

## 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**

**January 21, 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 directive. 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

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is 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. Reports:

1. Student's Report

2. Recognitions and Celebrations

3. President's Report

a. Board of Trustee Time – (This is a time for the Board of Trustees to bring up points of discussion, committee reports and/or items for future agendas.)

b. Board Committees – Establish District committee members for 2014

4. Superintendent's Report

a. Improving Achievement – standing item

1) Update on progress of current year improvement plan

2) Initial discussion of improvement plan for 14/15 SY

b. Budget – standing item

1) Discussion of Governor's initial budget proposal

c. Management – standing item

1) SELPA Update

2) Progress on Facilities Assessment and Survey

d. Enrollment Report

- 5. Principal's Report
  - a. Colusa Alternative High School
- E. CEA (Colusa Educators Association) Representative's Report
- F. CSEA (California School Employees Assn.) Rep's Report
- G. Discussion/Possible Action:
  - 1. Testing (requested by Charles Yerxa at Dec. mtg. – measurement & clear standards)
  - 2. Community Day School
- H. Action Items:
  - 1. Consider Approval of Board Policies and Administrative Regulations:
    - a. Second Reading and Possible Adoption: AR 0420.4 Charter School Authorization
    - b. Second Reading and Possible Adoption: BP/E 0420.41 Charter School Oversight
    - c. Second Reading and Possible Adoption: BP/AR 0460 Local Control and Accountability Plan
      - 1. Page 3 – Frequency of Monitoring
    - d. Second Reading and Possible Adoption: BP 0500 Accountability
    - e. Second Reading and Possible Adoption: BP/AR 3100 Budget
      - 1. Page 3 - General Fund Reserve Percentage
    - f. Second Reading and Possible Adoption: BP 3110 Transfer of Funds
- I. Motion to Consider Approval of Items on the Consent Action Agenda
  - 1. Consent Agenda: Regular and Customary Business Items:
    - a. Minutes of December 17, 2013 Regular Board Meeting
    - b. Minutes of January 9, 2014 Special Board Meeting, BPS Visitation
    - c. January Payroll
    - d. January Warrants: Batch #23 - 25
    - e. January Financial Statements
    - f. Miscellaneous Funds Budget Revision
    - g. 2013-14 Budget Revision
    - h. Personnel Assignment Order #2013/14.06
    - i. Contracts
      - 1) Renewal of Lease Agreement between CUSD and Mitel Leasing, Inc. (office phones)
      - 2) Agreement between CUSD and Gene Bregman & Associates (Public Opinion Survey for bond measure)
    - j. Approve Thomas Critchfield's travel to New York City on February 6 through February 10 to play at Carnegie Hall
    - k. Williams Complaint Quarterly Report for October 1, 2013 through December 30, 2013
    - l. Approve MOT and EMS Surplus Equipment Recommendation
    - m. Approve Resolution No. 2013-2014.05 Signatures of the Members of the Board
- J. Hearing of Public for Matters on Closed Session Agenda

**CLOSED SESSION**

- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
  - 1. Student Matters:
    - a. Interdistrict Transfer Agreements
    - b. Out-of-School Suspensions
  - 2. Personnel Matters:
    - a. Public Employment – New Hires 2013-2014
    - b. Public Employee Discipline/Dismissal/Release
  - 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. Possible action taken regarding Interdistrict Transfer Agreements
- M. Adjournment of the Meeting

Posted: 1/16/14 11:06 AM

## **BOARD MEMBERS ON DISTRICT COMMITTEES**

January 15, 2014

CRAF	Charles Yerxa
Friends of Music	Don Bransford
Friends of Ag.	Lincoln Forry and Kelli Griffith-Garcia
Grounds	Lincoln Forry & Terry Bressler
SELPA	Don Bransford & Terry Bressler

## DISTRICT ENROLLMENT

The following chart represents the current enrollments in the district.

