Student's participation in state assessments; option to request exemption from testing |
| Beginning of each school year collection | 20 USC 1232h | AR 5022 BP 6162.8 | Notice of privacy policy and dates of activities re: survey, health examination, or of personal information for marketing; process to opt out of such activities |
| Beginning of each school year, if district receives Title I funds | 20 USC 6311; 34 CFR 200.61 | AR 4112.24 AR 4222 | Right to request information re: professional qualifications of child's teacher and paraprofessional |
| Beginning of each school year, if any district school has been identified for program improvement or corrective action | 20 USC 6316 | AR 0520.2 | Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers |
| Beginning of each school year | 34 CFR 104.8, 106.9 | BP 0410 BP 6178 | Nondiscrimination |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|---|
| I. Annually (continued) | | | |
| Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals | 40 CFR 763.84, 763.93 | AR 3514 | Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress |
| II. At Specific Times During the Student's Academic Career | | | |
| Beginning in grade 7, at least once prior to course selection and career counseling | 221.5, 48980 | BP 6164.2 | Course selection and career counseling |
| When child first enrolls in a public school, if the school offers a fingerprinting program | 32390, 48980 | AR 5142.1 | Fingerprinting program |
| Upon registration in K-6, if students have not previously been transported | 39831.5 | AR 3543 | School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops |
| Beginning of each school year for high school students, if high school is open campus | 44808.5, 48980 | AR 5112.5 | Open campus |
| Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement | 48980, 51225.3 | AR 6146.1 | How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria |
| Beginning of each school year in grades 9-12 and when high school student transfers into the district | 48980, 60850 | AR 6162.52 | Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation |
| When students entering grade 7 | 49452.7 | AR 5141.3 | Specified information on type 2 diabetes |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|-------------------------------|---|---|
| II. At Specific Times During the Student's Academic Career (continued) | | | |
| When in kindergarten, or first grade if not previously enrolled in public school | 49452.8 | AR 5141.32 | Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights |
| Beginning of each school year for students in grades 9-12 | 51229, 48980 | AR 6143 | College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors |
| Beginning of each school year for students in grades 7-12 | 51938, 48980 | AR 6142.1 | Explanation of sex and HIV/ AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse |
| Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year | 60641; 5 CCR 863 | AR 6162.51 | Results of tests; test purpose, individual score and intended use |
| When child is enrolled in kindergarten | Health and Safety Code 124100 | AR 5141.32 | Health screening examination |
| To students in grades 11-12, early enough to enable registration for fall test | 5 CCR 11523 | AR 6146.2 | Notice of proficiency examination provided under Education Code 48412 |
| To secondary students, if district receives Title I funds | 20 USC 7908 | AR 5125.1 | Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent |
| III. When Special Circumstances Occur | | | |
| Upon receipt of a complaint alleging discrimination | 262.3 | AR 1312.3 | Civil law remedies available to complainants |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|---|
| III. When Special Circumstances Occur (continued) | | | |
| When student has been placed in structured English immersion program | 310-311; 5 CCR 11309 | AR 6174 | Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements |
| When determining whether an English learner should be reclassified as fluent English proficient | 313; 5 CCR 11303 | AR 6174 | Description of reclassification process, opportunity for parent/guardian to participate |
| When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year | 440; 20 USC 7012 | AR 6174 | Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program |
| Before high school student attends specialized secondary program on a university campus | 17288 | None | University campus buildings may not meet Education Code requirements for structural safety |
| At least 72 hours before use of pesticide product not included in annual list | 17612 | AR 3514.2 | Intended use of pesticide product |
| To members of athletic teams | 32221.5 | AR 5143 | Offer of insurance; no-cost and low-cost program options |
| If school has lost its WASC accreditation status | 35178.4 | BP 6190 | Loss of status, potential consequences |
| At least six months before implementing uniform policy | 35183 | AR 5132 | Dress code policy requiring schoolwide uniform |
| Before implementing a year-round schedule | 37616 | BP 6117 | Year-round schedule |
| When interdistrict transfer is requested and not approved or denied within 30 days | 46601 | AR 5117 | Appeal process |
| Before early entry to kindergarten, if offered | 48000 | AR 5111 | Effects, advantages and disadvantages of early entry E 5145.6(g) |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|-------------------------------|---|---|
| III. When Special Circumstances Occur (continued) | | | |
| When student identified as being at risk of retention | 48070.5 | AR 5123 | Student at risk of retention |
| When student excluded due to quarantine, contagious or infectious disease, danger to safety or health | 48213 | AR 5112.2 BP 5141.33 | Student has been excluded from school |
| Before already admitted student is excluded for lack of immunization | 48216; 17 CCR 6040 | AR 5141.31 | Need to submit evidence of immunization or exemption within 10 school days; referral to medical care |
| When a student is classified a truant | 48260.5, 48262 | AR 5113.1 | Truancy, parental obligation, availability of alternative programs, student consequences, need for conference |
| When a truant is referred to a SARB or probation department | 48263 | AR 5113.1 | Name and address of SARB or probation department and reason for referral |
| When a school is identified on the state's Open Enrollment List | 48354; 5 CCR 4702 | AR 5118 | Student's option to transfer to another school |
| Within 60 days of receiving application for transfer out of open enrollment school | 48357; 5 CCR 4702 | AR 5118 | Whether student's transfer application is accepted or rejected; reasons for rejection |
| When student requests to voluntarily transfer to continuation school | 48432.3 | AR 6184 | Copy of district policy and regulation on continuation education |
| Prior to involuntary transfer to continuation school | 48432.5 | AR 6184 | Right to request meeting prior to involuntary transfer to continuation school |
| When student is removed from class and teacher requires parental attendance at school | 48900.1 | BP 5144.1 AR 5144.1 | Parental attendance required; timeline for attendance |
| Prior to withholding grades, diplomas, or transcripts | 48904 | AR 5125.2 | Damaged school property |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|--|
| III. When Special Circumstances Occur (continued) | | | |
| When withholding grades, diplomas or transcripts from transferring student | 48904.3 | AR 5125.2 | Next school will continue withholding grades, diplomas, or transcripts |
| When student is released to peace officer | 48906 | BP 5145.11 | Release of student to peace officer |
| At time of suspension | 48911 | BP 5144.1 AR 5144.1 | Notice of suspension |
| When original period of suspension is extended | 48911 | AR 5144.1 | Extension of suspension |
| At the time a student is assigned to a supervised suspension classroom | 48911.1 | AR 5144.1 | The student's assignment to a supervised suspension classroom |
| Before holding a closed session re: suspension | 48912 | AR 5144.1 | Intent to hold a closed session re: suspension |
| When student expelled from another district for certain acts seeks admission | 48915.1, 48918 | BP 5119 | Hearing re: possible danger presented by expelled student |
| When readmission is denied | 48916 | AR 5144.1 | Reasons for denial; determination of assigned program |
| When expulsion occurs | 48916 | AR 5144.1 | Readmission procedures |
| 10 calendar days before expulsion hearing | 48918 | AR 5144.1 | Notice of expulsion hearing |
| When expulsion or suspension of expulsion occurs | 48918 | AR 5144.1 | Decision to expel; right to appeal to county board; obligation to inform new district of status |
| One month before the scheduled minimum day | 48980 | BP 6111 | When minimum days are scheduled after beginning of the school year |
| When parents request guidelines for filing complaint of child abuse at a school site | 48987 | AR 5141.4 | Guidelines for filing complaint of child abuse at a school site with local child protective agencies |

E 5145.6(i)

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|---------------------------------|---|---|
| III. When Special Circumstances Occur (continued) | | | |
| When student in danger of failing a course | 49067 | AR 5121 | Student in danger of failing a course |
| When student transfers from another district or private school | 49068 | AR 5125 | Right to receive copy of student's record and to challenge its content |
| Within 24 hours of release of information to a judge or probation officer | 49076 | AR 5125 | Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition |
| Before release of information pursuant to court order or subpoena | 49077 | AR 5125 | Release of information pursuant to court order or subpoena |
| When screening results in suspicion that student has scoliosis | 49452.5 | AR 5141.3 | Scoliosis screening |
| When test results in discovery of visual or hearing defects | 49456 | AR 5141.3 | Vision or hearing test |
| Annually to parents/guardians of student athletes before their first practice or competition | 49475 | AR 6145.2 | Information on concussions and head injuries |
| Before any test questioning personal beliefs | 51513 | AR 5022 | Permission for test, survey questioning personal beliefs |
| Within 14 days of instruction if arrangement made for guest speaker after beginning of school year | 51938 | AR 6142.1 | Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant |
| Prior to administering survey regarding health risks and behaviors to students in 7-12 | 51938 | AR 5022 | Notice that the survey will be administered |
| Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency | 52164.1, 52164.3; 5 CCR 11511.5 | AR 6174 | Results of state test of English proficiency |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|---------------------------------|---|--|
| III. When Special Circumstances Occur (continued) | | | |
| When migrant education program is established | 54444.2 | BP 6175 AR 6175 | Parent advisory council membership composition |
| When child participates in licensed child care and development program | Health and Safety Code 1596.857 | AR 5148 | Parent right to enter facility |
| When district receives Tobacco-Use Prevention Education Funds | Health and Safety 104420 | AR 3513.3 | The district's tobacco-free schools policy and enforcement procedures |
| When sharing student immunization information with an immunization system | Health and Safety Code 120440 | AR 5125 | Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share |
| When hearing is requested by person asked to leave school premises | Penal Code 627.5 | AR 3515.2 | Notice of hearing |
| When responding to complaint re: discrimination, special education, or noncompliance with law | 5 CCR 4631 | AR 1312.3 | Appeal rights and procedures |
| When child participates in licensed child care and development program | 5 CCR 18066 | AR 5148 | Policies re: unexcused absences |
| When district substantively changes policy on student privacy rights | 20 USC 1232h | AR 5022 | Notice of any substantive change in policy or regulation |
| For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified" | 20 USC 6311 | AR 4112.24 | Timely notice to parent of child's assignment |
| When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners | 20 USC 6312 | AR 0520.2 | Notice of failure to make adequate yearly progress |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|-------------------------------|---|---|
| III. When Special Circumstances Occur (continued) | | | |
| For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners | 20 USC 6312 | AR 6174 | Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program |
| When school identified for program improvement or corrective action | 20 USC 6316 | AR 0520.2 AR 5116.1 | Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services |
| When district identified for program improvement | 20 USC 6316 | AR 0520.3 | Explanation of status, reasons for identification, how parents can participate in upgrading district |
| For schools receiving Title I funds, upon development of parent involvement policy | 20 USC 6318 | AR 6020 | Notice of policy |
| For districts receiving Title III funds, within 30 days of the release of state Title III accountability report | 20 USC 7012 | AR 6174 | Notification of any failure to make progress on state's annual measurable achievement objectives for English learners |
| When household is selected for verification of eligibility for free or reduced-price meals | 42 USC 1758; 7 CFR 245.6a | AR 3553 | Notice of need to submit verification information; any subsequent change in benefits; right to appeal |
| When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30 | 34 CFR 99.34 | AR 5125 | Right to review records |
| IV. Special Education Notices | | | |
| Before functional behavioral assessment begins | 56321 | AR 6159.4 | Notification and consent |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---|---|---|--|
| IV. Special Education Notices (continued) | | | |
| Prior to conducting initial evaluation | 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502 | AR 6164.4 | Proposed evaluation plan, related parental rights, prior written notice |
| 24 hours before IEP when district intending to record | 56341.1 | AR 6159 | Intention to audio-record IEP meeting |
| Early enough to ensure opportunity for parent to attend IEP meeting | 56341.5; 34 CFR 300.322 | AR 6159 | Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate |
| When parent orally requests review of IEP | 56343.5 | AR 6159 | Need for written request |
| Within one school day of emergency intervention or serious property damage | 56521.1 | AR 6159.4 | Emergency intervention |
| Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services | 20 USC 1415(c); 34 CFR 300.300, 300.503 | AR 6159 AR 6159.1 | Prior written notice |
| Initial referral for evaluation | 20 USC 1415(d); 34 CFR 300.503 | AR 6159.1 | Prior written notice and procedural safeguards notice |
| Registration of complaint | 20 USC 1415(d); 34 CFR 300.504 | AR 6159.1 | Procedural safeguards notice |
| Disciplinary action taken for dangerous behavior | 20 USC 1415(k); 34 CFR 300.530 | AR 5144.2 | Decision and procedural safeguards notice |
| Suspension or change of placement for more than 10 days | 20 USC 1415(k); 34 CFR 300.530 | AR 5144.2 | Decision and procedural safeguards notice |
| Upon requesting a due process hearing | 20 USC 1415(k); 34 CFR 300.508 | AR 6159.1 | Student's name, address, school, description of problem, proposed resolution |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--|--------------------------------------|--|--|
| IV. Special Education Notices (continued) | | | |
| Eligibility for services under Section 504 | 34 CFR 104.32, 104.36 | AR 6164.6 | District responsibilities, district actions, procedural safeguards |
| V. Classroom Notices | | | |
| In each classroom in each school | 35186 | AR 1312.4 E 1312.4 | Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities |

Exhibit
version:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6141.5(a)

ADVANCED PLACEMENT

To encourage district students to challenge themselves academically, develop college-level skills, and be more competitive when applying for admission to postsecondary institutions, the Governing Board shall offer opportunities to high school students to take Advanced Placement (AP) courses and pass AP examinations.

(cf. 0200 - Goals for the School District)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

The Board desires to provide at least two AP courses at each high school. The Superintendent or designee shall recommend subject areas for AP courses at each school based on student interest and the availability of qualified certificated staff, instructional materials, and other resources. The Superintendent or designee shall also explore alternative methods of delivering AP courses, such as online courses or distance learning.

The Superintendent or designee may consult and collaborate with feeder schools to ensure that students are offered the opportunity to take coursework that will prepare them for AP courses.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.11 - Alternative Credits Toward Graduation)

All students who meet course prerequisites shall have equal access to AP courses.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Grades for AP courses shall be assigned in accordance with Board policy and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee may explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

(cf. 5126 - Awards for Achievement)

(cf. 6164.2 - Guidance/Counseling Services)

BP 6141.5(b)

ADVANCED PLACEMENT (continued)

To increase the capacity of district schools to offer AP courses, the Superintendent or designee shall provide staff development and support to teachers of such courses. This professional development may include, but is not limited to, opportunities for teachers to obtain information on the curriculum of specific courses, instructional methods, and data-driven decision making; mentoring for prospective teachers of AP courses; and opportunities for staff within the district to share course syllabi and practices.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the College Board AP course audit.

Legal Reference: (see next page)

BP 6141.5(c)

ADVANCED PLACEMENT (continued)

Legal Reference:

EDUCATION CODE

52240-52243 Advanced Placement program

CODE OF REGULATIONS, TITLE 5

3840 Advanced Placement as program option for gifted and talented students
UNITED STATES CODE, TITLE 20
 6534 Advanced Placement exam fee program

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
 Advancement Via Individual Determination: <http://www.avid.org>
 California Colleges.edu: <http://californiacolleges.edu>
 California Department of Education: <http://www.cde.ca.gov>
 College Board: <http://www.collegeboard.org/ap>
 International Baccalaureate: <http://www.ibo.org>
 U.S. Department of Education: <http://www.ed.gov>

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CSBA MANUAL MAINTENANCE SERVICE
 April 2014
 BP 6142.92(a)

MATHEMATICS INSTRUCTION

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

BP 6142.92(b)

MATHEMATICS INSTRUCTION (continued)

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others

3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

BP 6142.92(c)

MATHEMATICS INSTRUCTION (continued)

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

BP 6142.92(d)

MATHEMATICS INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51224.5 Algebra in course of study for grades 7-12

51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

Management Resources:

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Policy
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Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6151(a)

CLASS SIZE

The Governing Board recognizes that smaller classes may contribute to student learning by allowing teachers to better identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, the Board shall establish class size limits appropriate for each grade level or subject taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

BP 6151(b)

CLASS SIZE (continued)

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

(cf. 6170.1 - Transitional Kindergarten)

At the secondary level, district priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the district's LCAP.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - Graduation Requirements)

The Superintendent or designee shall provide the Board with an analysis of staffing and school facilities needs and other costs related to class size reduction proposals.

(cf. 3100 - Budget)

(cf. 6117 - Year-Round Schedules)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall annually report to the Board regarding the impact of the class size reduction program on student achievement and other outcomes such as changes in school climate and student engagement.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

CLASS SIZE (continued)*Legal Reference:*EDUCATION CODE*17042 Rules for determining area of adequate school construction; exceptions**17042.7 Formula for calculation**33050 Nonwaivable provisions**35160 Authority of the board**42238.02 Local control funding formula, including adjustment for class size reduction**42280 Necessary small schools**46205 Computation for early-late programs**51225.3 Graduation requirements**52060-52077 Local control and accountability plan*GOVERNMENT CODE*3543.2 Scope of representation**Management Resources:*WEB SITES*CSBA: <http://www.csba.org>**California Department of Education: <http://www.cde.ca.gov>*

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BP 6162.5(a)

STUDENT ASSESSMENT

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

*(cf. 0460 - Local Control and Accountability Plan)**(cf. 0500 - Accountability)**(cf. 2140 - Evaluation of the Superintendent)**(cf. 4115 - Evaluation/Supervision)**(cf. 4315 - Evaluation/Supervision)**(cf. 5121 - Grades/Evaluation of Student Achievement)**(cf. 5123 - Promotion/Acceleration/Retention)**(cf. 6011 - Academic Standards)**(cf. 6142.7 - Physical Education and Activity)**(cf. 6162.51 - State Academic Achievement Tests)**(cf. 6162.52 - High School Exit Examination)*

(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment

BP 6162.5(b)

STUDENT ASSESSMENT (continued)

results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests administered pursuant to Education Code 60640-60649 or any predecessor assessments

BP 6162.5(c)

STUDENT ASSESSMENT (continued)

2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

Legal Reference: (see next page)

BP 6162.5(d)

STUDENT ASSESSMENT (continued)

Legal Reference:

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

60850-60859 High school exit examination

60900 California Longitudinal Pupil Achievement Data System

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

1200-1225 High School Exit Examination

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSKey Elements of Testing, May 2004U.S. DEPARTMENT OF EDUCATION PUBLICATIONSTeachers' Use of Student Data Systems to Improve Instruction, 2007WEB SITESCSBA: <http://www.csba.org>California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>U.S. Department of Education: <http://www.ed.gov>

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BP 6162.54(a)

TEST INTEGRITY/TEST PREPARATION

The Governing Board desires to protect the integrity of student assessments in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

*(cf. 0500 - Accountability)**(cf. 4119.21/4219.21/4319.21 - Professional Standards)**(cf. 5131 - Conduct)**(cf. 5131.9 - Academic Honesty)**(cf. 6162.5 - Student Assessment)**(cf. 6162.51 - State Academic Achievement Tests)**(cf. 6162.52 - High School Exit Examination)*

In administering standardized tests, staff shall not engage in any acts that could result in the invalidation of test results, such as:

1. Providing inappropriate test preparation
2. Modifying test administration procedures, except as allowed by law
3. Providing inappropriate assistance to students during test administration
4. Changing or filling in answers on student answer sheets
5. Providing inaccurate data on student header sheets
6. Discouraging or excluding certain students from taking the test
7. Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement

Appropriate Test Preparation

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system. (Education Code 60611)

BP 6162.54(b)

TEST INTEGRITY/TEST PREPARATION (continued)

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

(cf. 6011 - Academic Standards)

Investigation and Consequences of Testing Irregularities

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, applicable collective bargaining agreements, Board policy, and administrative regulations.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

Legal Reference: (see next page)

BP 6162.54(c)

TEST INTEGRITY/TEST PREPARATION (continued)

Legal Reference:

EDUCATION CODE

60611 *Inappropriate test preparation*
 60640-60649 *California Assessment of Student Performance and Progress*
 60850-60859 *California High School Exit Examination*
GOVERNMENT CODE
 54957 *Complaints against employees, closed session*
CODE OF REGULATIONS, TITLE 5
 850-864 *California Assessment of Student Performance and Progress*
 1200-1225 *California High School Exit Examination, especially:*
 1220 *Cheating on the high school exit examination*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Guidelines on Academic Preparation for State Assessments, December 2009
WEB SITES:
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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 adopted:
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CSBA MANUAL MAINTENANCE SERVICE
 April 2014
 BP 6163.1(a)

LIBRARY MEDIA CENTERS

Note: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following **optional** policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

The State Board of Education (SBE) has adopted model program standards for school libraries which describe staffing, resources, and infrastructure recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)

(cf. 1330.1 - Joint Use Agreements)
(cf. 6011 - Academic Standards)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

BP 6163.1(b)

LIBRARY MEDIA CENTERS (continued)

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level

BP 6163.1(c)

LIBRARY MEDIA CENTERS (continued)

6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

BP 6163.1(d)

LIBRARY MEDIA CENTERS (continued)

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

Library Instruction

BP 6163.1(e)

LIBRARY MEDIA CENTERS (continued)

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6184(a)

CONTINUATION EDUCATION

The Governing Board shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6158 - Independent Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)

BP 6184(b)

CONTINUATION EDUCATION (continued)

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

BP 6184(c)

CONTINUATION EDUCATION (continued)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6159 - Individualized Education Program)

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

(cf. 6178.2 - Regional Occupational Center/Program)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

(cf. 5112.1 - Exemptions from Attendance)

BP 6184(d)

CONTINUATION EDUCATION (continued)

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

BP 6184(e)

CONTINUATION EDUCATION (continued)

Legal Reference:

EDUCATION CODE

46170 Minimum school day for continuation schools and classes
48400-48454 Compulsory continuation education, especially:
48400 Weekly minimum attendance requirement
48402 Minors not regularly employed
48410-48416 Compulsory continuation education
48430-48438 Continuation classes
48450-48454 Violation
48900 Grounds for suspension and expulsion
48900.5 Student discipline
48903 Limitations on days of suspension
51224-51225.3 Courses of study
60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law
7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

COURT DECISIONS

Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

California Department of Education: <http://www.cde.ca.gov>
John W. Gardner Center for Youth and Their Communities, Stanford School of Education:
<http://jgc.stanford.edu>

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 6184(a)

CONTINUATION EDUCATION

Program Components

The district's continuation education program shall include the following components:

1. Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6178 - Career Technical Education)

2. A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)
3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)
4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)

(cf. 6164.2 - Guidance/Counseling Services)

5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)
6. Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)

(cf. 5113.2 - Work Permits)
(cf. 6178.1 - Work-Based Learning)

7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)

(cf. 6020 - Parent Involvement)

AR 6184(b)

CONTINUATION EDUCATION (continued)

8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)
9. Regular communication with all parents/guardians regarding their child's progress in the educational program

(cf. 5121 - Grades/Evaluation of Student Achievement)

10. Opportunities for parent/guardian and community involvement in school activities and program planning

(cf. 1240 - Volunteer Assistance)

11. Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 5149 - At-Risk Students)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills

(cf. 4131 - Staff Development)

13. Efforts to ensure school safety and promote a positive school climate

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

CONTINUATION EDUCATION (continued)

(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)

Involuntary Transfer

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)

1. The student committed an act enumerated in Education Code 48900.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6185 - Community Day School)

2. The student has been habitually truant or irregular in attendance from instruction he/she is lawfully required to attend.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

CONTINUATION EDUCATION (continued)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

(cf. 5145.6 - Parental Notifications)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

AR 6184(e)

CONTINUATION EDUCATION (continued)

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

3. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.

4. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.

AR 6184(f)

CONTINUATION EDUCATION (continued)

6. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

Intake and Orientation

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

CONTINUATION EDUCATION (continued)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Reenrollment

Any person age 16 or 17 years who terminated his/her enrollment in continuation school after obtaining a certificate of proficiency may reenroll in the district once without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Regulation
approved:
Board Bylaws

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BB 9324(a)

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public and helps foster public trust in Board governance.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

BB 9324(b)

MINUTES AND RECORDINGS (continued)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by Clerk to the Board and the submitting staff member.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the direction of the Board at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

BB 9324(c)

MINUTES AND RECORDINGS (continued)

Any district recording may be erased or destroyed no sooner than 30 days after the meeting and the Board has approved the minutes. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

GOVERNMENT CODE

54952.2 *Meeting defined*

54953 *Meetings*

54953.5 *Audio or video recording of proceedings*

54953.6 *Broadcasting of proceedings*

54957.2 *Closed sessions; clerk; minute book*

54960 *Violations and remedies*

PENAL CODE

632 *Unlawful to intentionally record a confidential communication without consent*

CODE OF REGULATIONS, TITLE 5

16020-16027 *Classification and retention of records*

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

Bylaw
adopted:

CSBA MANUAL MAINTENANCE SERVICE
April 2014

COLUSA UNIFIED SCHOOL DISTRICT
 745 Tenth Street
 Colusa, CA 95932
 (530) 458-7791

13-14 CONFIDENTIAL/CLASSIFIED ASES MANAGEMENT SALARY SCHEDULE

6% Effective 7/1/13, Adopted 12/17/13

5% Effective 7/01/07, Adopted 6/26/07

| | | | STEPS | | | | | | | | | | LONGEVITY STEPS | | | |
|------------------------------------|-----------|--|-------|-------|-------|-------|-------|-------|-------|--|--|--|-----------------|-------|-------|-------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | F | G | H | I |
| Hourly Positions | WORK DAYS | | | | | | | | | | | | | | | |
| EXECUTIVE ADMINISTRATIVE ASSISTANT | 261.25 | | 18.55 | 19.48 | 20.45 | 21.47 | 22.55 | 23.68 | 24.86 | | | | 26.10 | 27.41 | 28.78 | 30.22 |
| PAYROLL/PERSONNEL TECHNICIAN | | | | | | | | | | | | | | | | |
| AFTER SCHOOL EDUCATION COORDINATOR | 190 | | 17.99 | 18.89 | 19.83 | 20.82 | 21.86 | 22.96 | 24.11 | | | | 25.31 | 26.58 | 27.91 | 29.30 |

Longevity Steps:

Advancement following the completion of years of service, effective July 1st.

Step F Upon Completion of 10 years, commencing with year 11

Step G Upon Completion of 13 years, commencing with year 14

Step H Upon Completion of 16 years, commencing with year 17

Step I Upon Completion of 19 years, commencing with year 20

I. 4.

I 5.

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932
(530) 458-7791

13-14 ADMINISTRATIVE SALARY SCHEDULE

6% Effective 7/1/013, Adopted 12/17/13

5% Effective 7/1/07, Adopted 6/26/07

| STEPS | PRIMARY SCHOOL | MIDDLE SCHOOL | | HIGH SCHOOL | | 9-12 | K-8 |
|------------|----------------|---------------|----------------|-------------------------------|----------------|-------------------------------------|-----------|
| | PRINCIPAL | PRINCIPAL | VICE-PRINCIPAL | PRINCIPAL Incl Home School | VICE-PRINCIPAL | COUNSELOR New Position for 07-08 | COUNSELOR |
| 1 | \$ 80,905 | \$ 85,365 | \$ 70,478 | \$ 93,608 | \$ 75,362 | \$ 68,885 | \$ 63,939 |
| 2 | \$ 83,291 | \$ 87,883 | \$ 72,557 | \$ 96,369 | \$ 77,585 | \$ 70,917 | \$ 65,825 |
| 3 | \$ 85,748 | \$ 90,476 | \$ 74,698 | \$ 99,212 | \$ 79,874 | \$ 73,009 | \$ 67,767 |
| 4 | \$ 88,278 | \$ 93,145 | \$ 76,901 | \$ 102,139 | \$ 82,230 | \$ 75,163 | \$ 69,766 |
| 5 | \$ 90,882 | \$ 95,893 | \$ 79,170 | \$ 105,152 | \$ 84,656 | \$ 77,380 | \$ 71,824 |
| 7 | \$ 94,454 | \$ 99,661 | \$ 82,281 | \$ 109,284 | \$ 87,983 | \$ 80,421 | \$ 74,647 |
| 10 | \$ 99,082 | \$ 104,545 | \$ 86,313 | \$ 114,639 | \$ 92,294 | \$ 84,362 | \$ 78,305 |
| 13 | \$ 103,937 | \$ 109,667 | \$ 90,543 | \$ 120,256 | \$ 96,816 | \$ 88,496 | \$ 82,142 |
| 16 | \$ 109,030 | \$ 115,041 | \$ 94,979 | \$ 126,149 | \$ 101,560 | \$ 92,832 | \$ 86,167 |
| 19 | \$ 114,372 | \$ 120,678 | \$ 99,633 | \$ 132,330 | \$ 106,537 | \$ 97,381 | \$ 90,389 |
| TOTAL DAYS | 210 | 215 | 200 | 220 | 200 | 195 | 195 |

Master's Degree = \$800

Doctorate Degree = \$1,000

SUPERINTENDENT

224 Days

Step 1 (Year 1)

Step 2 (Year 4)

\$ 132,500 \$ 136,475

I. 6

COLUSA UNIFIED SCHOOL DISTRICT

11d Mid-year salary increase

Payroll/Personnel

Name: Barbara Hankins

Payroll Date:

5/30/2014

5 working days have been added back to District Nurse Position. This position follows Certificated Salary Schedule and is extended by 15 days for a total of 201 work days (186+15) for the 2013-2014 school year. Below is the retro pay and new monthly for the addition.

New Information:

| | Annual | Monthly | Daily |
|---|-------------|------------|----------|
| Certificated Salary Schedule IV-22 (186 days) | \$73,262.00 | \$6,660.18 | \$393.88 |
| New Extended work year: 15 days x's \$393.88 | \$5,908.20 | \$537.11 | |
| New 2013-2014 total gross salary: | \$79,170.20 | \$7,197.29 | |

New Extended year monthly total: \$537.11

months retro (Aug 2013 - April 2014): 9

New Gross Earned: \$ 4,833.98

Less Total Gross Paid (Aug 13- Apr 14) -\$3,222.65

Total Salary Retro Owed \$ 1,611.33

NML Salary

| | | | | | | |
|------------|---|-----|-----|-----------------|------------|--------|
| \$1,611.33 | 1 | LZ | RET | TSM | \$7,197.29 | 57-3-5 |
| | | 11d | | 080113 - 043014 | | |

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

OFFICIAL MINUTES

Board of Trustees Board Meeting

August 19, 2014

| | |
|--|--|
| CALL TO ORDER | The meeting was called to order at 4:00 p.m. in the CUSD Conference Room by Board President Charles Yerxa, and an established quorum was present. Attending were Lincoln Forry, Terry Bressler, Charles Yerxa, Don Bransford and Kelli Griffith-Garcia. Also in attendance were Superintendent Dwayne Newman, staff, and parents. |
| PLEDGE OF ALLEGIANCE | Terry Bressler led the Pledge of Allegiance. |
| NEW STAFF INTRODUCTIONS AND RECEPTION | Mr. Newman asked Principals to introduce their new staff members. After introductions, President Yerxa called for a short recess at 4:20 p.m. and a reception was held. |
| RECOGNITIONS AND CELEBRATIONS | Erika Lemenager presented Pam Neihues, Donna Krause, Raina Alvarez, and Vanessa Munguia with certificates of appreciation. |
| HEARING OF THE PUBLIC | Pam Giuliano expressed a need for a PE Specialist at Egling Middle School. |
| STUDENT'S REPORT | ASB President, Jordan Helmer, provided information on the Freshman Boot Camp that occurred prior to the start of school. Ninety six freshman attended the two day camp. Students were able to sign up for clubs, meet upperclassmen, and participate in fun activities. Jordan provided dates for sports, dances, and elections. This year's homecoming theme will be Disney Pixar. |
| PRESIDENTS REPORT | None |
| SUPERINTENDENTS REPORT IMPROVING ACHIEVEMENT | <ul style="list-style-type: none">• LCAP – Mr. Newman presented a calendar form of action items and timelines in effort to make monitoring the districts progress more streamlined.• Measuring progress – Mr. Newman proposed that for the 2014-2015 school year, we use the STAR testing scores to compare state results against CUSD results. Mr. Newman is anticipating to see a 10% gain of CUSD students by the end of the 2015 testing cycle. Other goals for the district include an improvement with CUSD atmosphere, communication, and technology. Should the bond pass in November, Mr. Newman proposed a goal for quick implementation of work that will ultimately save the district money in the long run (i.e. - energy efficiency improvements). Conversation ensued.• Community School Update – Expelled students are currently being transported to Feather River Academy in Yuba City. No MOU is currently in place, however, FRA is not requesting one and there is no legal need for an MOU. No excess costs are incurred for CUSD. Mr. |

Board of Trustees Regular Meeting
August 19, 2014

Newman recommended that Feather River Academy be a permanent option for expelled students. The cost for these services are significantly less than what was in place in years past and the quality of the program is far superior. Mr. Yerxa asked for clarification as to what the options are for expelled students. Mr. Newman clarified that Feather River Academy is the option we offer; however, should parents want to have their student attend elsewhere, that is their choice.

- Summer School Report – Approximately 160 students attended Summer School. Mr. Forry asked if the numbers were increased from years past. Mrs. Parker added that it is difficult to gather that data as the program has not been consistent each year. Mrs. Lemenager stated that 7th and 8th grade students who attended were doing so as a credit recovery option. Pre K – 6th grade followed a protocol to enroll students in Summer School. Migrant Education students received first priority, followed by students that were being retained, students with low English and Math scores, and finally those with parent requests. Mr. Yerxa asked for clarification regarding whether or not this was mandatory for students or simply a recommendation. Mrs. Lemenager stated that for Egling students, it was mandatory/highly recommended. Intervention groups were set up using test scores, pre-tests based on common core standards. A post-test was given at the end.

SUPERINTENDENTS REPORT
FACILITIES UPDATE

- SELPA – Mr. Newman met with the other district Superintendents, Mr. West, and CBO's to discuss various possible approaches relating to the governance of SELPA. Further discussion is still necessary. Mr. West stated that transparency and change take time. Mr. Bransford suggested that CUSD utilize legal counsel regarding SELPA. Mr. Newman confirmed that the district has been seeking legal counsel. Conversation regarding IEP's and staffing occurred.
- Technology Upgrades – Improvements and upgrades are taking place. Currently, our Student Information System and Data Warehousing Program are two different systems. A conversation is beginning to take place with staff regarding a possible conversion. Technology Director, Jeremy Miller, is leading the project and discussion with CUSD staff members. If a conversion does take place, a potential savings of approximately \$8,000 could occur. Mr. Newman stated that as upgrades are made to the network, blended learning/on-line classes could be a potential offering to CUSD students which would in turn expand student learning.
- Summer Work/Portable Classroom – The new portable at Burchfield Primary has been placed. The inspector has not yet signed off on its use for students until several items are completed. The MOT department is working on getting all those items resolved. Mr. Bransford asked for clarification as to why these items were not in the specifications of the architect. He asked that our attorney take a look at these recommendation.

SUPERINTENDENTS REPORT
FACILITIES UPDATE

Board of Trustees Regular Meeting
August 19, 2014

Mr. Newman clarified that the funding source for this project is our Developer Fees. A question was brought up about the workroom at Burchfield Primary and the potential changes that may occur with that space. Pam Giuliano asked that staff be a part of that conversation.

- Football Field – Mr. Newman informed the board that the gravel was removed and it looks and feels nice. The field is safe.
- Modernization Bond – CUSD is seeking a co-chair for the bond campaign committee. The argument in favor of ballot Measure A has been submitted to the county and no argument against was received.
- Enrollment – Mr. Newman discussed the increased number of students in 7th and 8th grade. The enrollment for those two grade levels were impacted as several students were retained and others were transfers from other districts. Conversation regarding the need for additional staff members at Egling occurred. Issues regarding adequate space in the classroom also ensued. The issue was asked to be brought back for an additional meeting.

**SUPERINTENDENT'S REPORT
BUDGET**

**CSEA REPRESENTATIVE'S
REPORT**

Mr. Newman was asked to pass on that the CSEA will be meeting and will let CUSD know of anything needed.

**CEA REPRESENTATIVE'S
REPORT**

Pam Giuliano is optimistic for a great upcoming year. She expressed how wonderful is it that CUSD has a warm welcoming of new teachers. Ms. Giuliano stated that elections for CEA Representative are upcoming.

**INFORMATION/DISCUSSION
/POSSIBLE ACTION ITEMS**

- Community School – Expelled CUSD students are now attending Feather River Academy in Sutter County and an agreement has been reached that no MOU is needed. Inter-District transfers will be required. Mr. Bransford asked that CUSD continues to monitor these students and their progress. It was suggested that a CUSD counselor check in regularly with Feather River Academy regarding the progress of these students.
- Inter-District Transfers (BP 5117) – CUSD currently has a Board Policy in place which states that the District Superintendent makes the decision on whether or not a transfer is approved or denied. This has not been the practice. Mr. Newman explained why having Board approval of Inter-District transfers was inefficient. No action was necessary as it is a current Board Policy, however, the Board agreed to dis-continue the current practice and begin following policy. In the event of an appeal, those matters will be presented to the Board.
- Kinder Camp – Mr. Forry had questions as to why Pre-K students were not invited to the 2014-2015 Kinder Camp. Mr. Newman explained that Kinder Camp is a way of assessing and training students with the routine of school and last year's Pre-K student have already gone through that training. Suggestions were made that multiple notices go out to families

Board of Trustees Regular Meeting
August 19, 2014

regarding the transition of half-day Kindergarten to full-day Kindergarten prior to November 10, 2014.

ACTION ITEM #141501 Motion was made by Terry Bressler, seconded by Kelli Griffith-Garcia to approve the 2014-2015 Board Meeting Dates.