<b>Program</b>	<b>1/14/13 Enrollment</b>	<b>1/10/14 Enrollment</b>	<b>Year-to-Date</b>
Burchfield	464	472	+8
Egling	496	528	+32
CHS	344	342	-2
CAHS	26	31	+5
Home School	88	67	-21
District Totals	1418	1440	+22

**Philosophy, Goals, Objectives, and Comprehensive Plans**

AR 0420.4(a)

**CHARTER SCHOOL AUTHORIZATION****Petition Signatures**

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

*(cf. 4116 - Permanent/Probationary Status)*

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

**Advisory Committee**

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

*(cf. 2230 - Representative and Deliberative Groups)*

## CHARTER SCHOOL AUTHORIZATION (continued)

### Components of Charter Petition

The charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

**CHARTER SCHOOL AUTHORIZATION (continued)**

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

*(cf. 0510 - School Accountability Report Card)*

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

**CHARTER SCHOOL AUTHORIZATION (continued)**

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
  - a. Designation of a responsible entity to conduct closure-related activities
  - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
    - (1) The effective date of the closure
    - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
    - (3) The students' districts of residence
    - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
  - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
  - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
  - e. Transfer and maintenance of personnel records in accordance with applicable law

**CHARTER SCHOOL AUTHORIZATION (continued)**

- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

- 1. The facilities to be used by the school, including where the school intends to locate, which must be within the geographic boundaries of Colusa Unified School District.

*(cf. 7160 - Charter School Facilities)*

- 2. A yearly school calendar.
- 3. Information related to student transportation arrangements.
- 4. Assurances that the school will provide adequate services to English Language Learners and students with disabilities.
- 5. The manner in which administrative services of the school are to be provided
- 6. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

**Location of Charter School**

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1\

**CHARTER SCHOOL AUTHORIZATION (continued)**

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

**Philosophy, Goals, Objectives, and Comprehensive Plans**

BP 0420.41(a)

**CHARTER SCHOOL OVERSIGHT**

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0500 - Accountability)*

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall apply for the waiver.

*(cf. 1431 - Waivers)*

**Provision of District Services**

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

## **CHARTER SCHOOL OVERSIGHT (continued)**

### **Material Revisions to Charter**

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

### **Monitoring Charter School Performance**

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" (AYP) pursuant to 20 USC 6311, as applicable.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget; an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures; first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs of supervisorial oversight up to three percent of the charter school's revenue. (Education Code 47613)

## **CHARTER SCHOOL OVERSIGHT (continued)**

*(cf. 7160 - Charter School Facilities)*

### **Technical Assistance/Intervention**

If a charter school receiving federal Title I funding fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be identified for program improvement and shall implement improvement strategies in accordance with 20 USC 6316.

*(cf. 0520.2 - Title I Program Improvement Schools)*

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

*(cf. 0420.42 - Charter School Renewal)*

*(cf. 0420.43 - Charter School Revocation)*

### **Complaints**

Each charter school shall maintain processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

**CHARTER SCHOOL OVERSIGHT (continued)****School Closure**

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out. The charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

**Legal Reference:****EDUCATION CODE***220 Nondiscrimination**17280-17317 Field Act**17365-17374 Field Act, fitness for occupancy**35330 Field trips and excursions; student fees**38080-38086 School meals**42100 Annual statement of receipts and expenditures**44237 Criminal record summary**44830.1 Certificated employees, conviction of a violent or serious felony**45122.1 Classified employees, conviction of a violent or serious felony**46201 Instructional minutes**47600-47616.7 Charter Schools Act of 1992**47634.2 Nonclassroom-based instruction**47640-47647 Special education funding for charter schools**48000 Minimum age of admission for kindergarten; transitional kindergarten**48010-48011 Minimum age of admission (first grade)**48907 Students' exercise of free expression; rules and regulations**48950 Student speech and other communication**49061 Student records**49110 Authority of issue work permits**49475 Health and safety, concussions and head injuries**51745-51749.3 Independent study**52051.5-52052 Academic performance index, applicability to charter schools**52060-52077 Local control and accountability plans**52075 Uniform complaint procedures**56026 Special education**56145-56146 Special education services in charter schools**60600-60649 Assessment of academic achievement**60850-60859 High school exit examination***CORPORATIONS CODE***5110-6910 Nonprofit public benefit corporations*

**CHARTER SCHOOL OVERSIGHT (continued)**

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

54950-54963 *The Ralph M. Brown Act*

LABOR CODE

1198.5 *Personnel records related to performance and grievance*

PENAL CODE

667.5 *Definition of violent felony*

1192.7 *Definition of serious felony*

CALIFORNIA CONSTITUTION

Article 9, Section 5 *Common school system*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

11700.1-11705 *Independent study*

11960-11969 *Charter schools*

CODE OF REGULATIONS, TITLE 24

101 et seq. *California Building Standards Code*

UNITED STATES CODE, TITLE 20

6311 *Adequate yearly progress*

6319 *Qualifications of teachers and paraprofessionals*

7223-7225 *Charter schools*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 *Accountability*