Vote: Unanimous

ACTION ITEM #141502 Motion was made by Don Bransford, seconded by Lincoln Forry to adopt BP 6146.1 - High School Graduation Requirements as amended

Vote: Unanimous

ACTION ITEM #141503 Motion was made by Terry Bressler, seconded by Kelli Griffith-Garcia to approve the First Reading of Board Policies and Administrative Regulations as listed on the Agenda, with amendments to BP 9324-Minutes and Recordings to reflect that recording are to be destroyed no sooner than 30 days after the Board Meeting and only after the Board has approved the meeting minutes.

Vote: Unanimous

ACTION ITEM #141504 Motion was made by Don Bransford, seconded by Terry Bressler to approve all consent agenda items. Mr. Bransford requested that the district's legal counsel review the Oars Contract listed as item f.

The following Consent Agenda items were approved:

- a. Minutes of June 17, 2014 Regular Board Meeting
- b. Minutes of July 8, 2014 Special Board Meeting
- c. June/July Payroll
- d. Approved Budget Revision
- e. Developer Fee
- f. Oars Contract
- g. Personnel Assignment Order #2014/2015.01
- h. Associated Student Body Fund
- i. Warrants: Batch #46-48
- j. 4th Quarter Williams Uniform Complaint Procedure for April 1, 2014 – June 30, 2014.

Vote: Unanimous

HEARING OF THE PUBLIC FOR
MATTERS ON CLOSED
SESSION AGENDA None

ADJOURN TO CLOSED
SESSION The Board adjourned to Closed Session at 7:38 p.m. to consider and/or take action upon any of the following items:

1. Student Matters:

Board of Trustees Regular Meeting
August 19, 2014

- a. Out of School Suspensions
- b. Inter-District Transfers
- 2. Personnel Matters:
 - a. New Hires 2014/2015
 - b. 13-14 Confidential/Classified ASES Management Salary Schedule
 - c. 13-14 Administrative Salary Schedule
 - d. Payroll Adjustment for School Nurse

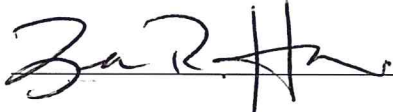
RECONVENE FROM CLOSED
SESSION

The Board reconvened from Closed Session at 8:45 p.m. Board President, Charles Yerxa reported out that the Board reviewed the Out of School Suspensions, Inter-District Transfers, and New Hires. No actions were taken on Personnel Matters: 2 b, c, d.

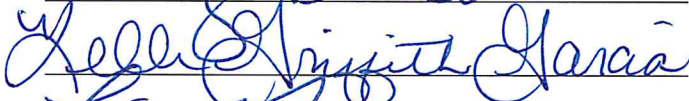
ADJOURNMENT

The meeting adjourned at 8:52 p.m.

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant



APPROVED BY:



COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

OFFICIAL MINUTES

Board of Trustees Special Board Meeting

August 25, 2014

CALL TO ORDER The meeting was called to order at 4:00 p.m. in the CUSD Conference Room by Board President Charles Yerxa, and an established quorum was present. Attending were Lincoln Forry, Terry Bressler, Charles Yerxa, and Don Bransford. Also in attendance was Superintendent Dwayne Newman.

PLEDGE OF ALLEGIANCE Charles Yerxa led the Pledge of Allegiance

HEARING OF THE PUBLIC None

**INFORMATION/ DISCUSSION
/ POSSIBLE ACTION ITEMS** None

**HEARING OF THE PUBLIC FOR
MATTERS ON CLOSED
SESSION AGENDA** None

**ADJOURN TO CLOSED
SESSION** The Board adjourned to Closed Session at: 4:02 p.m. to consider and/or take action upon any of the following items:

1. Personnel Matters:

- a. New Hires 2014/2015
- b. 13-14 Confidential/Classified ASSES Management Salary Schedule
- c. 13-14 Administrative Salary Schedule
- d. Payroll Adjustment for School Nurse


**RECONVENE FROM CLOSED
SESSION** The Board reconvened from Closed Session at 6:03 p.m. Board President, Charles Yerxa reported out that no action was taken on items a, b, c, and d as Mr. Newman was advised to bring those items back for a future meeting.

ADJOURNMENT The meeting adjourned at 6:05 p.m.

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant



APPROVED BY:



Board of Trustees Special Meeting
August 25, 2014

Greg Bussler
Linda Long

COLUSA UNIFIED SCHOOL DISTRICT

2014-15 BUDGET REVISION

September 16, 2014

| | |
|--------------------------------|-------------------|
| 2014-15 BEGINNING BALANCE | 1,347,994 |
| ESTIMATED INCOME | <u>12,240,028</u> |
| TOTAL INCOME/BEGINNING BALANCE | 13,588,022 |

Resource Code and Program

| | |
|--|------------|
| 0000 Increase LCFF Income | 88,199 |
| REVISED TOTAL INCOME | 12,328,227 |
| REVISED TOTAL INCOME + BEGINNING BALANCE | 13,676,221 |

EXPENDITURES

| | |
|----------------------------|--|
| Current Expenditure Budget | 12,294,436 |
| Reserve for Revolving Cash | 20,350 |
| Undistributed Reserve | <u>984,149</u> <u>1,004,499</u> 13,298,935 |

| | |
|------------|---|
| no changes | 0 |
|------------|---|

| | |
|----------------------------|--|
| Revised Expenditure Budget | 12,294,436 |
| Reserve for Revolving Cash | 20,350 |
| Undistributed Reserve | <u>1,361,435</u> <u>1,381,785</u> 13,676,221 |

PASSED AND ADOPTED this 16th Day of September, 2014 at a meeting of the Board of Trustees of Colusa Unified School District.

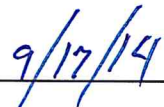
AYES:

NOES:

ABSENT:



 Dwayne Newman, Superintendent



Colusa Unified School District

745 10th Street

Colusa, California 95932

2013-14 Unaudited Actuals

September 16, 2014

Entire report prepared with State of California SACS Software is available for inspection at District Office
and on the District Website: www.colusa.k12.ca.us

Departments/Business Services/Budget Reports

Multi-Year Projection Summary - September 16, 2014

| | 13/14 ACTUALS | 14/15 BUDGET | 15/16 BUDGET | 16/17 BUDGET |
|--|-------------------|---------------------|-------------------|---------------------|
| TOTAL REVENUES | 11,791,322 | 12,328,227 | 12,752,464 | 13,311,663 |
| TOTAL EXPENSES & TRANSFERS OUT | 11,778,667 | 12,294,436 | 12,210,027 | 12,421,536 |
| TOTAL REVENUES LESS EXPENDITURES | 12,655 | 33,791 | 542,437 | 890,126 |
| GENERAL FUND BEGINNING BALANCE | 1,335,339 | 1,347,994 | 1,381,785 | 1,924,222 |
| LESS AMOUNT ABOVE REVENUES LESS EXP | 12,655 | 33,791 | 542,437 | 890,126 |
| <i>Less Restricted Fund Balance Prop. 39/Common Core</i> | <i>-227,281</i> | | | |
| <i>Less Special Reserve for Textbook Replacement</i> | | <i>-75,000</i> | <i>-150,000</i> | <i>-225,000</i> |
| UNDISTRIBUTED GENERAL FUND RESERVE | 1,120,713 | 1,306,785 | 1,774,222 | 2,589,348 |
| % UNDISTRIBUTED RESERVE | 9.51% | 10.63% | 14.53% | 20.85% |
| 3% UNDISTRIBUTED RESERVE IS | 353,360 | 368,833 | 366,301 | 372,646 |
| AMOUNT ABOVE (-BELOW) 3% | 767,353 | 937,952 | 1,407,921 | 2,216,702 |
| 5% UNDISTRIBUTED RESERVE IS | 588,933 | 614,722 | 610,501 | 621,077 |
| AMOUNT ABOVE (-BELOW) 5% | 531,780 | 692,063 | 1,163,721 | 1,968,271 |
| RECOMMENDED RESERVE 3% Plus one Year LCFF Growth | | | | |
| LCFF Growth Amount over Prior Year | \$ 483,946 | \$ 1,054,551 | \$ 577,791 | \$ 639,199 |
| Plus 3% Reserve | \$ 353,360 | \$ 368,833 | \$ 366,301 | \$ 372,646 |
| Total Recommended Reserve | \$ 837,306 | \$ 1,423,384 | \$ 944,092 | \$ 1,011,845 |
| AMOUNT ABOVE (-BELOW) RECOMMENDED RESERVE | \$ 283,407 | \$ (116,599) | \$ 830,130 | \$ 1,577,504 |
| LCFF FUNDING ESTIMATE: | | | | |
| TOTAL ADA | 1395.63 | 1395.63 | 1395.63 | 1395.63 |
| multiply x SSC Calculated recommended amount per ADA | \$ 7,034 | \$ 7,786 | \$ 8,200 | \$ 8,658 |
| Total LCFF Funding Budgeted | \$ 9,817,350 | \$ 10,866,375 | \$ 11,444,166 | \$ 12,083,365 |
| % Increase over Prior Year | 4.60% | 10.69% | 5.32% | 5.59% |
| CUSD P-2 ADA | 1387.81 | 1387.81 | 1387.81 | 1387.81 |
| Adult Transition Class Reported by CCOE | 5.54 | 5.54 | 5.54 | 5.54 |
| Community School ADA Reported by CCOE | <u>2.28</u> | <u>2.28</u> | <u>2.28</u> | <u>2.28</u> |
| TOTAL ADA CUSD LCFF | 1395.63 | 1395.63 | 1395.63 | 1395.63 |
| | | | -80K ROP | -160K ROP |

Colusa Unified School District - September 16, 2014

| | 13/14 ACTUALS | 14/15 BUDGET | 15/16 BUDGET | 16/17 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|
| INCOME | | | | |
| 8011-8089 TOTAL LCFF | 9,817,350 | 10,866,375 | 11,444,166 | 12,083,365 |
| 8019 PRIOR YEAR ADJUSTMENTS | -5,526 | | | |
| TOTAL REVENUE LIMIT SOURCES | 9,811,824 | 10,866,375 | 11,444,166 | 12,083,365 |
| TOTAL FEDERAL REVENUE | 513,251 | 463,268 | 395,753 | 395,753 |
| STATE REVENUES | | | | |
| 8550 MANDATED COSTS | 49,128 | 59,208 | 59,208 | 59,208 |
| 8560 LOTTERY | 234,017 | 217,776 | 217,776 | 217,776 |
| 8590 OTHER STATE | 739,852 | 420,249 | 414,210 | 414,210 |
| TOTAL STATE REVENUE | 1,022,997 | 697,233 | 691,194 | 691,194 |
| OTHER LOCAL REVENUES | | | | |
| 8650 LEASES AND RENTALS | 12,108 | 9,000 | 9,000 | 9,000 |
| 8660 INTEREST | 7,906 | 5,000 | 5,000 | 5,000 |
| 8677 INTERAGENCY REVENUES | 244,730 | 248,851 | 168,851 | 88,851 |
| 8699 OTHER LOCAL INCOME | 178,506 | 38,500 | 38,500 | 38,500 |
| TOTAL LOCAL REVENUES | 443,250 | 301,351 | 221,351 | 141,351 |
| TOTAL REVENUES | 11,791,322 | 12,328,227 | 12,752,464 | 13,311,663 |
| EXPENDITURES | | | | |
| 1100 TEACHER'S SALARIES | 4,627,859 | 4,711,206 | 4,781,874 | 4,804,693 |
| 1200 PUPIL SUPPORT SALARIES | 294,042 | 240,629 | 243,035 | 245,466 |
| 1300 SUPERVISOR/ADMIN. SALARIES | 564,779 | 637,625 | 592,625 | 592,625 |
| 1900 OTHER CERTIFICATED SALARIES | 0 | 0 | 0 | 0 |
| TOTAL CERTIFICATED | 5,486,680 | 5,589,460 | 5,617,534 | 5,642,783 |
| 2100 INSTRUCTIONAL AIDES | 324,984 | 380,491 | 386,547 | 392,272 |
| 2200 CLASSIFIED SUPPORT | 508,314 | 525,680 | 528,565 | 530,025 |
| 2300 CLASSIFIED ADMINISTRATORS | 266,938 | 289,763 | 295,590 | 295,590 |
| 2400 CLERICAL AND OFFICE | 448,589 | 432,409 | 435,000 | 440,258 |
| 2900 OTHER CLASSIFIED SALARIES | 106,358 | 124,059 | 125,000 | 125,000 |
| TOTAL CLASSIFIED | 1,655,183 | 1,752,402 | 1,770,702 | 1,783,145 |
| 3100 STRS | 447,106 | 494,224 | 602,761 | 709,862 |
| 3200 PERS | 155,558 | 176,382 | 211,256 | 255,356 |
| 3300 SOCIAL SECURITY | 189,285 | 217,641 | 206,354 | 206,354 |
| 3400 HEALTH | 1,168,885 | 1,179,724 | 1,174,724 | 1,174,724 |
| 3500 UNEMPLOYMENT INSURANCE | 4,425 | 3,615 | 5,000 | 5,000 |
| 3600 WORKER'S COMPENSATION | 157,340 | 174,378 | 180,000 | 180,000 |
| 3900 OTHER BENEFITS | 142,214 | 100,539 | 100,538 | 93,155 |
| TOTAL BENEFITS | 2,264,813 | 2,346,503 | 2,480,633 | 2,624,451 |
| 4100 TEXTBOOKS | 20,379 | 40,000 | 40,000 | 40,000 |
| 4300 INSTRUCTIONAL SUPPLIES | 639,353 | 699,961 | 530,050 | 530,050 |
| 4400 NON CAPITALIZED EQUIPMENT | 0 | 0 | 0 | 0 |
| TOTAL BOOKS AND SUPPLIES | 659,732 | 739,961 | 570,050 | 570,050 |
| 5200 TRAVEL AND CONFERENCE | 38,020 | 29,402 | 24,681 | 24,681 |
| 5300 DUES AND MEMBERSHIPS | 10,626 | 12,061 | 12,061 | 12,061 |
| 5400 INSURANCE | 114,095 | 110,000 | 110,000 | 110,000 |
| 5500 UTILITIES | 432,480 | 410,000 | 420,000 | 430,000 |
| 5600 CONTRACTS, RENTS, LEASES | 200,231 | 195,436 | 195,436 | 195,436 |
| 5750 DIRECT COSTS FOR CAFETERIA FD | -44,838 | -45,000 | -45,000 | -45,000 |
| 5800 OTHER SERV. & OPERATING EXP. | 231,065 | 366,760 | 248,047 | 248,047 |
| 5900 COMMUNICATIONS | 18,399 | 20,837 | 20,837 | 20,837 |
| TOTAL CONTRACTS/OTHER EXPENSE | 1,000,078 | 1,099,496 | 986,062 | 996,062 |
| 6500 EQUIPMENT REPLACEMENT | 34,666 | | | |
| TOTAL CAPITAL OUTLAY | 34,666 | 0 | 0 | 0 |
| 7142 COMMUNITY SCHOOL/SELPA | 642,668 | 731,569 | 750,000 | 770,000 |
| 7350 Interfund Indirect Costs (from Cafeteria) | 20,198 | -20,000 | -20,000 | -20,000 |
| 7649 OTHER LOAN PAYMENTS | 55,045 | 55,045 | 55,045 | 55,045 |
| TOTAL 7000 OTHER OUTGO | 677,515 | 766,614 | 785,045 | 805,045 |
| TOTAL EXPENDITURES & TRANSFERS OUT | 11,778,667 | 12,294,436 | 12,210,027 | 12,421,536 |

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth Street
Colusa, California 95932

RESOLUTION #2014-15.01
ADOPTION OF GANN LIMIT

WHEREAS, in November 1979, the California Electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including school districts: and,

WHEREAS, the District must establish a Gann Limit for 2013-14 fiscal year and a projected Gann Limit for 2014-15 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED, that the Colusa Unified School District Board of Trustees does provide public notice that the attached calculations and documentation of the 2013-14 and 2014-15 Gann Limit are made in accord with applicable constitutional and statutory law;

BE IT FURTHER RESOLVED, that the Board of Trustees of the Colusa Unified School District does hereby declare that the appropriations in the 2013-14 and the 2014-15 budget do not exceed the limitations imposed by the Gann Amendment;

AND BE IT FURTHER RESOLVED, that the Superintendent provide copies of this resolution along with appropriate attachments to interested citizens of this district.