300.18 *Highly qualified special education teachers*

COURT DECISIONS

*Ridgecrest Charter School v. Sierra Sands Unified School District*, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 *Ops. Cal. Atty. Gen.* 166 (2006)

80 *Ops. Cal. Atty. Gen.* 52 (1997)

78 *Ops. Cal. Atty. Gen.* 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

*Student v. Horizon Instructional Systems Charter School*, (2012) OAH Case No. 2011060763

## CHARTER SCHOOL OVERSIGHT (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

*Charter Schools: A Manual for Governance Teams, rev. 2009*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*Sample Copy of a Memorandum of Understanding*

*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011*

*Special Education and Charter Schools: Questions and Answers, September 10, 2002*

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Charter Schools Program: Title V, Part B of the ESEA, April 2011*

*The Impact of the New Title I Requirements on Charter Schools, July 2004*

#### WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

## CHARTER SCHOOL OVERSIGHT

### REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and applicable federal laws
2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
5. Not charge tuition (Education Code 47605)
6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
9. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
10. Admit all students who wish to attend the school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

**CHARTER SCHOOL OVERSIGHT (continued)**

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admissions preferences may be established on an individual school basis as consistent with law.
11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)
  12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
  13. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)
  14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
  15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
  16. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
  17. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)

**CHARTER SCHOOL OVERSIGHT (continued)**

18. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)
19. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
20. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
22. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
23. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
24. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
25. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
26. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

**CHARTER SCHOOL OVERSIGHT (continued)**

27. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
  - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
  - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
28. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
29. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
  - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
  - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the SBE template in accordance with Education Code 47606.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

**CHARTER SCHOOL OVERSIGHT (continued)**

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Language Learners)*

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 4143/4243 - Negotiations/Consultation)*  
*(cf. 6020 - Parent Involvement)*

### Public Review and Input

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above
2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update to the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP or the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9320 - Meetings and Notices)*

### **Adoption of the Plan**

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least **annually monthly** in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### **Technical Assistance/Intervention**

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

*Legal Reference:***EDUCATION CODE***17002 State School Building Lease-Purchase Law, including definition of good repair**41020 Audits**42127 Public hearing on budget adoption**42238.01-42238.07 Local control funding formula**44258.9 County superintendent review of teacher assignment**48985 Parental notices in languages other than English**51210 Course of study for grades 1-6**51220 Course of study for grades 7-12**52052 Academic Performance Index; numerically significant student subgroups**52060-52077 Local control and accountability plan**52302 Regional occupational centers and programs**52372.5 Linked learning pilot program**54692 Partnership academies*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### Legal Reference continued:

60119 Sufficiency of textbooks and instructional materials; hearing and resolution  
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission  
60811.3 Assessment of language development  
64001 Single plan for student achievement  
99300-99301 Early Assessment Program  
UNITED STATES CODE, TITLE 20  
6312 Local educational agency plan  
6826 Title III funds, local plans

### Management Resources:

#### CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

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

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

#### WEB SITES

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

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Content of the Plan

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 3517 - Facilities Inspection)*  
*(cf. 4112.2 - Certification)*  
*(cf. 4113 - Assignment)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Language Learners)*

- c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6173.1 - Education for Foster Youth)*

- d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments <sup>and</sup> student achievement

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an advanced placement examination with a score of 3 or higher
- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

*(cf. 0500 - Accountability)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6178 - Career Technical Education)*

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

*(cf. 5137 - Positive School Climate)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

*(cf. 6143 - Courses of Study)*

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.

*(cf. 0200 - Goals for the School District)*

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

*(cf. 0510 - School Accountability Report Card)*

### Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE and shall include all of the following: (Education Code 52061)

- 1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

**Availability of the Plan**

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

*(cf. 1113 - District and School Web Sites)*

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0500(a)

### ACCOUNTABILITY

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

(cf. 0000 - Vision)  
 (cf. 0200 - Goals for the School District)  
 (cf. 2140 - Evaluation of the Superintendent)  
 (cf. 3460 - Financial Accountability and Reports)  
 (cf. 4115 - Evaluation/Supervision)  
 (cf. 4215 - Evaluation/Supervision)  
 (cf. 4315 - Evaluation/Supervision)  
 (cf. 6011 - Academic Standards)  
 (cf. 6141 - Curriculum Development and Evaluation)  
 (cf. 6190 - Evaluation of the Instructional Program)  
 (cf. 9400 - Board Self-Evaluation)