THIS RESOLUTION EXECUTED THIS 16th day of September 2014, by the following vote of the Governing Board:

AYES: 5

NOES: 0

ABSENT: 0

Signed


Dwayne Newman, Secretary to the Governing Board

| | 2013-14 Calculations | | | 2014-15 Calculations | | |
|---|-------------------------------|--------------|-------------------------|-------------------------------|--------------|-------------------------|
| | Extracted Data | Adjustments* | Entered Data/ Totals | Extracted Data | Adjustments* | Entered Data/ Totals |
| A. PRIOR YEAR DATA (2012-13 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE) | 2012-13 Actual | | | 2013-14 Actual | | |
| 1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column) | 4,901,991.50 | | 4,901,991.50 | | | 5,300,863.80 |
| 2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column) | 1,356.64 | | 1,356.64 | | | 1,395.63 |
| ADJUSTMENTS TO PRIOR YEAR LIMIT | Adjustments to 2012-13 | | | Adjustments to 2013-14 | | |
| 3. District Lapses, Reorganizations and Other Transfers | | | | | | |
| 4. Temporary Voter Approved Increases | | | | | | |
| 5. Less: Lapses of Voter Approved Increases | | | | | | |
| 6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5) | | 0.00 | | | | 0.00 |
| 7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above) | | | | | | |
| B. CURRENT YEAR GANN ADA (2013-14 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district) | 2013-14 P2 Report | | | 2014-15 P2 Estimate | | |
| 1. Total K-12 ADA (Form A, Line A6) | 1,395.63 | | 1,395.63 | 1,395.63 | | 1,395.63 |
| 2. Total Charter Schools ADA (Form A, Line C4) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2) | | | 1,395.63 | | | 1,395.63 |
| C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62) | 2013-14 Actual | | | 2014-15 Budget | | |
| 1. Homeowners' Exemption (Object 8021) | 25,388.88 | | 25,388.88 | 0.00 | | 0.00 |
| 2. Timber Yield Tax (Object 8022) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 3. Other Subventions/In-Lieu Taxes (Object 8029) | 1,006.85 | | 1,006.85 | 0.00 | | 0.00 |
| 4. Secured Roll Taxes (Object 8041) | 2,726,505.05 | | 2,726,505.05 | 2,000,000.00 | | 2,000,000.00 |
| 5. Unsecured Roll Taxes (Object 8042) | 246,980.89 | | 246,980.89 | 0.00 | | 0.00 |
| 6. Prior Years' Taxes (Object 8043) | 2,889.22 | | 2,889.22 | 0.00 | | 0.00 |
| 7. Supplemental Taxes (Object 8044) | 16,286.04 | | 16,286.04 | 0.00 | | 0.00 |
| 8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045) | (233,823.02) | | (233,823.02) | 0.00 | | 0.00 |
| 9. Penalties and Int. from Delinquent Taxes (Object 8048) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 10. Other In-Lieu Taxes (Object 8082) | 5,470.00 | | 5,470.00 | 0.00 | | 0.00 |
| 11. Comm. Redevelopment Funds (Obj. 8047 & 8625) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 12. Parcel Taxes (Object 8621) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15) | 2,790,703.91 | 0.00 | 2,790,703.91 | 2,000,000.00 | 0.00 | 2,000,000.00 |
| OTHER LOCAL REVENUES (Funds 01, 09, and 62) | | | | | | |
| 17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914) | 0.00 | | 0.00 | 0.00 | | 0.00 |
| 18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17) | 2,790,703.91 | 0.00 | 2,790,703.91 | 2,000,000.00 | 0.00 | 2,000,000.00 |

| | 2013-14 Calculations | | | 2014-15 Calculations | | |
|--|-------------------------|--------------|-------------------------|-------------------------|--------------|-------------------------|
| | Extracted Data | Adjustments* | Entered Data/ Totals | Extracted Data | Adjustments* | Entered Data/ Totals |
| EXCLUDED APPROPRIATIONS | | | | | | |
| 19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts) | | | 0.00 | | | 0.00 |
| OTHER EXCLUSIONS | | | | | | |
| 20. Americans with Disabilities Act | | | | | | |
| 21. Unreimbursed Court Mandated Desegregation Costs | | | | | | |
| 22. Other Unfunded Court-ordered or Federal Mandates | | | | | | |
| 23. TOTAL EXCLUSIONS (Lines C19 through C22) | | | 0.00 | | | 0.00 |
| STATE AID RECEIVED (Funds 01, 09, and 62) | | | | | | |
| 24. LCFF - CY (objects 8011 and 8012) | 7,026,408.00 | | 7,026,408.00 | 8,866,375.00 | | 8,866,375.00 |
| 25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019) | (5,287.00) | | (5,287.00) | 0.00 | | 0.00 |
| 26. Class Size Reduction, Grades K-3 (Object 8434) | 0.00 | | 0.00 | | | |
| 27. TOTAL STATE AID RECEIVED (Lines C24 through C26) | 7,021,121.00 | 0.00 | 7,021,121.00 | 8,866,375.00 | 0.00 | 8,866,375.00 |
| DATA FOR INTEREST CALCULATION | | | | | | |
| 28. Total Revenues (Funds 01, 09 & 62; objects 8000-8799) | 11,791,322.30 | | 11,791,322.30 | 12,328,227.00 | | 12,328,227.00 |
| 29. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662) | 7,905.82 | | 7,905.82 | 5,000.00 | | 5,000.00 |
| APPROPRIATIONS LIMIT CALCULATIONS | 2013-14 Actual | | | 2014-15 Budget | | |
| D. PRELIMINARY APPROPRIATIONS LIMIT | | | | | | |
| 1. Revised Prior Year Program Limit (Lines A1 plus A6) | | | 4,901,991.50 | | | 5,300,863.80 |
| 2. Inflation Adjustment | | | 1.0512 | | | 0.9977 |
| 3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places) | | | 1.0287 | | | 1.0000 |
| 4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3) | | | 5,300,863.80 | | | 5,288,671.81 |
| APPROPRIATIONS SUBJECT TO THE LIMIT | | | | | | |
| 5. Local Revenues Excluding Interest (Line C18) | | | 2,790,703.91 | | | 2,000,000.00 |
| 6. Preliminary State Aid Calculation | | | | | | |
| a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C27 or less than zero) | | | 167,475.60 | | | 167,475.60 |
| b. Maximum State Aid in Local Limit (Lesser of Line C27 or Lines D4 minus D5 plus C23; but not less than zero) | | | 2,510,159.89 | | | 3,288,671.81 |
| c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b) | | | 2,510,159.89 | | | 3,288,671.81 |
| 7. Local Revenues in Proceeds of Taxes | | | | | | |
| a. Interest Counting in Local Limit (Line C29 divided by [Lines C28 minus C29] times [Lines D5 plus D6c]) | | | 3,556.50 | | | 2,145.81 |
| b. Total Local Proceeds of Taxes (Lines D5 plus D7a) | | | 2,794,260.41 | | | 2,002,145.81 |
| 8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C27 or less than zero) | | | 2,506,603.39 | | | 3,286,526.00 |
| 9. Total Appropriations Subject to the Limit | | | | | | |
| a. Local Revenues (Line D7b) | | | 2,794,260.41 | | | |
| b. State Subventions (Line D8) | | | 2,506,603.39 | | | |
| c. Less: Excluded Appropriations (Line C23) | | | 0.00 | | | |
| d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c) | | | 5,300,863.80 | | | |

California Dept of Education
SACS Financial Reporting Software - 2014.2.0
File: gann-d (Rev 06/16/2014)

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Printed: 9/9/2014 10:23 AM

J. I. g.

Colusa Unified School District
Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 8/15/2014 **Site** Colusa High School

Form Completion Instruction (In description block provide the following.)

- **Textbooks:** Title, publisher, copyright date, quantity and reason for withdrawal.
- **Equipment:** Name, estimated value, quantity and reason for surplus.

| Description | Recommended Disposition |
|----------------------|-------------------------|
| Ag Tractor | Sell |
| 1981 John Deere 2240 | |
| Out dated equipment | |
| | |
| | |

_____ **For additional items, check here and attach list.**

Site Administrator Approval



 Signature

8/28/14

 Date

Superintendent/Board Approval



 Signature

9/9/14

 Date

Disposition:

Tractor was traded to John Deere for a sum of 4500.00 which was applied to purchase of new tractor

J. I. h.

TO: Board of Trustees
Colusa Unified School District

RE: CEA – CUSD Joint Sunshine Proposal

It is the intent of the Colusa Educator's Association and the Colusa Unified School District to negotiate the following items for the 2014-15 school year:

- Compensation
- Contract Language
- Other Items as Needed

J. I. i

TO: Board of Trustees
Colusa Unified School District

RE: CSEA – CUSD Joint Sunshine Proposal

It is the intent of the CSEA Chapter #574 and the Colusa Unified School District to negotiate the following items for the 2014-15 school year:

- Compensation
- Contract Language
- Job Descriptions
- Other Items as Needed

California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2014-15 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by August 31, 2014)

DATES OF PROJECT DURATION - JULY 1, 2014, TO JUNE 30, 2015

Colusa High School

(School Site)

Colusa Unified

(District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Signature of Authorized Agent

Signature of Agriculture Teacher
Responsible for the Program

Superintendent

Title

Signature of Principal

Contact Phone Number: 530-458-2156

Date of Approval of Local Agency Board:

9/16/2014

Funds Requested - Part I

\$4,500.00

Part II

\$1,312.00

Part III

\$12,000.00

Part IV

\$0.00

Total

\$17,812.00

Number of Different Agriculture Teachers at Site:

2

PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION

| Quality Criteria | Will Meet Criteria | Variance Requested |
|--|-----------------------|-----------------------|
| 1. Curriculum and Instruction | X | |
| 2. Leadership and Citizenship Development | X | |
| 3. Practical Application of Occupational Skills | X | |
| 4. Qualified and Competent Personnel | X | |
| 5. Facilities, Equipment, and Materials | X | |
| 6. Community, Business, and Industry Involvement | X | |
| 7. Career Guidance | X | |
| 8. Program Promotion | X | |
| 9. Program Accountability and Planning | X | |

Formal Variance Request must be included if requesting a variance. A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.

PART I - CONTINUED

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

| Total Number of Teachers | Amount Eligible | Amount Requested |
|--------------------------|-----------------|------------------|
| One Teacher or Less | \$4,000 | |
| Two Teachers | \$4,500 | \$4,500.00 |
| Three Teachers or More | \$5,000 | |

PART II - PROGRAM ENROLLMENT ALLOCATION

| Total Number of Students | 2013-14 R2 Number | Amount Requested |
|---|-------------------|------------------|
| List Number from R2 Report (\$8/Member) | 164 | \$1,312.00 |

PART III - QUALITY CRITERIA 10-11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

- * Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50 percent or more of their teaching periods.
- * Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of \$2,000 for year-round employment.
- * Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site:

2

List the Names of the Agriculture Teachers:

1. Tim Crabtree

4.

2. Heather Thomas

5.

3.

6.

| | Number Meeting Criteria | Amount Requested |
|--|-------------------------|------------------|
| Criterion 10 - Student/Teacher Ratio | 2 | \$4,000.00 |
| Criterion 11A - Year-Round Employment | 2 | \$4,000.00 |
| Criterion 11B - Project Supervision Period | 2 | \$4,000.00 |
| TOTAL FUNDS REQUESTED PART IV | | \$12,000.00 |

PART IV - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list \$7,500 (funds requesting) in space to the right.

PART V - FINANCIAL SCHEDULE

Part A

| Line | Acct. No. | Classification | A Description of Item for Which Funds Will be Expended | B Incentive Grant Funds | | C Matching Funds |
|------|-----------|--|---|----------------------------|--|---------------------|
| 1 | 4000 | Books & Supplies | | 11,662.00 | | 3,500.00 |
| 2 | | | Subtotal for 4000 | \$11,662.00 | | \$3,500.00 |
| 3 | 5000 | Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation | 1. National Convention | 1,500.00 | | 2,000.00 |
| 4 | | | 2. COLC | 800.00 | | 400.00 |
| 5 | | | 3. MFE/ALA/GLC | 1,700.00 | | 1,300.00 |
| 6 | | | 4. State FFACConf. | 1,250.00 | | 2,400.00 |
| | | | 5. CATA Mtgs. | 400.00 | | 2,500.00 |
| 7 | | | 6. Reg/Sect FFA Mtgs. | 500.00 | | 400.00 |
| 8 | | | Subtotal for 5000 | \$6,150.00 | | \$9,000.00 |
| 9 | 6000 | Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment | 1. Tractor loader bucket | | | 6,000.00 |
| 10 | | | 2. | | | |
| 11 | | | 3. | | | |
| | | | 4. | | | |
| 12 | | | 5. | | | |
| 13 | | | Subtotal for 6000 | \$0.00 | | \$6,000.00 |
| 14 | | | Total for 4000–6000 Lines 2, 8, 13 | \$17,812.00 | | \$18,500.00 |

TOTAL 2014–15 Incentive Grant Allocation:

\$17,812.00

Part B - Complete this portion if a waiver of the matching requirement is requested:

| Line | Acct No. | Classification | A Description of Item for Which Funds Were Expended | B Incentive Grant Funds | | C Amount of Salary and Benefits |
|------|----------|----------------|--|----------------------------|--|------------------------------------|
| 15 | 1000 | Salaries | Teachers' Summer Service Salaries | | | |
| 16 | 1000 | Salaries | Teachers' Salaries for Project Supervision Period | | | |
| 17 | 3000 | Benefits | Benefits for the Above Items (1000) | | | |
| 18 | | | TOTAL | | | \$0.00 |

TOTAL Amount of Waiver Requested:

J.I.K.

STATE OF CALIFORNIA

ROUTINE RESTRICTED MAINTENANCE ACCOUNT CERTIFICATION

SAB 270 (REV 09/99)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT

Colusa Unified School District

COUNTY

Colusa

DATE OF ACTION

09-16-2014

In accordance with provisions of the State of California Education Code Section 17014, the Governing Board of the Colusa Unified School District School District hereby approves and adopts the action described below:

- THE DISTRICT is operating a Routine Restricted Maintenance Account.
- THE DISTRICT has budgeted to earmark the required minimum of two percent of the District's General Fund Budget for the 19 2014 /20 15 fiscal year.

| GENERAL FUND BUDGET | TOTAL | TWO PERCENT AMOUNT |
|---|----------------------------------|--|
| | \$ 11,986,977 | \$ 239,740 |
| AMOUNT BUDGETED/ EXPENDED FOR MAINTENANCE | AMOUNT BUDGETED FOR CURRENT YEAR | ACTUAL AMOUNT EXPENDED DURING PRIOR YEAR |
| | \$ 308,024 | \$ 298,834 |

All documents must have original signatures.

I certify, under penalty of perjury, the foregoing statements to be true and correct.

SIGNATURE OF DISTRICT SUPERINTENDENT/SECRETARY OF THE BOARD



DATE

09-16-2014

Submit to:

Department of General Services

Office of Public School Construction

P.O. Box 980610

West Sacramento, CA 95798-0610

Colusa Unified School District
Personnel Assignment Order
2014-2015 #2

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

Employment / Appointments:

| <u>Name</u> | <u>Position</u> | <u>Status</u> | <u>Salary</u> | <u>Date</u> |
|-----------------|--|---------------|---------------|-------------|
| Jennifer Lay | 7 th Grade Volleyball Coach | | | 8/11/2014 |
| Rebecca Changus | 8 th Grade Volleyball Coach | | | 8/11/2014 |
| Tina Lyons | CHS Volleyball Coach | | | 8/11/2014 |

Retirement:

Resignation:

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

| <u>Name</u> | <u>Position</u> | <u>Date</u> |
|----------------|------------------------|-------------|
| Jamie Lay | Sub Custodian-MOT | 8/27/2014 |
| Angela Hammock | Yard Duty-Burchfield | 8/27/2014 |
| Teia Miller | Yard Duty-Burchfield | 8/27/2014 |
| Perry Taylor | V Football Asst. | 8/11/2014 |
| Jeremy Miller | V Football Asst. | 8/11/2014 |
| Russ Gardner | JV Football Head Coach | 8/11/2014 |
| Jonah Cole | JV Football Asst. | 8/11/2014 |
| Mike Badaluco | JV Football Asst. | 8/11/2014 |

Leaves:

| | | |
|-------------|-------------|-----------|
| Lesha Duron | CHS Café II | 8/11/2014 |
|-------------|-------------|-----------|

Resignation:

Retirement:

Increase of Hours:

Job transfer:

Termination:

| | | |
|-------------|-----------|-----------|
| Joe Morales | Custodian | 8/29/2014 |
|-------------|-----------|-----------|

J. I. m

1 of 6

| NAME | SITE | CLASS | CREDENTIAL | SUBJECT | SUPPLEMENTAL | ELD CERT | EXPIRES | YR REC'D | Document # |
|--------------------|------|--|---|---------------------------------|-------------------------------------|----------|-----------------|------------|------------|
| Changus, Rebecca | CHS | Clear | Single Subject | English | | | 5/1/2016 | | 110057840 |
| | | Clear | CLAD Certificate | | CLAD | S12 | | 6/14/2004 | 040215726 |
| | | Clear | Multiple Subject | General Subjects (exam) | | | 7/1/2018 | | 130071292 |
| Corrêa, Jennifer | CHS | Certificate of Eligibility Administrative Services | | | | | | 6/12/08 | |
| | | Masters of Arts | Education | | | | | 1/2008 | |
| Crabtree, Timothy | CHS | Clear | Single subject | Social Science (exam) | | CLAD | 6/1/2019 | 6/1/1999 | 140096404 |
| | | Clear | Designated Subjects Vocational Education: Full Time | Ag Mechanics; Ag Production | | | 4/1/2019 | 6/1/2014 | |
| Cremo, Tina | BPS | Clear | Multiple Subject | General Subjects (exam) | | | 6/1/2017 | | 120534880 |
| | | Clear | Specialist Instruction | Bilingual X-cultural Inst: Span | | BCLAD | 6/1/2017 | | 120534879 |
| | | Clear | Language Develop Specialist | | | S22 | 4/14/1993 | | 930046470 |
| | | Master of Arts | Education | | | | 8/92 | | |
| Csicsery, Ashely | EMS | Preliminary | Multiple Subject | General Subjects (exam) | Into Mathematics | CLAD | 7/1/2018 | 6/20/2013 | 130121602 |
| Frank, Krystyna | EMS | Clear | Multiple Subject | General Subjects | | CLAD | 6/1/2018 | | 130035340 |
| | | Clear | Designated Subjects | Career Technical Education | Health Science & Medical Technology | R2CL | 6/22/04 -7/1/09 | | |
| Giffin, Matthew | CHS | Clear | Single Subject | English | | CLAD | 6/1/2017 | 6/1/2012 | 120022909 |
| Giuliano, Pam | EMS | Clear | Multiple Subject | General Subjects (exam) | English | | 2/1/2015 | | 090233008 |
| | | Clear | Multiple Subject | | | SDAIE | | 2/10/2000 | |
| Hamilton, Heather | BPS | Clear | Multiple Subject | General Subjects | | SB1969 | 7/1/2019 | 6/22/2009 | 140110020 |
| | | Clear | Single Subject | Agriculture | | | 6/1/2017 | 1/27/1997 | 120083801 |
| | | Clear | Specialist Instruction | Agriculture | | | 6/1/2017 | 5/31/1997 | 120083800 |
| Hankins, Barbara | DO | Registered Nurse License | | | | CLAD | 12/16/2009 | | 101091890 |
| | | Professional | School Nurse Services | | | | 4/30/2014 | | 123192727 |
| Hardwick, Jennifer | BPS | Clear | Multiple Subject | General subjects | | ELA1 | 12/1/2017 | 11/10/1992 | |
| | | Master of Arts | Education | | | | 7/1/2019 | 7/11/2012 | 140116268 |
| Harmon, Sheraya | BPS | Preliminary | Multiple Subject | General Subjects | | ELA1 | 4/1/2019 | 3/19/2014 | 140051073 |