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 6162.5 - Student Assessment)  
 (cf. 6162.51 - Standardized Testing and Reporting Program)  
 (cf. 6162.52 - High School Exit Examination)

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)  
 (cf. 0510 - School Accountability Report Card)  
 (cf. 1100 - Communication with the Public)  
 (cf. 1112 - Media Relations)

## ACCOUNTABILITY (continued)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 6020 - Parent Involvement)

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

(cf. 0400 - Comprehensive Plans)  
(cf. 0420 - School Plans/Site Councils)  
(cf. 0520.2 - Title I Program Improvement Schools)  
(cf. 0520.3 - Title I Program Improvement Districts)  
(cf. 0520.4 - Quality Education Investment Schools)  
(cf. 4141/4241 - Collective Bargaining Agreement)

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability  
33400-33407 California Department of Education evaluation of district programs  
44660-44665 Evaluation of certificated employees  
51041 Evaluation of the educational program  
52052-52052.1 Academic Performance Index  
52055.57-52055.59 Districts identified or at risk of identification for program improvement  
52060-52077 Local control and accountability plan

#### CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments  
15440-15463 Standards and criteria for fiscal accountability

#### UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress  
6312 Local educational agency plan  
6316 School and district improvement

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 Adequate yearly progress  
200.30-200.53 Program improvement

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>  
U.S. Department of Education: <http://www.ed.gov>

**Business and Noninstructional Operations**

BP 3100(a)

**BUDGET**

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0400 - Comprehensive Plans)*  
*(cf. 3000 - Concepts and Roles)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3460 - Financial Reports and Accountability)*  
*(cf. 9000 - Role of the Board)*

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

*(cf. 0460 - Local Control and Accountability Plan)*

**Single Budget Adoption Process**

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

*(cf. 9320 - Meetings and Notices)*  
*(cf. 9322 - Agenda/Meeting Materials)*

## **BUDGET (continued)**

*(cf. 9323 - Meeting Conduct)*

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

### **Budget Advisory Committee**

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 2230 - Representative and Deliberative Groups)*  
*(cf. 3350 - Travel Expenses)*  
*(cf. 9130 - Board Committees)*  
*(cf. 9140 - Board Representatives)*

### **Budget Criteria and Standards**

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6174 - Education for English Language Learners)*

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

**BUDGET (continued)**

(cf. 2210 - Administrative Discretion Regarding Board Policy)  
 (cf. 3110 - Transfer of Funds)

**Fund Balance**

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

**BUDGET (continued)****Long-Term Financial Obligations**

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

*(cf. 7210 - Facilities Financing)*

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

if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

**Budget Amendments**

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

**Legal Reference:****EDUCATION CODE**

*1240 Duties of county superintendent of schools*

*33127-33131 Standards and criteria for local budgets and expenditures*

*35035 Powers and duties of superintendent*

*35161 Powers and duties, generally, of governing boards*

*42103 Public hearing on proposed budget; requirements for content of proposed budget*

*42122-42129 Budget requirements*

*42130-42134 Financial certifications*

*42140-42141 Disclosure of fiscal obligation-4-*

**BUDGET (continued)**

42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
42605 Tier 3 categorical flexibility  
42610 Appropriation of excess funds and limitation thereon  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
7900-7914 Appropriations limit  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets

**Management Resources:**

CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013

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

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

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

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

**BUDGET**

**Budget Advisory Committee**

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

*(cf. 9140 - Board Representatives)*

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 9130 - Board Committees)*

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

*(cf. 3350 - Travel Expenses)*

**BUDGET (continued)**

**Initial Budget Adoption**

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

*(cf. 9323 - Meeting Conduct)*

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

*(cf. 1340 - Access to District Records)*

**BUDGET (continued)**

**Single Budget Adoption Process**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Before revising the budget, the Board shall hold a second public hearing regarding the proposed revisions in accordance with Education Code 42103. In addition, if the initial budget was disapproved by the County Superintendent, the public hearing shall include a review by the Board and the County Superintendent of the disapproval and the County Superintendent's recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

**Budget Review Committee for Disapproved Budgets**

If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

**BUDGET (continued)**

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

**Business and Noninstructional Operations**

BP 3110(a)

**TRANSFER OF FUNDS**

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

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

*(cf. 3460 - Financial Reports and Accountability)*

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)

**TRANSFER OF FUNDS (continued)**

5. Transfer monies between other funds or accounts when authorized by law.

*Legal Reference:*

EDUCATION CODE

78 Definition, governing board  
5200 Districts governed by boards of education  
16095 Transfer of district funds to district state school building fund  
41301 Section A state school fund allocation schedule  
42125 Designated and unappropriated fund balances  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42600 District budget limitation on expenditure  
42601 Transfers between funds to permit payment of obligations at close of year  
42603 Transfer of monies held in any fund or account to another fund; repayment  
42840-42843 Special reserve fund  
52616.4 Expenditures from adult education fund

*Management Resources:*

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street

Colusa, CA 95932

**UNOFFICIAL MINUTES****Board of Trustees Regular Meeting**

December 17, 2013, 6:00 p.m.

**OPEN SESSION  
CALL TO ORDER**

The meeting was called to order at 6:00 p.m. in the Colusa Unified School District Conference Room by Board President Terry Bressler, and established a quorum was present. Attending were Charles Yerxa, Kelli Griffith-Garcia, Lincoln Forry, Don Bransford and Terry Bressler. Also in attendance were Superintendent Dwayne Newman, School Administrators Jody Johnston, Dave Tarr and Darren Brown; and Business Manager Sheryl Bailey; students and staff.

**PLEDGE OF ALLEGIANCE**

Terry Bressler led the Pledge of Allegiance.

**HEARING OF PUBLIC**

Mr. Phenicie, EMS/CHS music teacher, informed the Board that Thomas Critchfield has been chosen to perform in the All Northern California Honor Band the weekend of January 17 through January 19, 2014 at the San Joaquin Delta College in Stockton. His parents will be going with him to chaperone.

Mr. Phenicie also reported that Thomas Critchfield had been accepted to play at Carnegie Hall in New York City again this year.

**STUDENT'S REPORT**

Taylor Davies reported on upcoming activities at Colusa High School, which included the Snowball, ASB/CRAF retro sale to be held at the boys basketball tournament, and Winterfest that is being held on Thursday, December 19 from 5:30 pm – 7:30 pm.

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 6:08 pm to consider and/or take action upon any of the following items:

1. Negotiations

- a. Consider and Approve 6% Salary Increase for CEA
- b. Consider and Approve 6% Salary Increase for CSEA
- c. Consider and Approve 6% Salary Increase for Unrepresented Employees
- d. Consider and Approve 6% Salary Increase for Superintendent

**RECONVENE FROM CLOSED SESSION**

The Board reconvened from Closed Session at 6:20 pm. Board President Bressler announced the Board took action to approve a 6% salary increase for all four groups retroactive to July, 2013.

**ACTION ITEM #131429**

Motion was made by Don Bransford, seconded by Charles Yerxa to approve a 6% salary increase for all four employee groups, retroactive to July 1, 2013.

Vote: Ayes – 4

Noes – 1 (Bressler)

**RECOGNITIONS AND CELEBRATIONS**

This month the following were honored for making the district better in some way: Jody Johnston presented a certificate to Mark Abbay for all of his time and efforts in organizing the Veteran's Day celebration he presents each year to Egling's 5<sup>th</sup> grade classes. Ms. Johnston also honored veteran Walter D. Hansford for his annual contributions to this celebration. Unfortunately, Mr. Hansford recently passed away

and Mr. Abbay said he presented the certificate of appreciation to Mrs. Hansford in her husband's honor.

Mr. Brown told the Board about this year's Winterfest celebration that will be held on Dec. 19 at Colusa High School. He encouraged everyone to attend.

PRESIDENT'S REPORT

The Board selected January 9, 2014 at 8 a.m. for Burchfield Primary School's visitation date.

BOARD OF TRUSTEE TIME

Charles Yerxa requested that testing measurement, scoring standards and developing clear standards to operate off of be put on next month's agenda as a discussion item.