| NAME | SITE | CLASS | CREDENTIAL | SUBJECT | SUPPLEMENTAL | ELD CERT | EXPIRES | YR REC'D | Document # |
|------------------|------|---|---|------------------------------------|-------------------------|------------------|-----------|-------------|-------------------------|
| Haugh, Trisha | BPS | Clear | Multiple Subject | General Subjects | | SDAIE SB1969. | 1/1/2018 | 2/1/2000 | 123203009 L000141534 |
| Huff, Sandy | EMS | Clear | Multiple Subject | General Subjects | English; Social Science | CLAD | 6/1/2019 | 8/20/1993 | 140037989 |
| | | Clear | CLAD | | | S12 | | 8/20/1993 | 950019247 |
| | | Clear | Lang Dev Specialist | | | | | | |
| Imhoff, Jim | BPS | Clear | Multiple Subject | General Subjects | | CLAD | 9/1/2019 | 12/5/2005 | 140154840 |
| | | Clear | CLAD | | | S12 | | | 060170210 |
| Imhoff, Lucille | DO | LIFE | Single Subject | Business | | | LIFE | 3/20/1985 | TC379889 |
| | | Clear | CLAD | | | CLAD | | 12/5/2005 | 060170211 |
| | | Master of Arts | Education | | | S12 | | 12/31/1987 | |
| Isaksen, Jeff | EMS | Clear | Single Subject | Physical Education (exam) | | CLAD | 11/1/2018 | 7/14/1999 | 130171828 |
| | | Clear | CLAD | | | S12 | | 8/3/1996 | 990177522 |
| | | Master of Arts | Health & Physical Ed. | | | | | | |
| James, Roberta | DO | LIFE | Multiple Subject | | | | LIFE | 7/23/1984 | TC352247 |
| | | Master of Arts | Education | Opt: Curriculum & Instruction | | SDAIE | | 2/10/2000 | 081063800 |
| | | Certificate of Eligibility for the Administrative Services Credential | | | | SB1969 | | 5/31/2006 | |
| Jarrett, Deanna | EMS | Clear | Multiple Subject | General Subjects (exam) | | SDAIE | 8/1/2016 | 8/9/08 | 110037921 |
| | | | | | | SB1969 | | 2/10/2000 | L00014182 |
| Johnston, Jody | | Clear | Multiple Subject | General Subjects | | SDAIE | 5/1/2015 | 2/10/2000 | 090200408 |
| | | Clear | Administrative Services | | | SB1969 | | 05/01/20110 | 090200409 |
| | | Master of Arts | | | | | | 12/31/2007 | |
| Kalisuch, Daniel | EMS | Clear | Single Subject | Business (exam) | Intro Mathematics | CLAD | 6/1/2016 | 5/31/1996 | 110036621 |
| | | Clear | Cert of Completion of Staff Development | | | S17D | | 2/11/2005 | 05011997 |
| Kelleher, Lara | EMS | Clear | Multiple Subject | General Subjects (exam) | | | 7/1/2015 | | 101146656 |
| | | Clear | Single Subject | English (exam) Spanish (exam) | | | 7/2/2015 | | 101146657 |
| | | Clear | Bilingual CLAD | Target Language: Spanish | | BCLAD | | 10/9/1991 | |
| | | Master of Arts | Education | | | S14 | | 6/1/1995 | |
| King, Suzanne | CHS | Clear | Single Subject | Science: Geoscience | | | 5/1/2018 | 4/51/2014 | 140092856 |
| | | Clear | Single Subject | Foundational-Level General Science | | ELA1 | 5/1/2018 | | 110152079 |
| | | Clear | Multiple Subject | General Subjects | | | 7/1/2016 | 8/17/2006 | 110102097 |
| | | | Limited Assignment Single Subject Teaching Permit | Math | | | | | |

| NAME | SITE | CLASS | CREDENTIAL | SUBJECT | SUPPLEMENTAL | ELD CERT | EXPIRES | YR REC'D | Document # |
|---------------------|------|--|---|--|-----------------------------|----------------------|------------------------|-------------------------------------|-------------------------------------|
| Kirkman, Robert | CHS | Clear | Single Subject | Art | | SDAIE SB1969 | 11/1/2017 | 2/10/2000 | 070284056 L00014003 |
| Kirkman, Robert IV | CHS | Clear | Single Subject | Social Science | | CLAD R142 | 7/1/2019 | | 140090704 |
| Knox, Rasan | EMS | Clear | Admin Services Credential Multiple Subject | General Subjects | | CLAD R2CL R511 | 3/1/2015 | 8/11/2014 | 110045372 101085412 |
| Lay, Eric | CHS | Clear | Single Subject | Physical Education | Introductory Mathematics | | 2/1/2018 | 11/4/2002 12/16/2002 | 123198228 L03000233 |
| Lay, Jennifer | BPS | Clear Clear | Multiple Subject CLAD | General Subjects | | CLAD S12 | 8/1/2018 | 3/24/2004 | 130092353 040126810 |
| Lederer, Mindy | EMS | Clear | Multiple Subject | General Subjects (exam) | | CLAD R2CL | 8/1/2018 | | 130120571 130120571 |
| Lemenager, Courtney | BPS | Clear Clear | Multiple Subject Single Subject | General Subjects (exam) Physical Education (exam) | | CLAD R159 | 10/1/2018 10/1/2018 | | 130159710 130159709 |
| Lemenager, Erika | EMS | Clear Masters of Science Clear | Single Subject Educational Leadership & Administration Administrative Services Credential | Science; Biological Sciences | | CLAD R142 | 7/1/2014 | 2/1/2012 6/12/2012 | 090124424 090124424 130179605 |
| Long, Aubrey | CHS | Preliminary | Single Subject Single Subject Limited Assignment Single Subject Teaching Permit | Chemistry (Specialized, exam) Biological Sciences | | R1H R1A | 7/1/2017 | 6/15/2012 | 120549795 |
| Lyons, Tina | CHS | Clear | Multiple Subjects | General Subjects (exam) | Physics | CLAD R259 | 8/1/2016 | 7/29/2004 | 110136946 |
| Martinez, Ashley | BPS | Clear | Limited Assignment Single Subject Teaching Permit Multiple Subject | Physical Education General Subjects (exam) | | CLAD R242 | 7/1/2018 | 8/2/2010 | 130160224 |
| Michalk, Melissa | CHS | Clear | Single Subject | Foreign Language (Spanish) | | R1S R1B4 | 7/1/2019 BLCAD | 6/11/2014 | 140165576 |
| Myers, Jamie | BPS | Clear Clear Clear Certificate of Eligibility for Admin Services | Multiple Subject Specialist Instruction Resource Specialist of Competence | Learning Handicapped | | | 7/1/2015 7/1/2015 | 10/20/1994 6/19/2007 6/3/1996 | 101134590 101141793 |
| | | Master of Arts | Education | | | SDAIE SB1969 | 6/2008 | | 4 of 6 |

| NAME | SITE | CLASS | CREDENTIAL | SUBJECT | SUPPLEMENTAL | ELD CERT | EXPIRES | YR REC'D | Document # |
|----------------------|------|-------|--|---|-----------------------|-----------------|-----------------|------------------------|------------|
| Nail, Mitchel | CHS | Clear | Single Subject | Social Science | | | 12/1/2015 | 10/19/2009 | 101286949 |
| | | Clear | Single Subject | English | | CLAD ELA1 | 11/1/2014 | 10/19/2009 | 101085462 |
| Newman, Dwayne | DO | Clear | Administrative Services Credential Educational Administration | | | | 9/1/2017 | 9/1/2012 10/19/2003 | 123204378 |
| Nobles, Karen | BPS | Clear | Multiple Subject | General Subjects (exam) | | | 10/1/2016 | | 110098420 |
| | | Clear | CLAD | | | CLAD S12 | | 3/1/2004 | 040114895 |
| Ochs, Kirsty | EMS | Clear | Single Subject | Social Science | | | 6/1/2015 | | 101089737 |
| | | Clear | CLAD | | | CLAD S12 | | 7/2/1999 | 990144873 |
| Olson, Kimberly | CHS | Clear | Single Subject | Mathematics | Introductory English | CLAD R1CL | 6/1/2016 | | 110037976 |
| Peterson, Julie | BPS | Clear | Multiple Subject | General Subjects (exam) Cert of Completion Staff Development Reading Certificate Waiver | English/Second Lang | | 10/1/2018 | | 130152877 |
| | | Clear | | | | SDAIE SB1969 | | 6/5/2000 | L01001721 |
| Phenicie, Michael | CHS | Clear | Single Subject | Music | | | 9/1/2019 | | 140149235 |
| | | LIFE | California Community College Instructor Credential: Music | | | | SDAIE SB1969 | 2/10/2000 | L000014005 |
| Poppinga, Jeff | EMS | Clear | Single Subject | Music (exam) | | CLAD R1CL | 10/1/2014 | | 090204322 |
| Quentmeyer, Michelle | EMS | Clear | Multiple Subject | General Subjects (Exam) | | CLAD R242 | 8/1/2016 | 7/1/2011 | 110166164 |
| Ramirez, David | CHS | Clear | Single Subject | Foreign Language: Spanish | | BCLAD R1B4 | 7/1/2015 | 6/10/2010 | 081022249 |
| Reid, Debrah | BPS | Clear | Multiple Subject | General Subjects | | | 7/1/2018 | 6/18/1993 6/3/1997 | 130090878 |
| Richards, Craig | CHS | Clear | Single Subject | Life Science | Intro General Science | | 6/1/2018 | | 130074675 |
| | | | | | | SDAIE SB1969 | | 2/10/2000 | L00014006 |
| Richter, Sarah | BPS | Clear | Multiple Subject | General Subjects | | CLAD R242 | 7/1/2018 | 8/1/2006 | 130074694 |
| Robles, Lilia | EMS | Clear | Multiple Subject | General Subjects | | BCLAD R2BL | 6/1/2018 | | 130075068 |
| Rodriguez, Cristina | BPS | Clear | Multiple Subject | General Subjects | | BCLAD R2BL | 8/1/2016 | | 110081326 |
| Rogowski, Jennifer | BPS | Clear | Multiple Subject | General Subjects (exam) | | CLAD R242 | 7/1/2017 | | 120074766 |

| NAME | SITE | CLASS | CREDENTIAL | SUBJECT | SUPPLEMENTAL | ELD CERT | EXPIRES | YR REC'D | Document # |
|---------------------|------|---|---|----------------------------|--------------------------|-----------------------|------------------------|----------------------|------------------------|
| Slocum, Melissa | BPS | Clear | Multiple Subject | General Subjects (exam) | | CLAD R242 | 7/1/2019 | | 140056537 |
| Stever, Stephanie | CHS | Preliminary | Single Subject | English (exam) | | CLAD | 7/1/2019 | 6/14/2014 | 140114070 |
| Tanner, Lori | CHS | Emergency Masters of Science | Pupil Personnel Services Credential | | | | 7/1/2019 | | 140056518 |
| Testerman, Maite | EMS | Clear | Single Subject | Social Science | Intro Art; Intro English | CLAD R1CL | 6/1/2019 | 5/31/1999 | 140063072 |
| Therault, Paul | CHS | Clear | Single Subject | Physical Education | | CLAD | 10/1/2017 | 7/1/2001 5/8/2008 | 120062219 080165210 |
| Thomas, Heather | CHS | Clear Clear | Special Instruction Single Subject | Agriculture Agriculture | Intro Science | | 1/1/2018 1/1/2018 | | 123185700 123185701 |
| Tietz, Ryan | BPS | Clear | Multiple Subjects | General | | SDAIE SB1969 | | 2/10/2000 | L00014007 |
| Townzen, Darren | CHS | Clear | Single Subject | Mathematics | | CLAD R2CL | 6/1/2018 | 6/1/2003 | 130041614 |
| Vargas, Socorro | BPS | Preliminary | Multiple Subject | General Subjects (exam) | | SDAIE SB1969 | 11/1/2019 | | 140164259 L00013996 |
| Wallace, Salli | BPS | Clear | Multiple Subject | General Subjects | Social Science | CLAD ELA1 | 3/1/2017 | 2/19/2009 | 130000771 |
| Weiglein, Roberta | BPS | Clear Clear | Multiple Subject CLAD | General Subjects | | SDAIE SB1969 | 6/1/2019 | 2/10/2000 | 140056627 |
| West, Mike | CHS | Clear Clear Clear Master of Arts | Single Subject Administrative Services Designated Subject Career Technical Education Teaching Credential Education | Physical Education | | CLAD | 4/1/2017 | 8/14/2006 | 120051586 070136284 |
| Williamson, Joe | CHS | Clear Clear | Single Subject CLAD | Social Science | Introductory Business | | 10/1/2016 10/1/2016 | | 110075003 120572742 |
| Williamson, Melissa | BPS | Preliminary Master of Arts | Multiple Subject Education | General Subjects (exam) | | CLAD | 5/1/2018 | 4/24/2013 Feb-12 | 130087005 |
| Zumwalt, Victoria | BPS | Clear | Multiple Subject | General Subjects (exam) | Introductory Spanish | SMAB BCLAD R2B4 | 6/1/2018 | 6/9/2011 | 130110528 |

September 8, 2014

To: CUSD Board of Trustees
From: Dwayne Newman, Superintendent
Subject: Annual Credentialing Report 2014-2015

Contained herein is the credentialing/certificated staffing assignment report. The Committee on Assignments has, with teachers' consent, approved the following assignments as permitted under the California Education Code cited:

CDE Code 44865 (a)

| | | | | |
|----------------|--------------------|--------------|------------------------|--------------|
| Roberta James | Colusa Home School | Darren Brown | Multiple Core Subjects | K-12th Grade |
| Lucille Imhoff | Colusa Home School | Darren Brown | Multiple Core Subjects | K-12th Grade |
| David Ramirez | Colusa Home School | Darren Brown | Multiple Core Subjects | K-12th Grade |

CDE Code 44865 (f)

| | | | | |
|-------------------|---------------------------------|--------------|---------|--------------|
| Robert Kirkman IV | Colusa Continuation High School | Darren Brown | English | 9-12th Grade |
|-------------------|---------------------------------|--------------|---------|--------------|

CDE Code 80005 (b)

| | | | | |
|---------------------|-------------------------------|---------------|---------------------|--------------|
| Rebecca Changus | Colusa High School | Darren Brown | Intro to Careers | 9-12th Grade |
| Suzanne King | Colusa High School | Darren Brown | Personal Finance | 9-12th Grade |
| Robert Kirkman IV | Colusa High School | Darren Brown | Support | 9-12th Grade |
| Robert Kirkman IV | Colusa High School | Darren Brown | Intro to Leadership | 9-12th Grade |
| Robert Kirkman IV | Colusa High School | Darren Brown | ASB Student Council | 9-12th Grade |
| Robert Kirkman IV | Colusa High School | Darren Brown | Leadership | 9-12th Grade |
| Eric Lay | Colusa High School | Darren Brown | Support | 9-12th Grade |
| Eric Lay | Colusa High School | Darren Brown | Athletic Leadership | 9-12th Grade |
| Tina Lyons | Colusa High School | Darren Brown | Support | 9-12th Grade |
| Lisa Bond | George T Egling Middle School | Jody Johnston | Study Skills | 7-8th Grade |
| Stephanie Archibald | George T Egling Middle School | Jody Johnston | Study Skills | 7-8th Grade |
| Jeffrey Poppinga | George T Egling Middle School | Jody Johnston | Study Skills | 7-8th Grade |

TS 80027

| | | | | |
|---------------------|---------------------------------|---------------|--------------------|--------------|
| Suzanne King | Colusa Continuation High School | Darren Brown | Algebra 1 | 9-12th Grade |
| Suzanne King | Colusa High School | Darren Brown | Algebra 1 | 9-12th Grade |
| Tina Lyons | Colusa High School | Darren Brown | Physical Education | 9-12th Grade |
| Stephanie Archibald | George T Egling Middle School | Jody Johnston | UCLA Math | 7th Grade |
| Aubrey Long | Colusa High School | Darren Brown | Physics | 9-12th Grade |

J.I.n

Colusa Unified School District

Extra Duty Salary Schedule

14-15 Status Listed - Those positions not funded are in Bold print

6%Effective 7/1/13, Adopted 12/17/13

5%Effective 7/1/07, Adopted 5/2/07

| Colusa High School | | Stipend | Half Paid DEC | Half Paid MAY | One Time Pay Date |
|---|-------------------------|---------------|------------------|------------------|----------------------|
| ATHLETIC DIRECTOR (2 RELEASE PERIODS) OR | | 1,908 | 954 | 954 | |
| ATHLETIC DIRECTOR (1 RELEASE PERIODS) | Eric Lay | 4,240 | 2,120 | 2,120 | |
| FOOTBALL VARSITY HEAD | Paul Theriault | 2,937 | | | NOV |
| FOOTBALL VARSITY ASST. | Jeremy Miller | 2,309 | | | NOV |
| FOOTBALL VARSITY ASST. | Perry Taylor | 2,309 | | | NOV |
| FOOTBALL JV HEAD | Russell Gardner | 2,309 | | | NOV |
| FOOTBALL JV ASST. | Mike Badaluco | 1,891 | | | NOV |
| FOOTBALL JV ASST. | Jonah Cole | 1,891 | | | NOV |
| FOOTBALL FRESHMAN | | 1,577 | | | |
| SOCCER BOYS | Dan Kiely | 2,521 | | | MAR |
| SOCCER GIRLS | Darren Brown | 2,521 | | | MAR |
| BASKETBALL BOYS VARSITY HEAD | Brian Davis | 2,732 | | | MAR |
| BASKETBALL BOYS JV HEAD | Brendan Farrell | 2,098 | | | MAR |
| BASKETBALL GIRLS VARSITY HEAD | Jerry Davies | 2,732 | | | MAR |
| BASKETBALL GIRLS HEAD | Darren Townzen | 2,098 | | | MAR |
| BASKETBALL FRESHMAN BOYS | | 1,577 | | | |
| BASKETBALL FRESHMAN GIRLS | | 1,577 | | | |
| TRACK VARSITY HEAD | Melissa Michalk | 2,732 | | | MAY |
| TRACK VARSITY ASST. | TBD | 2,098 | | | MAY |
| BASEBALL VARSITY HEAD | Eric Lay | 2,732 | | | MAY |
| BASEBALL JV HEAD | TBD | 2,098 | | | MAY |
| SOFTBALL VARSITY HEAD | TBD | 2,732 | | | MAY |
| SOFTBALL JV HEAD | Tina Lyons | 2,098 | | | MAY |
| TENNIS BOYS | Dak Kalisuch | 2,521 | | | MAY |
| TENNIS GIRLS | Dak Kalisuch | 2,521 | | | NOV |
| CROSS COUNTRY TRACK 50% | Matt Giffin | 1,260.50 | | | NOV |
| CROSS COUNTRY TRACK 50% | Darren Townzen | 1,260.50 | | | |
| GOLF | Arnie Gross | 2,521 | | | MAY |
| VOLLEYBALL VARSITY HEAD | Tina Lyons | 2,732 | | | NOV |
| VOLLEYBALL JV HEAD | Kimberly Roper | 2,098 | | | NOV |
| VOLLEYBALL FRESHMAN GIRLS | | 1,577 | - | | |
| WRESTLING COACH | | 2,309 | | | |
| CHEERLEADER ADVISOR FOOTBALL & BASKETBALL | Leslie Pingrey football | 3,782 | 1,891.04 | 1,891.04 | |
| TOTAL SPORTS | | 74,386 | | | |
| YEARBOOK | Robert Kirkman Sr | 1,679 | 839.52 | 839.52 | |
| NEWSPAPER | | 1,679 | | | |
| CLUSTER LEADERS SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1337 = | Rebecca Changus | 1,337 | 668.33 | 668.33 | |
| ACTIVITY DIRECTOR (1 RELEASE PERIOD) | Bobby Kirkman JR | 1,717 | 858.60 | 858.60 | |
| MUSIC DIRECTOR | Mike Phenicie | 1,888 | 943.93 | 943.93 | |
| PERCUSSION INSTRUCTOR* | | 530 | | | |
| SHOW CHOIR CHOREOGRAPHER* | | 530 | | | |
| DRAMA DIRECTOR | | 1,049 | | | |
| FBLA DIRECTOR | Sue Barrett | 1,888 | 943.93 | 943.93 | |
| ASST FBLA DIRECTOR | | 1,052 | | | |
| SITE TECH COORDINATOR | | 1,136 | 568.16 | 568.16 | - |
| LEAD 11th GRADE ADVISOR | N/A | 669 | | | MAY |
| LEAD 12th GRADE ADVISOR | Robert Kirkman Sr | 669 | | | MAY |
| BTSA SUPPORT PROVIDERS * \$2000(1 2nd yr te) | Craig Richards | 2,000.00 | 1,000.00 | 1,000.00 | BTSA |
| BTSA SUPPORT PROVIDERS * \$2000(1 1st yr te) | Sue Barrett | 2,000.00 | 1,000.00 | 1,000.00 | BTSA |
| ESA | Craig Richards | 2,250.00 | 1,125.00 | 1,125.00 | |
| ESA | Joe Williamson | 2,250.00 | 1,125.00 | 1,125.00 | |
| ESA | Kim Olson | 2,250.00 | 1,125.00 | 1,125.00 | |
| ESA | Matt Giffin | 2,250.00 | 1,125.00 | 1,125.00 | |
| ESA | Darren Townzen | 2,250.00 | 1,125.00 | 1,125.00 | |
| ESA | Mitchell Nail | 2,250.00 | 1,125.00 | 1,125.00 | |
| GATE* | | 1,136 | | | Gen Fund |