SUPERINTENDENT'S REPORT

- Progress on Planning for Common Core Implementation: Mr. Newman stated that this year we need to build our budget plan off our improvement plan and wanted to let the Board know how that was going to happen. He explained his plan for building next year's budget, along with subsequent year's budgets.
- Budget – Update on State revenues and possible effects on CUSD budget: Mr. Newman presented a handout on the Budget and Local Control Accountability Planning Timeline. In December & January the leadership team will begin assessment of budget expenditures for 2013-14 and prior years. They will also compile a list of expected future needs for 3-5 years. Brainstorming and improvement ideas will be conducted with all staff/Board/Community. In January & February assessment of ideas, estimating costs, staff/board/community input continues. In March Leadership will begin building LCAP and 14/15 Budget and in April & May they will refine LCAP and budget. In June the Board will approve LCAP and approve the Budget. Mr. Newman explained the Zero Based Budgeting process. Mr. Newman stated there will be no changes on the mid-year budget and things continue to look positive for LCFF.
- SELPA Plan revision update: Mr. Newman reported that a revision to the SELPA Plan seems impossible given the relationship between the district and the County Office of Ed. He stated it was very likely that the County will pull out of the administrative unit of the SELPA at the beginning of the 15-16 school year. He stated the other 3 Superintendents in the county are aware of this. They will not be attending any more revision meetings and will start looking for a plan to replace the current SELPA plan.
- Community Day School Update: Mr. Newman stated the person in charge of Community Schools at CDE came to talk with the County Superintendents regarding Community Day Schools. After hearing what the CDE representative had to say, the Superintendents thought districts would be able to cut costs if one of the districts operated the Community School instead of the County. Maxwell took that idea to their Board and they said they didn't want troubled kids located in their district. Mr. Newman asked the Board if they would think about the idea and in January have this topic back on the agenda as a discussion/action item to consider having the Community School located on CUSD property. A discussion was held regarding possible locations for the school in Colusa.
- Enrollment – It was reported we were up 3 students district wide.

PRINCIPAL'S REPORT

Darren Brown noted the bulletin board was done by Brenda Juarez from Lucille Imhoff's Home School class. Mr. Brown spoke briefly about the home school program saying it was his first year as home school principal. He stated there were 8 great

home school teachers and half were in the audience. There are two full time teachers, Mrs. James and Mrs. Imhoff and 6 adjunct classroom teachers who have taken on more responsibility of being home school teachers, Mrs. Weiglein, Mrs. Cremo, Mrs. Huff, Ms Giuliano, Mrs. Aplanalp and Mr. Richards. Mr. Brown explained the current program and gave accolades to all teachers for their hard work. He stated we have a great program to offer students and have high enrollment because of it.

CEA REPORT

Pam Giuliano sincerely thanked the Board for the action taken prior to tonight's open session, which was a 6% raise for all employees. She said the conversations that have taken place are very important for all concerned to get to the places they need to go to.

CSEA REPORT

None

INFORMATION/ DISCUSSION/  
POSSIBLE ACTION:  
AUDIT REPORT

Sheryl Bailey introduced David Becker from James Marta and Company, LLP who presented the audit report for the year ending June 30, 2013. After his explanation of the audit, Mr. Becker stated it was important to note there were no audit adjustments made and that this was a very good report. He noted that Sheryl Bailey did a very good job.

INFORMATION/DISCUSSION/  
POSSIBLE ACTION:  
CONTRACTS THAT HAVE BEEN SIGNED  
SINCE NOVEMBER, 2013 BOARD  
MEETING

Mr. Newman stated the MOU between CNAP (Center for Nutrition and Activity Promotion) and CUSD for the Term: October 1, 2013 to September 30, 2016 had been signed.

REORGANIZATION OF THE BOARD  
ACTION ITEM #131430

Motion was made by Lincoln Forry, seconded by Don Bransford to nominate Charles Yerxa as President of the Board.

Vote: Unanimous

At this time Terry Bressler stepped down and Charles Yerxa took over as Board President.

ACTION ITEM #131431

Motion was made by Lincoln Forry, seconded by Terry Bressler to nominate Don Bransford as Clerk of the Board.

Vote: Unanimous

ACTION ITEM #131432

Motion was made by Don Bransford, seconded by Lincoln Forry to nominate Dwayne Newman as Secretary to the Board.

Vote: Unanimous

ACTION ITEM #131433

Motion was made by Terry Bressler, seconded by Lincoln Forry to keep the third Tuesday at 6 p.m. as the day and time for Board meetings in 2014.

Mr. Newman called the Board's attention to the fact that if we are going to go for a bond measure at the next election we would need to have more frequent Board meetings.

Vote: Unanimous

- ACTION ITEM #131434      Motion was made by Don Bransford, seconded by Lincoln Forry to accept and approve the audit report for year ending June 30, 2013.
- Vote: Unanimous
- ACTION ITEM #131435      Motion was made by Don Bransford, seconded by Terry Bressler to accept the First Reading of AR 0420.4 Charter School Authorization.
- Vote: Unanimous
- ACTION ITEM #131436      Motion was made by Terry Bressler, seconded by Kelli Griffith-Garcia to accept the First Reading of BP/E 0420.41 Charter School Oversight.
- Vote: Unanimous
- ACTION ITEM #131437      Motion was made by Don Bransford, seconded by Lincoln Forry to accept the First Reading of BP/AR 0460 Local Control and Accountability Plan.
- Vote: Unanimous
- ACTION ITEM #131438      Motion was made by Kelli Griffith-Garcia, seconded by Don Bransford to accept the First Reading of BP 0500 Accountability.
- Vote: Unanimous
- ACTION ITEM #131439      Motion was made by Terry Bressler, seconded by Don Bransford to accept the First Reading of BP/AR 3100 Budget.
- Vote: Unanimous
- ACTION ITEM #131440      Motion was made by Kelli Griffith-Garcia, seconded by Terry Bressler to accept the First Reading of BP 3110 Transfer of Funds.
- Vote: Unanimous
- EMERGENCY ACTION ITEM ADDED  
TO AGENDA  
ACTION ITEM #131441      Motion was made by Don Bransford, seconded by Terry Bressler to add an emergency action item to the agenda.
- Vote: Unanimous
- ACTION ITEM #131442      Motion was made by Don Bransford, seconded by Kelli Griffith-Garcia to approve Thomas Critchfield's trip to Stockton to play in the All Northern California Honor Band the weekend of January 17 through January 19, 2014 at the San Joaquin Delta College. Mr. Phenicie will not be able to attend so Thomas will be chaperoned by his mother that weekend.
- Vote: Unanimous

CONSENT AGENDA  
ACTION ITEM #131443

Consider Approval of Consent Agenda: Regular and Customary Business Items:

- a. Minutes of November 19, 2013 Regular Board Meeting
- b. December Payroll
- c. December Warrants: Batch #20-22
- d. December Financial Statements
- e. Personnel Assignment Order #2013/14.05
- f. Approve AB1200 Public Disclosure of Collective Bargaining Agreements

Motion was made by Don Bransford, seconded by Terry Bressler to approve the Consent Agenda without exception.

Vote: Unanimous

HEARING OF PUBLIC FOR MATTERS  
ON CLOSED SESSION AGENDA

Bobbi Weiglein acknowledged and thanked Roberta James for all her help, and willingness to help, the home school adjunct teachers this year.  
At this time Charles Yerxa presented a certificate of appreciation to Terry Bressler for his year as President of the Board.

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 7:33 p.m. to consider and/or take action upon any of the following items:

1. Student Matters:
  - a. Out of School Suspensions
  - b. Inter-district Transfer Agreements
2. Personnel Matters:
  - a. Public Employment – New Hires 2013-2014
  - b. Public Employee Discipline/Dismissal/Release
  - c. Public Employee – Resignations
3. Negotiations:

RECONVENE FROM CLOSED SESSION

The Board reconvened from Closed Session at 7:50 P.M. Board President Charles Yerxa reported out the Board reviewed the Out of School Suspension Report, and the Inter-district Transfer Request.

ACTION ITEM # 131444

Motion was made by Don Bransford, seconded by Kelli Griffith-Garcia to approve the Inter-district Transfer Agreement requests.

Vote: Unanimous

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

Submitted by Mary Lyttle, Executive Administrative Assistant

APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**UNOFFICIAL MINUTES**

Board of Trustees Special Meeting  
BPS Kindergarten Conference Room  
400 Fremont St., Colusa, CA

**January 9, 2014**

**CALL TO ORDER**

The meeting was called to order by Board President Charles Yerxa at 8:03 a.m. in the Kindergarten conference room of Burchfield Primary School and established a quorum was present. Attending were: Charles Yerxa, Lincoln Forry, Kelli Griffith-Garcia, and Terry Bressler. Don Bransford was absent. Also in attendance were Dwayne Newman, Superintendent and Dave Tarr, Principal.

**HEARING OF PUBLIC**

None

**PRINCIPAL'S REVIEW**

Mr. Tarr updated the Board on his recovery and schedule in regards to returning to full time status. Paraprofessional assignments were discussed. The district paras are trained and used to support instructional intervention. They do instruction as directed by the reading specialist/interventionist, and not administrative tasks. Mr. Tarr presented data on student progress.

The Board and Mr. Tarr discussed the timing of interventions and the amount of testing done prior to starting interventions. Mr. Newman suggested that the Board consider adding intervention staff at BPS in order to help alleviate the need for remediation in later grades. This will be part of the improvement planning discussion for the LCAP.