| | | | | | |
|---|----------------------|----------|---------------|---------------|-------------------|
| TOTAL OTHER | | 34,459 | | | |
| TOTAL COLUSA HIGH SCHOOL | | 108,845 | | | |
| Egling Middle School | | Stipend | Half Paid DEC | Half Paid MAY | One Time Pay Date |
| INTRAMURAL VOLLEYBALL 7/8 | | 502 | | | SPORTS |
| INTRAMURAL GIRLS BASKETBALL 7/8 | None | 502 | 502 | | SPORTS |
| INTRAMURAL BOYS BASKETBALL 7TH | Dak Kalisuch | 502 | 502 | | SPORTS |
| INTRAMURAL BOYS BASKETBALL 8TH | Dak Kalisuch | 502 | 502 | | SPORTS |
| INTRAMURAL BOYS/GIRLS SOCCER 4-6 | None | 502 | | | SPORTS |
| INTRAMURAL BOYS/GIRLS SOCCER 7-8 | None | 502 | | | SPORTS |
| INTERSCOLASTIC BOYS BASKETBALL 7TH | TBD | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC BOYS BASKETBALL 8TH | TBD | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC GIRLS BASKETBALL 7TH | Rebecca Changus | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC GIRLS BASKETBALL 8TH | Ron Bruggman | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC BOYS FOOTBALL 7TH | None | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC BOYS FOOTBALL 8TH | None | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC GIRLS SOCCER 7/8TH | Miriam Hernandez | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC BOYS SOCCER 7/8TH | William Wolfenbarger | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC VOLLEYBALL 7TH | Jenny Lay | 1,529 | 1,529 | | SPORTS |
| INTERSCOLASTIC VOLLEYBALL 8TH | Rebecca Changus | 1,529 | 1,529 | | SPORTS |
| ATHLETIC DIRECTOR | Dak Kalisuch | 1,529 | 1,529 | | SPORTS |
| TOTAL SPORTS | | 19,828 | | | |
| ACTIVITY DIRECTOR | Erika Lemenager | 1,529 | 1,529 | | Gen Fund |
| YEARBOOK ADVISOR | Jennifer Alaniz | 1,144 | 1,144 | | Gen Fund |
| MUSIC DIRECTOR | Jeff Poppinga | 1,716 | 1,716 | | Gen Fund |
| CLUSTER LEADERS SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1337 | | 1,337 | 1,337 | | Gen Fund |
| GATE COORDINATOR 4-6* (2/3 of reg stipend(\$1665) \$1110) | Sarah Richter | 1,110 | 555.00 | 555.00 | Gen Fund |
| GATE COORDINATOR 7-8* | | 1,665 | | | Gen Fund |
| SITE TECH COORDINATOR | | 1,136 | 1,136 | | Gen Fund |
| SHADY CREEK ADVISOR (\$1123/4 TE=\$280.75/2\$140.38) | | 1,123 | 1,123 | | Gen Fund |
| SHADY CREEK ADVISOR #1 | Pam Giuliano | 280.75 | 140.38 | 140.37 | |
| SHADY CREEK ADVISOR #2 | Michelle Quentmeyer | 280.75 | 140.38 | 140.37 | |
| SHADY CREEK ADVISOR #3 | Krystyna Frank | 280.75 | 140.38 | 140.37 | |
| SHADY CREEK ADVISOR #4 | Mindy Lederer | 280.75 | 140.38 | 140.37 | |
| SHADY CREEK TEACHERS 5 positions (\$3116/5=623.20) | | | | | Gen Fund |
| SHADY CREEK TEACHER #1 | Pam Giuliano | 623.20 | 311.60 | 311.60 | |
| SHADY CREEK TEACHER #2 | Michelle Quentmeyer | 623.20 | 311.60 | 311.60 | |
| SHADY CREEK TEACHER #3 | Krystyna Frank | 623.20 | 311.60 | 311.60 | |
| SHADY CREEK TEACHER #4 | Mindy Lederer | 623.20 | 311.60 | 311.60 | |
| SHADY CREEK TEACHER #5 | None | 623.20 | 311.60 | 311.60 | |
| BTSA SUPPORT PROVIDERS * \$2000(1 2nd yr te) | Lara Kelleher | 2,000.00 | 1,000.00 | 1,000.00 | BTSA |
| TOTAL OTHER | | 16,998 | | | |
| TOTAL EGLING MIDDLE SCHOOL | | 36,827 | | | |
| Burchfield Primary School | | Stipend | Half Paid DEC | Half Paid MAY | One Time Pay Date |
| CLUSTER LEADERS SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITIONS X \$1337 | | 1,337 | | | Gen Fund |
| Language Arts: Grade K | Cristina Rodriguez | 668.50 | 334.25 | 334.25 | |
| Language Arts: Grade 1 | Victoria Zumwalt | 669.50 | 334.25 | 334.25 | |
| MUSIC COORDINATOR | TBD | 763 | 763 | | Gen Fund |
| SITE TECH COORDINATOR | | 1,136 | 1,136 | | Gen Fund |
| Language Arts: Grade 2 | Tina Cremo | 670.50 | 334.25 | 334.25 | |
| Language Arts: Grade 3 | Heather Hamilton | 671.50 | 334.25 | 334.25 | |
| Math Committee: Grade K | Jenny Lay | 672.50 | 334.25 | 334.25 | |
| Math Committee: Grade 1 | Karen Nobles | 673.50 | 334.25 | 334.25 | |
| Math Committee: Grade 2 | Courtney Lemenager | 674.50 | 334.25 | 334.25 | |
| Math Committee: Grade 3 | Ryan Tietz | 675.50 | 334.25 | 334.25 | |
| BTSA SUPPORT PROVIDERS * \$2000(3 2nd yr te/1 1st yr te) | Ellen Cenami | 8,000 | 4000 | 4000 | BTSA |
| GATE COORDINATOR* | TBD | 1,784 | | | Gen Fund |
| TOTAL BURCHFIELD PRIMARY SCHOOL | | 18,396 | | | |
| TOTAL EXTRA DUTY SALARY SCHEDULE | | | | 147,455 | |

* Positions funded from sources other than General Fund do not get automatic COLA increases. These stipends must be reviewed separately.

Associated Student Body Fund

Egling Middle School and Colusa High School
as of september 9, 2014

J. 1.0

Colusa High School

| Account | Name of Club | Balance |
|------------------|----------------------------|---------------------|
| 800 | Colusa HS ASB | \$ 2,801.91 |
| 801 | ASB Football Concessions | \$ - |
| 802 | ASB Student Store | \$ 5,393.58 |
| 811 | Art Club | \$ 715.78 |
| 812 | Ashland Shakespeare Trip | \$ (733.08) |
| 820 | Block C - Other | |
| 821 | Block C - Baseball | \$ 3,530.49 |
| 822 | Block C - Boys Basketball | \$ 2,035.09 |
| 823 | Block C - Boys Soccer | \$ 150.49 |
| 824 | Block C - Boys Tennis | \$ 521.00 |
| 825 | Block C - Cross Country | \$ 40.79 |
| 826 | Block C - Football | \$ 2,575.11 |
| 827 | Block C - Girls Basketball | \$ 1,326.64 |
| 828 | Block C - Girls Soccer | \$ 281.84 |
| 829 | Block C - Girls Tennis | \$ 67.63 |
| 830 | Block C - Golf | \$ - |
| 832 | Block C - Softball | \$ 1,376.46 |
| 833 | Block C - Track and Field | \$ 1,416.67 |
| 834 | Block C - Volleyball | \$ 4,451.21 |
| 835 | Block C - Wrestling | \$ 25.00 |
| 835 | Block C - Weight Room | \$ - |
| 846 | Class of 2015 | \$ 2,391.55 |
| 847 | Class of 2016 | \$ 1,136.87 |
| 848 | Class of 2017 | \$ - |
| 849 | Class of 2018 | \$ - |
| 860 | COLUS Yearbook | \$ 10,403.20 |
| 863 | CSF | \$ 1,188.54 |
| 865 | FBLA | \$ 4,190.90 |
| 870 | FFA | \$ (960.28) |
| 876 | Drama Club | \$ 104.88 |
| 885 | Friday Night Live | \$ 1,419.76 |
| 887 | Spanish Club | \$ 144.81 |
| 888 | Spirit Club | \$ (899.38) |
| 890 | Cooking Club | \$ 354.09 |
| 892 | Science Club | \$ 91.52 |
| TOTAL CHS | | \$ 45,543.07 |

Egling Middle School

| | | |
|--------------------------|---------------|---------------------|
| 950 | Egling MS ASB | \$ 229.49 |
| 955 | Club Live | \$ 1,000.92 |
| 960 | Kids Can Save | \$ 149.54 |
| 965 | Library | \$ 275.51 |
| 985 | Sweatshirts | \$ (62.47) |
| 990 | Yearbook | \$ 1,001.57 |
| 995 | 8th Grade | \$ 1.80 |
| TOTAL EMS | | \$ 2,596.36 |
| TOTAL FUND 95 ASB | | \$ 48,139.43 |

J. I. P

| COLUSA UNIFIED SCHOOL DISTRICT | | | WARRANTS TO BE RELEASED AUGUST 22, 2014 | | | BATCH 7 |
|--------------------------------|----------------------------|---------------|---|---------|--|---------|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION | |
| 104 | CHRISTINA BAILEY | \$ 12.48 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 106 | JENNIFER BARBEE | \$ 72.43 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 97 | CASCADE ATHLETIC SUPPLY | \$ 591.76 | 01 | SPORTS | SUPPLIES | |
| 86 | CCOE | \$ 25.00 | 01 | DO | WORKSHOP REGISTRATION | |
| 88 | CUSD CAFETERIA FUND | \$ 746.75 | 01 | DO | INTERVIEW PANEL LUNCHES/DISTRICT BREAKFAST | |
| 105 | TINA CREMO | \$ 12.99 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 89 | DAVIES CHEVRON | \$ 12.00 | 01 | MOT | VEHICLE WASHES | |
| 98 | EUREKA | \$ 962.13 | 01 | CHS | ANNUAL SUBSCRIPTION | |
| 109 | HEATHER HAMILTON | \$ 236.25 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 121 | HARPER AUTO REPAIR | \$ 819.32 | 01 | MOT | VEHICLE REPAIR | |
| 102 | TRISH HAUGH | \$ 637.77 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 85 | HORIZON OFFICIALS ASSN | \$ 101.00 | 01 | SPORTS | ATHLETIC OFFICIAL MILEAGE | |
| 108 | JIM IMHOFF | \$ 179.55 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 91 | JEFF SAVAGE PLUMBING | \$ 529.83 | 01 | MOT | PLUMBING SERVICE/REPAIR | |
| 123 | JODY JOHNSTON | \$ 36.82 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 118 | JENNY LAY | \$ 53.97 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 117 | COURTNEY LEMENAGER | \$ 253.24 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 119 | ERIKA LEMENAGER | \$ 174.15 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 122 | LILA LEMENAGER | \$ 33.28 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 114 | LIVE OAK HIGH SCHOOL | \$ 50.00 | 01 | SPORTS | TENNIS ENTRY FEE | |
| 87 | MERIDIAN DIESEL | \$ 2,237.77 | 01 | MOT | BUS SERVICE/REPAIR | |
| 94 | MITEL TECHNOLOGIES | \$ 397.50 | 01 | DO | PHONE UPGRADE | |
| 115 | NCOA CHICO | \$ 2,635.00 | 01 | SPORTS | FOOTBALL OFFICIALS | |
| 112 | KAREN NOBLES | \$ 137.90 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 96 | NORTH STATE SCREENPRINT | \$ 408.61 | 01 | CHS | TSHIRTS | |
| 125 | PG&E | \$ 27,723.15 | 01 | ALL | ELECTRIC BILLING | |
| 95 | PLATT | \$ 148.55 | 01 | MOT | MAINTENANCE SUPPLIES | |
| 120 | RON RADER | \$ 87.92 | 01 | MOT | REIMBURSE MILEAGE | |
| 116 | CRISTINA RODRIGUEZ | \$ 147.76 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 100 | JENNIFER ROGOWSKI | \$ 38.43 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 79 | SPURR | \$ 1,354.75 | 01 | ALL | NATURAL GAS BILLING | |
| 99 | STAN'S ELECTRIC | \$ 4,823.36 | 01 | MOT | ELECTRIC REPAIRS | |
| 90 | THREE B'S TOILET RENTALS | \$ 161.25 | 01 | ALL | PORTABLE TOILET RENTALS | |
| 103 | RYAN TIETZ | \$ 90.25 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 101 | US BANK EQUIPMENT FINANCE | \$ 2,101.63 | 01 | ALL | COPIER LEASES | |
| RC10 | US BANK CALCARD VISA | \$ 37,105.41 | 01 | ALL | SEE ATTACHED | |
| 107 | SOCORRO VARGAS | \$ 208.65 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 110 | MELISSA WILLIAMSON | \$ 179.36 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 113 | VICTORIA ZUMWALT | \$ 178.21 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED | |
| | | \$ 85,706.18 | | | | |
| 124 | LEASA HILL | \$ 189.84 | 13 | CAFET | REIMBURSE MILEAGE | |
| RC12 | US BANK CALCARD VISA | \$ 16,795.50 | 13 | CAFET | EQUIPMENT (EQUIPMENT GRANT PURCHASE) | |
| | CAFETERIA FUND 13 | \$ 368.69 | | | | |
| 91 | JEFF SAVAGE PLUMBING | \$ 907.95 | 25 | DEV FEE | NEW PORTABLE SITE WORK | |
| 92 | SEMINSON ARCHITECTS | \$ 2,039.00 | 25 | DEV FEE | NEW PORTABLE ARCHITECT FEE | |
| RC11 | US BANK CALCARD VISA | \$ 288.05 | 25 | DEV FEE | NEW PORTABLE SIGNS/ADA COMPLIANCE SIGNS | |
| PV86 | WALLACE KUHL & ASSOC. | \$ 580.00 | 25 | DEV FEE | NEW PORTABLE SITE WORK | |
| | CAPITAL FACILITIES FUND 25 | \$ 3,815.00 | | | | |
| 119 | ERIKA LEMENAGER | \$ 137.16 | 95 | EMS | REIMBURSE FOR SUPPLIES PURCHASED | |
| 93 | PAUL THERIAULT | \$ 231.53 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED | |
| | STUDENT BODY FUND 95 | \$ 368.69 | | | | |
| | TOTAL ACCOUNTS PAYABLE | \$ 106,875.21 | | | | |

US BANK CALCARD VISA

| Sheryl Parker | | FD01-RC10 | FD13-RC12 | FD25-RC11 | |
|---------------|---------------------------|-------------|-------------|-------------|---|
| 15-Aug | ARC*SERVICES/TRAINING | \$513.00 | \$513.00 | | RED CROSS CPR CERTIFICATION FOR EMPLOYEES |
| 12-Aug | QUILL CORPORATION | \$386.55 | \$386.55 | | HMS OFFICE SUPPLIES |
| 8-Aug | LES SCHWAB TIRES #0621 | \$1,060.67 | \$1,060.67 | | MOT NEW TIRES FOR VANS |
| 7-Aug | CARNEGIE LEARNING INC | \$11,577.45 | \$11,577.45 | | CHS TEXTBOOKS |
| 6-Aug | MESSICK ACE HARDWARE | \$3,020.35 | \$3,020.35 | | MOT MAINTENANCE SUPPLIES |
| 5-Aug | JW WOOD CO INC | \$227.33 | \$227.33 | | MOT MAINTENANCE SUPPLIES |
| 5-Aug | CLOSE LUMBER - SUTTER | \$312.20 | \$312.20 | | MOT MAINTENANCE SUPPLIES |
| Nick Schantz | | | | | |
| 8-Aug | WW GRAINGER | \$164.13 | \$164.13 | | MOT MAINTENANCE SUPPLIES |
| Darren Brown | | | | | |
| 15-Aug | QUILL CORPORATION | \$281.39 | \$281.39 | | CHS SUPPLIES |
| 14-Aug | STARLINE PRESS | \$1,717.39 | \$1,717.39 | | CHS TEXTBOOKS |
| 13-Aug | STARBUCKS #14071 YUBA CIT | \$29.90 | \$29.90 | | CHS COFFEE FOR STAFF MEETING |
| 13-Aug | TEACHERSPAYTEACHERS | \$13.50 | \$13.50 | | CHS SUPPLIES |
| 13-Aug | QUILL CORPORATION | \$92.87 | \$92.87 | | CHS SUPPLIES |
| 13-Aug | QUILL CORPORATION | \$37.70 | \$37.70 | | CHS SUPPLIES |
| 12-Aug | QUILL CORPORATION | \$12.90 | \$12.90 | | CHS SUPPLIES |
| 12-Aug | QUILL CORPORATION | \$12.90 | \$12.90 | | CHS SUPPLIES |
| 12-Aug | QUILL CORPORATION | \$310.34 | \$310.34 | | CHS SUPPLIES |
| 12-Aug | QUILL CORPORATION | \$11.59 | \$11.59 | | CHS SUPPLIES |
| 8-Aug | QUILL CORPORATION | \$1,506.30 | \$1,506.30 | | CHS SUPPLIES |
| 12-Aug | LMP*DAVERAMSEY LAMPOGR | \$129.54 | \$129.54 | | CHS SUPPLIES |
| 8-Aug | USPS 05172809334414268 | \$151.70 | \$151.70 | | CHS POSTAGE |
| 6-Aug | NAMIFY LLC | \$329.80 | \$329.80 | | CHS LANYARDS FOR STAFF |
| 4-Aug | TARGET 00003186 | \$118.25 | \$118.25 | | CHS SUPPLIES |
| 4-Aug | STAPLES 00102863 | \$140.05 | \$140.05 | | CHS SUPPLIES |
| 31-Jul | SACRAMENTO EXERCISE | \$126.10 | \$126.10 | | CHS WEIGHT ROOM EQUIPMENT |
| 31-Jul | SACRAMENTO EXERCISE | \$3,103.96 | \$3,103.96 | | CHS WEIGHT ROOM EQUIPMENT |
| Jim LaGrone | | | | | |
| 15-Aug | ADASIGNDEPOT.COM | \$288.05 | | \$288.05 | BPS SIGNS FOR ADA COMPLIANCE-NEW CLASSROOM |
| 11-Aug | TRACTOR SUPPLY #726 | \$47.26 | \$47.26 | | MOT MAINTENANCE SUPPLIES |
| 6-Aug | ALL AMERICAN LAWN, INC | \$1,015.00 | \$1,015.00 | | MOT NEW TREES |
| 30-Jul | ALL AMERICAN LAWN, INC | \$4,455.00 | \$4,455.00 | | MOT NEW IRRIGATION |
| Jody Johnston | | | | | |
| 12-Aug | HMCO *BOOKS | \$309.20 | \$309.20 | | EMS TEXTBOOKS |
| 13-Aug | QUILL CORPORATION | \$65.77 | \$65.77 | | EMS SUPPLIES |
| 12-Aug | QUILL CORPORATION | \$583.59 | \$583.59 | | EMS SUPPLIES |
| 11-Aug | CARNEGIE LEARNING INC | (\$702.80) | (\$702.80) | | EMS CREDIT FOR RETURN |
| 7-Aug | CARNEGIE LEARNING INC | \$652.40 | \$652.40 | | EMS TEXTBOOKS |
| 7-Aug | CARNEGIE LEARNING INC | \$702.80 | \$702.80 | | EMS TEXTBOOKS (LATER RETURNED) |
| 7-Aug | SUBWAY 00108084 | \$114.00 | \$114.00 | | EMS STAFF MEETING LUNCH |
| 6-Aug | MICHAELS STORES 9184 | \$25.76 | \$25.76 | | EMS SUPPLIES |
| 5-Aug | TME*TIME FOR KIDS | \$133.80 | \$133.80 | | EMS MAGAZINE SUBSCRIPTION |
| Mike Phenicie | | | | | |
| 14-Aug | CASCIO *INTERSTATEMUSC | \$325.16 | \$325.16 | | FOM MUSIC |
| 7-Aug | J W PEPPER | \$298.52 | \$298.52 | | FOM MUSIC |
| 6-Aug | STAPLES 00114843 | \$63.97 | \$63.97 | | FOM SUPPLIES |
| Leasa Hill | | | | | |
| 15-Aug | TRIMARK ECONOMY | \$15,595.03 | | \$15,595.03 | NEW DISWASHER/SLICER |
| 15-Aug | CASHNCARRY565 51705655 | \$983.41 | | \$983.41 | FOOD |
| 12-Aug | WAL-MART #2053 | \$67.77 | | \$67.77 | SUPPLIES |
| 11-Aug | WM SUPERCENTER #2053 | \$27.30 | | \$27.30 | SUPPLIES |
| 6-Aug | WM SUPERCENTER #2053 | \$37.30 | | \$37.30 | SUPPLIES |
| 6-Aug | SAV-MOR FOODS | \$2.21 | | \$2.21 | FOOD |
| 6-Aug | SAV-MOR FOODS | \$32.20 | | \$32.20 | FOOD |
| 5-Aug | MARKET STREET GRIL | \$50.28 | | \$50.28 | LUNCH FOR CAFETERIA STAFF |
| Zeba Hone | | | | | |
| 12-Aug | PARTY LAND | \$41.90 | \$41.90 | | DO BACK TO SCHOOL BREAKFAST |
| 11-Aug | WAL-MART #1903 | \$17.94 | \$17.94 | | DO SUPPLIES |
| 11-Aug | ROCCOS BAR GRILL | \$175.00 | \$175.00 | | GIFT CERTIFICATES FOR YEARS OF SERVICE AWARDS |

| | | | | | | |
|-------|--------------------------|----------|----------|--|--|---|
| 8-Aug | SUBWAY 00108084 | \$15.00 | \$15.00 | | | GIFT CERTIFICATES FOR YEARS OF SERVICE AWARDS |
| 6-Aug | SUBWAY 00108084 | \$13.25 | \$13.25 | | | LUNCH FOR STUDENT VOLUNTEERS |
| 8-Aug | STEELHEAD LODGE BAR AN | \$215.00 | \$215.00 | | | GIFT CERTIFICATES FOR YEARS OF SERVICE AWARDS |
| 7-Aug | MARKET STREET GRIL | \$30.00 | \$30.00 | | | GIFT CERTIFICATES FOR YEARS OF SERVICE AWARDS |
| 6-Aug | ROUND TABLE PIZZA - COLU | \$23.81 | \$23.81 | | | LUNCH FOR STUDENT VOLUNTEERS |

Jeremy Miller

| | | | | | | |
|--------|----------------------|------------|------------|--|--|---------------|
| 14-Aug | AMAZON MKTPLACE PMTS | \$61.98 | \$61.98 | | | TECH SUPPLIES |
| 13-Aug | CDW GOVERNMENT | \$1,846.80 | \$1,846.80 | | | TECH SUPPLIES |
| 13-Aug | CDW GOVERNMENT | \$278.47 | \$278.47 | | | TECH SUPPLIES |
| 8-Aug | AMAZON.COM | \$29.70 | \$29.70 | | | TECH SUPPLIES |

Maria Espinoza

| | | | | | | |
|--------|------------------------|-----------|-----------|--|--|---------------------|
| 15-Aug | WAL-MART #1903 | \$10.72 | \$10.72 | | | BPS SUPPLIES |
| 5-Aug | AMAZON MKTPLACE PMTS | \$12.99 | \$12.99 | | | BPS BOOK |
| 5-Aug | AMAZON MKTPLACE PMTS | \$136.24 | \$136.24 | | | BPS BOOKS |
| 5-Aug | AMAZON MKTPLACE PMTS | (\$20.96) | (\$20.96) | | | BPS REFUND OF BOOKS |
| 5-Aug | USPS 05172809334414268 | \$196.00 | \$196.00 | | | BPS POSTAGE |

Rosemary Hicks

| | | | | | | |
|--------|--------------------------|----------|----------|--|--|-----------------------------|
| 14-Aug | DRAPHIX/TEACHER DIRECT | \$106.02 | \$106.02 | | | BPS SUPPLIES |
| 13-Aug | ROUND TABLE PIZZA - COLU | \$188.53 | \$188.53 | | | BPS LUNCH FOR STAFF MEETING |
| 14-Aug | SAV-MOR FOODS | \$31.58 | \$31.58 | | | BPS SUPPLIES |
| 13-Aug | SAV-MOR FOODS | \$6.67 | \$6.67 | | | BPS SUPPLIES |
| 13-Aug | SAV-MOR FOODS | \$59.48 | \$59.48 | | | BPS SUPPLIES |
| 13-Aug | SUBWAY 00108084 | \$152.00 | \$152.00 | | | BPS LUNCH FOR STAFF MEETING |

\$54,188.96 \$37,105.41 \$16,795.50 \$288.05

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED AUGUST 29, 2014 | | | BATCH 8 |
|--------------------------------|-------------------------------------|---|------|--------|---|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 133 | A-Z BUS SALES | \$ 462.50 | 01 | MOT | BUS REPAIR SUPPLIES |
| 143 | CHRISTINA BAILEY | \$ 2.13 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 142 | JILL BOEGER | \$ 96.68 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 139 | CA ASSN FFA | \$ 2,463.00 | 01 | CHS | WORKSHOP REGISTRATION/SUPPLIES FOR AG |
| 135 | CVT | \$ 92,982.89 | 01 | DO | SEPTEMBER HEALTH PREMIUMS |
| 127 | CASCADE ATHLETIC SUPPLY | \$ 329.78 | 01 | SPORTS | SUPPLIES |
| 150 | CLEAR LAKE HIGH SCHOOL | \$ 300.00 | 01 | SPORTS | BASKETBALL ENTRY FEE |
| 134 | CUSD CAFETERIA FUND | \$ 24.00 | 01 | DO | COOKIES FOR BOARD MEETING |
| RC13 | CUSD EMER FUND-US BANK CALCARD VISA | \$ 11,005.66 | 01 | ALL | SEE ATTACHED |
| 131 | ASHLEY CSICSERY | \$ 77.43 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 147 | DEERE & CO | \$ 5,542.62 | 01 | CHS | LOADER FOR AG TRACTOR |
| 148 | FAGEN, FRIEDMAN& FULFROST | \$ 16.66 | 01 | DO | ATTORNEY FEE FOR SELPA |
| 132 | GOLDEN BEAR ALARMS | \$ 225.00 | 01 | ALL | ALARM MONITORING FEE |
| 144 | TRISH HAUGH | \$ 20.40 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 128 | HOLIDAY INN EXPRESS | \$ 1,114.24 | 01 | CHS | NATIONAL FFA HOTEL EXPENSE |
| 145 | ZEBBA HONE | \$ 11.20 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 126 | JEFF SAVAGE PLUMBING | \$ 16,941.70 | 01 | MOT | SPRINKLER SYSTEM HOOKUP/REPAIR DISTRICTWIDE |
| 129 | BOBBY KIRKMAN | \$ 76.69 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 130 | NCVOA | \$ 1,815.00 | 01 | SPORTS | VOLLEYBALL OFFICIALS |
| 146 | KAREN NOBLES | \$ 41.48 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 136 | SONOMA COUNTY OFFICE OF EDUCATION | \$ 360.77 | 01 | DO | ANNUAL PARENTAL NOTICES |
| | | \$ 133,909.83 | | | |
| RC14 | CUSD EMER FUND-US BANK CALCARD VISA | \$ 347.15 | 13 | CAFET | SUPPLIES |
| | CAFETERIA FUND 13 | \$ 347.15 | | | |
| | CAPITAL FACILITIES FUND 25 | \$ - | | | |
| RC15 | CUSD EMER FUND-US BANK CALCARD VISA | \$ 3,388.38 | 95 | CHS | SEE ATTACHED |
| 128 | HOLIDAY INN EXPRESS | \$ 1,114.24 | 95 | CHS | NATIONAL FFA HOTEL EXPENSE |
| 137 | ERIN KALFSBEEK | \$ 362.49 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 138 | RIVERBANK PIZZA | \$ 108.30 | 95 | EMS | PIZZA FOR ASB MEETING |
| 141 | SCHOLASTIC BOOK FAIRS | \$ 150.23 | 95 | EMS | LIBRARY BOOKS |
| 140 | SUPERIOR REGION FFA | \$ 315.00 | 95 | CHS | NATIONAL FFA EXPENSES |
| | STUDENT BODY FUND 95 | \$ 5,438.64 | | | |
| | TOTAL ACCOUNTS PAYABLE | \$ 139,695.62 | | | |

CUSD EMERGENCY FUND - US BANK CALCARD VISA - CHECK #4825

Sheryl Parker

FD01-RC13 FD13-RC14 FD95RC15

| | | | | | | |
|--------|-------------------|------------|------------|--|--|------------------------------------|
| 22-Aug | TCD*GALE | \$1,571.03 | \$1,571.03 | | | CHS ONLINE CURRICULUM SUBSCRIPTION |
| 19-Aug | QUILL CORPORATION | \$1,112.61 | \$1,112.61 | | | DO SUPPLIES |
| 19-Aug | QUILL CORPORATION | \$60.93 | \$60.93 | | | DO SUPPLIES |

Leasa Hill

| | | | | | | |
|--------|----------------|----------|--|----------|--|--------------------|
| 21-Aug | EQUICROSS | \$323.75 | | \$323.75 | | CAFETERIA SUPPLIES |
| 18-Aug | WAL-MART #2044 | \$23.40 | | \$23.40 | | CAFETERIA SUPPLIES |

Rosemary Hicks

| | | | | | | |
|--------|---------------------|----------|----------|--|--|--------------|
| 22-Aug | SAV-MOR FOODS | \$9.80 | \$9.80 | | | BPS SUPPLIES |
| 22-Aug | ORIENTAL TRADING CO | \$124.24 | \$124.24 | | | BPS SUPPLIES |
| 18-Aug | GW SCHOOL SUPPLY 5 | \$352.15 | \$352.15 | | | BPS SUPPLIES |

Darren Brown

| | | | | | | |
|--------|-------------------------|------------|------------|--|------------|--|
| 22-Aug | DBC*Blick ART MATERIAL | \$265.56 | \$265.56 | | | CHS ART SUPPLIES |
| 22-Aug | HERTZ FURN/USFURNI.COM | \$1,722.16 | \$1,722.16 | | | CHS CLASSROOM FURNITURE |
| 22-Aug | AMAZON MKTPLACE PMTS | \$52.60 | \$52.60 | | | CHS BOOKS |
| 22-Aug | AMAZON MKTPLACE PMTS | \$48.99 | \$48.99 | | | CHS BOOKS |
| 21-Aug | AMAZON MKTPLACE PMTS | \$52.60 | \$52.60 | | | CHS BOOKS |
| 21-Aug | AMAZON.COM | \$27.19 | | | \$27.19 | CHS BOOKS |
| 21-Aug | AMAZON MKTPLACE PMTS | \$69.48 | \$69.48 | | | CHS BOOKS |
| 19-Aug | AMAZON MKTPLACE PMTS | \$118.87 | \$118.87 | | | CHS BOOKS |
| 19-Aug | DINAH MIGHT ADV | \$194.50 | \$194.50 | | | CHS SUPPLIES |
| 19-Aug | 1ST PLACE VOLLEYBALL | \$1,896.79 | | | \$1,896.79 | CHS ASB VOLLEYBALL SUPPLIES |
| 15-Aug | COUNTRY STOP | \$108.00 | \$108.00 | | | CHS SODAS FOR STAFF MACHINE |
| 18-Aug | UNITED 0162418747875 | \$419.70 | | | \$419.70 | AIRFARE TO NATIONAL FFA CONVENTION |
| 18-Aug | UNITED 0162418747874 | \$419.70 | | | \$419.70 | AIRFARE TO NATIONAL FFA CONVENTION |
| 18-Aug | UNITED 0162418747873 | \$419.70 | \$419.70 | | | AIRFARE TO NATIONAL FFA CONVENTION |
| 18-Aug | UNITED 0162418747872 | \$419.70 | \$419.70 | | | AIRFARE TO NATIONAL FFA CONVENTION |
| 18-Aug | COOLE SCHOOL | \$218.30 | \$218.30 | | | CHS SUPPLIES |
| 18-Aug | TRAVEL INSURANCE POLICY | \$45.00 | \$45.00 | | | CHS TRAVEL INS. TO BE CANCELLED/CREDITED |
| 18-Aug | NATIONAL FFA | \$625.00 | | | \$625.00 | CHS NATIONAL FFA CONVENTION REGISTRATION |

Mike Phenicie

| | | | | | | |
|--------|------------------------|----------|----------|--|--|--------------|
| 21-Aug | CASCIO *INTERSTATEMUSC | \$194.74 | \$194.74 | | | FOM SUPPLIES |
| 21-Aug | CASCIO *INTERSTATEMUSC | \$20.96 | \$20.96 | | | FOM SUPPLIES |
| 19-Aug | CASCIO *INTERSTATEMUSC | \$346.04 | \$346.04 | | | FOM SUPPLIES |
| 18-Aug | J W PEPPER | \$392.96 | \$392.96 | | | FOM SUPPLIES |

Jim LaGrone

| | | | | | | |
|--------|-------------------------|------------|------------|--|--|------------------------|
| 22-Aug | HILLYARD INC SACRAMENTO | \$1,647.42 | \$1,647.42 | | | MOT CUSTODIAL SUPPLIES |
|--------|-------------------------|------------|------------|--|--|------------------------|

Zeba Hone

| | | | | | | |
|--------|---------------|---------|---------|--|--|--------------------|
| 21-Aug | SAV-MOR FOODS | \$10.04 | \$10.04 | | | DO OFFICE SUPPLIES |
|--------|---------------|---------|---------|--|--|--------------------|

Nick Schantz

| | | | | | | |
|--------|--------------------|----------|----------|--|--|--------------------------|
| 22-Aug | PLATT ELECTRIC 082 | \$172.22 | \$172.22 | | | MOT MAINTENANCE SUPPLIES |
|--------|--------------------|----------|----------|--|--|--------------------------|

Jody Johnston

| | | | | | | |
|--------|-------------------|------------|------------|--|--|----------------|
| 20-Aug | SQ *THOMAS GENTIL | \$1,255.06 | \$1,255.06 | | | EMS PE CLOTHES |
|--------|-------------------|------------|------------|--|--|----------------|

\$14,741.19 \$11,005.66 \$347.15 \$3,388.38

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED SEPTEMBER 5, 2014 | | | BATCH 9 |
|--------------------------------|-------------------------------------|---|------|---------|---|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 162 | ALHAMBRA WATER | \$ 97.63 | 01 | DO/MOT | WATER |
| 174 | AMERICAN FIDELITY | \$ 331.54 | 01 | DO | DISABILITY INSURANCE PREMIUMS |
| 179 | KATHY APLANALP | \$ 99.60 | 01 | BPS | REIMBURSE MILEAGE |
| 152 | BAXTER AUTO PARTS | \$ 117.45 | 01 | MOT | AUTO PARTS |
| 167 | CASCADE ATHLETIC | \$ 940.92 | 01 | SPORTS | SUPPLIES |
| 171 | CITY OF COLUSA | \$ 8,149.12 | 01 | ALL | WATER/SEWER BILLING |
| 80 | CCOE | \$ 233,414.00 | 01 | DO | 50% SELPA DEFICIT |
| 81 | CCOE | \$ 51,135.00 | 01 | DO | EXCESS COSTS FOR COMMUNITY/OPPORTUNITY |
| 82 | CCOE | \$ 36,445.00 | 01 | DO | CEWAN COSTS |
| 83 | CCOE | \$ 26,986.00 | 01 | DO | HP3000/FINANCIAL SYSTEM COSTS |
| 84 | CCOE | \$ 1,215.32 | 01 | DO | SCHOOL SERVICES/UI CONSULTANT ANNUAL EXP. |
| RC17 | CUSD EMER FD-DO PETTY CASH.S.PARKER | \$ 161.63 | 01 | DO | POSTAGE AND SUPPLIES |
| RC17 | CUSD EMER FD-KELLI ARCE | \$ 265.87 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-DOLLAR RENT A CAR | \$ 92.48 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-CAFETERIA FUND | \$ 66.25 | 01 | CHS | NATIONAL FFA RENTAL CAR EXPENSE |
| RC17 | CUSD EMER FD-MIKE HERRICK | \$ 53.73 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-SUTTER COUNTY SCHOOLS | \$ 25.00 | 01 | DO | WORKSHOP REGISTRATION |
| 156 | DATA WORKS | \$ 347.50 | 01 | HMS | BOOKS |
| 158 | DAVISON DRUGS | \$ 78.74 | 01 | BPS/CHS | SUPPLIES |
| 172 | GOLDEN BEAR ALARMS | \$ 157.50 | 01 | ALL | ALARM MONITORING FEE |
| 151 | LUCILLE IMHOFF | \$ 82.23 | 01 | HMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 155 | JOHNSON PRINTING | \$ 56.98 | 01 | MOT | PRINT BUSINESS CARDS |
| 173 | KELLEHER PAINT | \$ 1,472.75 | 01 | MOT | MAINTENANCE SUPPLIES |
| 163 | NATURE BRIDGE | \$ 19,123.00 | 01 | CHS | YOSEMITE TRIP FEES |
| 166 | NSCIF | \$ 396.00 | 01 | SPORTS | DUES |
| 164 | KIM OLSON | \$ 46.76 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 153 | SHERYL PARKER | \$ 247.66 | 01 | DO | REIMBURSE MILEAGE |
| 160 | RIVERBANK PIZZA | \$ 123.32 | 01 | CHS | ESA PIZZA PARTY |
| 169 | BO SALAZAR | \$ 25.70 | 01 | MOT | REIMBURSE MILEAGE |
| 170 | SIERRA SCHOOL EQUIPMENT | \$ 8,062.50 | 01 | CHS | DESKS |
| 165 | STANDARD INSURANCE | \$ 1,698.98 | 01 | DO | INCOME PROTECTION PREMIUMS |
| 175 | SUPERIOR TIRE SERVICE | \$ 94.58 | 01 | MOT | SUPPLIES |
| | | \$ 391,672.84 | | | |
| 177 | ED JONES FOOD SERVICE | \$ 3,415.09 | 13 | CAFET | FOOD |
| 178 | STAFFORD MEAT CO | \$ 640.00 | 13 | CAFET | FOOD |
| | CAFETERIA FUND 13 | \$ 4,055.09 | | | |
| 176 | DESIGNED MOBILE | \$ 41,622.00 | 25 | DEV FEE | PORTABLE CLASSROOM |
| | CAPITAL FACILITIES FUND 25 | \$ 41,622.00 | | | |
| 167 | CASCADE ATHLETIC | \$ 380.40 | 95 | CHS | SUPPLIES |
| RC17 | CUSD EMER FD-L.MEYERS PETTY CASH | \$ 600.00 | 95 | CHS | ASB CASH BOXES FOR CONCONCESSION/DANCES |
| RC17 | CUSD EMER FD-KODIE SOLIS | \$ 148.62 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-JORDAN HELMER | \$ 175.70 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-DOLLAR RENT A CAR | \$ 92.47 | 95 | CHS | NATIONAL FFA RENTAL CAR EXPENSE |
| RC17 | CUSD EMER FD-CAI DUNHAM | \$ 69.82 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC17 | CUSD EMER FD-SOPHIA GARCIA | \$ 125.00 | 95 | CHS | SALE OF CHEER UNIFORM |
| RC17 | CUSD EMER FD-MAUREEN O'SULLIVAN | \$ 442.50 | 95 | CHS | REFUND FEE PAID |
| RC17 | CUSD EMER FD-STEPHANIE MUNGUIA | \$ 150.00 | 95 | CHS | SALE OF CHEER UNIFORM |
| RC17 | CUSD EMER FD-LESLIE PINGREY | \$ 150.00 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 180 | GENERATIONS | \$ 61.22 | 95 | CHS | SHIRTS |
| 159 | HEFF JONES | \$ 119.63 | 95 | EMS | YEARBOOK PAYMENT |
| 161 | JACKSON HIRSCH | \$ 97.43 | 95 | CHS | SUPPLIES |
| 168 | TINA LYONS | \$ 88.49 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 157 | JEREMY MILLER | \$ 127.34 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| | STUDENT BODY FUND 95 | \$ 2,828.62 | | | |
| | TOTAL ACCOUNTS PAYABLE | \$ 440,178.55 | | | |

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED SEPTEMBER 12, 2014 | | | BATCH 10 |
|--------------------------------|----------------------------|--|------|---------|--------------------------------------|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 209 | A-Z BUS SALES | \$ 66.35 | 01 | MOT | BUS SUPPLIES |
| 208 | BELLER TRACTOR | \$ 546.78 | 01 | MOT | MOWER REPAIR/SERVICE SUPPLIES |
| 198 | CA DEPT OF JUSTICE | \$ 275.00 | 01 | DO | FINGERPRINT FEES |
| 215 | CASCADE ATHLETIC SUPPLY | \$ 1,105.99 | 01 | SPORTS | SUPPLIES |
| 204 | CLEAR LAKE HIGH SCHOOL | \$ 300.00 | 01 | SPORTS | BASKETBALL ENTRY FEE |
| 185 | CCOE | \$ 18,001.31 | 01 | DO | SOFTWARE LICENSES |
| 192 | COLUSA DAIRY | \$ 105.74 | 01 | EMS | SUPPLIES |
| 197 | COLUSA EYECARE OPTOMETRY | \$ 93.00 | 01 | DO | EYE EXAM FOR NEEDY STUDENT |
| 194 | DATA WORKS | \$ 1,423.00 | 01 | HMS | CURRICULUM |
| 191 | DAVIES OIL COM | \$ 2,432.69 | 01 | MOT | FUEL FOR VEHICLES |
| 205 | GRIFF'S FEED | \$ 355.38 | 01 | MOT | GROUPS SUPPLIES |
| 189 | HOLT | \$ 79.00 | 01 | MOT | BUS REPAIR |
| 200 | BOBBY KIRKMAN | \$ 46.09 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 202 | MERIDIAN DIESEL | \$ 543.89 | 01 | MOT | BUS/VEHICLE REPAIR |
| 195 | MITEL LEASING | \$ 1,287.00 | 01 | ALL | PHONE SYSTEM LEASE |
| 212 | RON RADER | \$ 42.98 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 211 | SANKEY AUTO | \$ 127.00 | 01 | MOT | VEHICLE TOW |
| 210 | SORENSEN PEST CONTROL | \$ 868.00 | 01 | MOT | PEST CONTROL SERVICES |
| 188 | SUTTER COE | \$ 11,200.00 | 01 | EMS | 50% PAYMENT ON SHADY CREEK |
| 206 | THREE B'S TOILETS | \$ 161.25 | 01 | ALL | PORTABLE TOILET RENTAL |
| 214 | TOWNSEND FENCING | \$ 1,850.00 | 01 | MOT | FENCING |
| RC20 | US BANK CALCARD VISA | \$ 25,214.11 | 01 | ALL | SEE ATTACHED |
| 207 | VALLEY TRUCK & TRACTOR | \$ 58.04 | 01 | MOT | MAINTENANCE SUPPLIES |
| 193 | WESTAMERICA BANK | \$ 27,522.33 | 01 | DO | LONG TERM DEBT PAYMENT |
| 193 | YUBA SAFE & LOCK | \$ 997.67 | 01 | MOT | KEY DOOR LOCK REPAIR/REPLACEMENT |
| | | \$ 94,702.60 | | | |
| 190 | CUSD GENERAL FUND | \$ 48,106.37 | 13 | CAFET | DIRECT SUPPORT COSTS TO GENERAL FUND |
| 196 | CRYSTAL DAIRY | \$ 2,878.04 | 13 | CAFET | FOOD |
| 182 | DANIELSEN COMPANY | \$ 9,501.44 | 13 | CAFET | FOOD |
| 184 | GAGER DISTRIBUTING | \$ 178.40 | 13 | CAFET | SUPPLIES |
| 181 | GENERAL PRODUCE | \$ 3,198.55 | 13 | CAFET | FOOD |
| 217 | LEASA HILL | \$ 168.56 | 13 | CAFET | REIMBURSE MILEAGE |
| 183 | O'CONNELL RANCH | \$ 1,540.00 | 13 | CAFET | FOOD |
| | CAFETERIA FUND 13 | \$ 65,571.36 | | | |
| RC19 | US BANK CALCARD VISA | \$ 4,214.28 | 25 | DEV FEE | SUPPLIES FOR NEW CLASSROOM |
| | CAPITAL FACILITIES FUND 25 | \$ 4,214.28 | | | |
| 187 | AMORZONE ATHLETIC | \$ 195.00 | 95 | CHS | SUPPLIES |
| 216 | CASCADE ATHLETIC SUPPLY | \$ 165.93 | 95 | CHS | SUPPLIES |
| 203 | CUSD GENERAL FUND | \$ 100.00 | 95 | CHS | ASB DONATE TO ALS |
| 199 | BOBBY KIRKMAN | \$ 15.79 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 201 | TINA LYONS | \$ 54.15 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC18 | US BANK CALCARD VISA | \$ 5,302.02 | 95 | EMS/CHS | SEE ATTACHED |
| | STUDENT BODY FUND 95 | \$ 5,832.89 | | | |
| | TOTAL ACCOUNTS PAYABLE | \$ 170,321.13 | | | |

US BANK CALCARD VISA

Sheryl Parker

FD01-RC20 FD25-RC19 FD95-RC18

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|--------|---------------------------|------------------|------------|------------|------------|--|-------------------------------------|
| 5-Sep | RSD 52 | 916-7807220, CA | \$306.86 | | \$306.86 | | THERMOSTAT FOR NEW PORTABLE |
| 5-Sep | MESSICK ACE HARDWARE | COLUSA, CA | \$2,501.14 | \$2,501.14 | | | MAINTENANCE SUPPLIES |
| 5-Sep | MJB WELDING SUPPLY, INC. | CHICO, CA | \$126.00 | \$126.00 | | | CHS AG SUPPLIES |
| 4-Sep | IN *CLIMATE CONTROL, INC. | 916-5661135, CA | \$2,553.47 | \$2,553.47 | | | MOT HVAC SERVICE/REPAIR |
| 4-Sep | CA ASSOC OF SCHOOL BUSINE | 916-5042245, CA | \$275.00 | \$275.00 | | | DO MEMBERSHIP DUES |
| 4-Sep | CLOSE LUMBER - SUTTER | SUTTER, CA | \$349.70 | \$349.70 | | | MOT MAINTENANCE SUPPLIES |
| 29-Aug | ADVANCED DOCUMENT CONC | 530-8938711, CA | \$366.42 | \$366.42 | | | ALL COPIER MAINT. AGREEMENTS |
| 28-Aug | ZENNI OPTICAL | 800-211-2105, CA | \$37.90 | \$37.90 | | | EYEGLASSES FOR NEEDY STUDENT |
| 28-Aug | FLORA FRESH | 916-927-9767, CA | \$91.54 | \$91.54 | | | CHS FLORAL DESIGN CLASS SUPPLIES |
| 27-Aug | VZWRLSS*MY VZ VB P | 800-9220204, GA | \$946.83 | \$946.83 | | | ALL CELL PHONE BILLS |
| 27-Aug | QUILL CORPORATION | 800-789-8965, IL | \$6,790.16 | \$3,968.60 | \$2,821.56 | | BPS SUPPLIES/DESKS FOR NEW PORTABLE |
| 27-Aug | CDW GOVERNMENT | 800-800-4239, IL | \$153.00 | \$153.00 | | | HMS COMPUTERS |
| 26-Aug | CDW GOVERNMENT | 800-800-4239, IL | \$1,986.60 | \$1,986.60 | | | HMS COMPUTERS |
| 26-Aug | USPS.COM CLICK66100611 | 800-3447779, DC | \$18.11 | \$18.11 | | | DO POSTAGE |

Mike Phenicie

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|--------|------------|-----------------|----------|----------|--|--|--------------------|
| 4-Sep | J W PEPPER | 610-6480500, PA | \$83.02 | \$83.02 | | | FOM MUSIC SUPPLIES |
| 27-Aug | J W PEPPER | 610-6480500, PA | \$393.10 | \$393.10 | | | FOM MUSIC SUPPLIES |
| 25-Aug | J W PEPPER | 610-6480500, PA | \$82.82 | \$82.82 | | | FOM MUSIC SUPPLIES |

Jeremy Miller

| | | | | | | | |
|--------|----------------|------------------|------------|----------|------------|--|----------------------------------|
| 1-Sep | AMAZON.COM | AMZN.COM/BILL, W | \$107.48 | \$107.48 | | | TECH SUPPLIES |
| 25-Aug | AMAZON.COM | AMZN.COM/BILL, W | \$15.04 | \$15.04 | | | TECH SUPPLIES |
| 1-Sep | CDW GOVERNMENT | 800-800-4239, IL | \$1,085.86 | \$0.00 | \$1,085.86 | | DOCUMENT CAMERA FOR NEW PORTABLE |

Maria Espinoza

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|--------|------------------------|---------------|----------|----------|--|--|--------------|
| 27-Aug | CASHNCARRY572 51705721 | YUBA CITY, CA | \$248.76 | \$248.76 | | | BPS SUPPLIES |
|--------|------------------------|---------------|----------|----------|--|--|--------------|

Rosemary Hicks

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|--------|------------------------|------------------|----------|----------|--|--|---------------|
| 26-Aug | USPS 05172809334414268 | COLUSA, CA | \$197.35 | \$197.35 | | | BPS POSTAGE |
| 25-Aug | MHE*MCGRRAW-HILL ECOMM | 800-648-3045, NY | \$479.43 | \$479.43 | | | BPS TEXTBOOKS |

Zeba Hone

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|--------|------------------------|---------------|------------|------------|--|--|---------------|
| 1-Sep | WM SUPERCENTER #1903 | YUBA CITY, CA | \$396.38 | \$396.38 | | | DO TELEVISION |
| 1-Sep | USPS 05172809334414268 | COLUSA, CA | \$19.56 | \$19.56 | | | DO POSTAGE |
| 28-Aug | STAPLES 00107185 | WOODLAND, CA | \$1,323.89 | \$1,323.89 | | | DO SHREDDER |

Nick Schantz

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|--------|----------------|------------------|------------|------------|--|--|--------------------------|
| 4-Sep | LOWES #01933* | YUBA CITY, CA | \$1,085.69 | \$1,085.69 | | | MOT MAINTENANCE SUPPLIES |
| 1-Sep | LOWES #01933* | YUBA CITY, CA | \$69.90 | \$69.90 | | | MOT MAINTENANCE SUPPLIES |
| 1-Sep | DISPLAYS2GOCOM | 401-247-0333, RI | \$172.88 | \$172.88 | | | DO SUPPLIES |
| 28-Aug | ALPHABETSIGNS | 800-582-6366, PA | \$71.46 | \$71.46 | | | DO SUPPLIES |

Jody Johnston

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|--------|--------------------------|------------------|----------|----------|----------|--|--------------------------|
| 27-Aug | QUILL CORPORATION | 800-789-8965, IL | \$79.78 | \$79.78 | | | EMS SUPPLIES |
| 26-Aug | AMAZON MKTPLACE PMTS | AMZN.COM/BILL, W | \$135.92 | \$135.92 | | | EMS BOOKS |
| 26-Aug | AMAZON MKTPLACE PMTS | AMZN.COM/BILL, W | \$135.88 | \$135.88 | | | EMS BOOKS |
| 25-Aug | AMAZON MKTPLACE PMTS | AMZN.COM/BILL, W | \$69.96 | \$69.96 | | | EMS BOOKS |
| 26-Aug | FOLLETT SCHOOL SOLUTIONS | 800-621-4272, IL | \$204.63 | \$204.63 | | | EMS BOOKS |
| 25-Aug | PAYPAL *OLD FASHION | 402-935-7733, CA | \$400.25 | \$0.00 | \$400.25 | | EMS ASB CANDY FUNDRAISER |
| 25-Aug | PAYPAL *PENCILTHING | 402-935-7733, TX | \$851.40 | \$851.40 | | | EMS SUPPLIES |

Dwayne Newman

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|--------|---------------------------|-----------------|----------|----------|--|--|------------------------------|
| 25-Aug | SCHOOL SERVICES OF CALIFO | 916-4467517, CA | \$255.00 | \$255.00 | | | DO WORKSHOP REGISTRATION FEE |
|--------|---------------------------|-----------------|----------|----------|--|--|------------------------------|

Darren Brown

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|--------|---------------------------|------------------|------------|------------|------------|--|--|
| 5-Sep | VARSITY SPIRIT FASHIONS | 800-5338022, TN | \$2,028.00 | \$2,028.00 | | | CHS CHEER UNIFORMS (CRAF TO REIMBURSE) |
| 5-Sep | EASTBAY INC | 715-9723690, WI | \$591.25 | \$0.00 | \$591.25 | | CHS SUPPLIES |
| 5-Sep | MARDI GRAS BEADS ONLINE | 520-720-9317, AZ | \$88.80 | \$0.00 | \$88.80 | | CHS SUPPLIES |
| 5-Sep | QUILL CORPORATION | 800-789-8965, IL | \$683.73 | \$683.73 | | | CHS SUPPLIES |
| 5-Sep | WIZARD SPORTS EQUIPM | 714-9700995, CA | \$118.12 | \$118.12 | | | CHS SUPPLIES |
| 5-Sep | ORIENTAL TRADING CO | 800-228-0475, NE | \$79.99 | \$0.00 | \$79.99 | | CHS SUPPLIES |
| 4-Sep | SPORTDECALS | 800-435-6110, IL | \$370.72 | \$0.00 | \$370.72 | | CHS SUPPLIES |
| 3-Sep | STU*STUMPS | 800-348-5084, IN | \$373.77 | \$0.00 | \$373.77 | | CHS SUPPLIES |
| 1-Sep | VISTAPR*VISTAPRINT.COM | 866-6148002, CA | \$93.50 | \$0.00 | \$93.50 | | CHS SUPPLIES |
| 1-Sep | PLAYSCRIPTS INC | 866-639-7529, NY | \$320.14 | \$0.00 | \$320.14 | | CHS DRAMA CLUB SCRIPTS |
| 29-Aug | CARNEGIE LEARNING INC | 412-6902442, PA | \$793.10 | \$793.10 | | | CHS BOOKS |
| 29-Aug | FOLLETT SCHOOL SOLUTIONS | 800-621-4272, IL | \$839.66 | \$839.66 | | | CHS BOOKS |
| 28-Aug | NATIONAL FEDERATION OF ST | 317-9726900, IN | \$520.00 | \$520.00 | | | CHS BOOKS |
| 27-Aug | QUILL CORPORATION | 800-789-8965, IL | \$397.74 | \$397.74 | | | CHS SUPPLIES |
| 27-Aug | TRAVEL INSURANCE POLICY | RICHMOND, VA | (\$45.00) | (\$45.00) | | | CHS REFUND |
| 27-Aug | OMNI CHEER | 800-299-7822, CA | \$171.36 | \$0.00 | \$171.36 | | CHS CHEER SUPPLIES |
| 26-Aug | OMNI CHEER | 800-299-7822, CA | \$2,585.97 | \$0.00 | \$2,585.97 | | CHS CHEER SUPPLIES |
| 25-Aug | AMAZON.COM | AMZN.COM/BILL, W | \$25.12 | \$25.12 | | | CHS BOOKS |
| 25-Aug | SAV-MOR FOODS | COLUSA, CA | \$226.27 | \$0.00 | \$226.27 | | CHS SUPPLIES |

34730.41 25214.11 4214.28 5302.02