**ADJOURN TO CLASSROOM  
VISITATIONS**

The Board adjourned to Burchfield Primary School classroom visits at 8:50 a.m.

**MEETING ADJOURNED**

The visitation ended and the meeting adjourned at 11:00 a.m.

Submitted by Dwayne Newman, Superintendent

APPROVED BY:

I.I.d.

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED DECEMBER 20, 2013			BATCH 23
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
612	A-Z BUS SALES	\$ 124.98	01	MOT	BUS REPAIR
595	KATHY APLANALP	\$ 188.46	01	EMS/BPS	REIMBURSE FOR SUPPLIES PURCHASED
615	CASCADE ATHLETIC SUPPLY	\$ 209.63	01	SPORTS	SUPPLIES
602	CHERRYDALE FARMS	\$ 3,728.46	01	BPS	FUNDRAISER
604	CHICO LASER SAVERS	\$ 246.66	01	EMS	TONER FOR PRINTERS
607	CHUNG SUN	\$ 16.06	01	BPS	SUPPLIES
598	COLUSA COUNTY PUBLIC WORKS	\$ 46.42	01	MOT	DUMP FEES
613	CONTINENTAL ATHLETIC SUPPLY	\$ 3,711.75	01	SPORTS	RECONDITION FOOTBALL EQUIPMENT
610	DAVIES CHEVRON	\$ 27.00	01	MOT	VEHICLE WASHES
593	BARBARA HANKINS	\$ 23.46	01	DO	REIMBURSE FOR SUPPLIES PURCHASED
594	MARIBEL HUGHES	\$ 45.92	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
605	LARA KELLEHER	\$ 108.16	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
599	MERIDIAN DIESEL	\$ 490.00	01	MOT	BUS REPAIR
614	NATURE BRIDGE	\$ 7,165.00	01	HS	ESA TRIP
600	PSA ENV SERVICES	\$ 3,391.43	01	MOT	DISPOSAL OF HAZARDOUS PRODUCT/WASTE
603	CRAIG RICHARDS	\$ 52.39	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
596	RIVERBANK PIZZA	\$ 53.75	01	BPS	SUPPLIES
601	SPORTSMEN DEN	\$ 11.38	01	SPORTS	SUPPLIES
611	SPURR	\$ 2,323.37	01	ALL	NATURAL GAS BILLING
597	TECH DATA CORP	\$ 46,582.81	01	ALL	LAPTOP COMPUTERS
608	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASES
RC46	US BANK CAL CARD - VISA	\$ 101,084.88	01	ALL	SEE ATTACHED
	GENERAL FUND TOTAL 01	\$ 171,733.60			
RC44	US BANK CAL CARD - VISA	\$ 780.81	13	CAFÉ	SEE ATTACHED
	CAFETERIA FUND 13	\$ 780.81			
	CAPITAL FACILITIES FUND 25	\$ -			
609	CHUNG SUN MARKET	\$ 67.03	95	CHS	SUPPLIES
RC47	CUSD EMER FUND-LESLIE PINGREY	\$ 708.43	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
	CUSD EMER FUND-BRANDEN WOODRING	\$ 50.45	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
	CUSD EMER FUND-COLUSA GOLF	\$ 400.00	95	CHS	SNOWBALL FACILITY RENTAL
	CUSD EMER FUND-BERNARDO SERRATO	\$ 300.00	95	CHS	DJ FOR SNOWBALL
	CUSD EMER FUND-GEOFFREY PAGE	\$ 130.00	95	EMS	DJ FOR DANCE
	CUSD EMER FUND-VFW	\$ 1,155.00	95	CHS	DONATION FROM FUNDRAISER
RC45	US BANK CAL CARD - VISA	\$ 7,409.36	95	CHS/EMS	SEE ATTACHED
	STUDENT BODY FUND 95	\$ 10,220.27			
	TOTAL ACCOUNTS PAYABLE	\$ 182,734.68			

# US BANK CALCARD VISA

Sheryl Bailey

fd01-RD46 fd13-RC44 fd95-RC45

29-Nov	CDW GOVERNMENT	\$2,150.04	\$2,150.04			DO COMPUTERS
16-Dec	CLIMATE CONTROL, INC.	\$467.50	\$467.50			MOT HVAC REPAIRS
29-Nov	CDW GOVERNMENT	\$63,784.61	\$63,784.61			ALL SCHOOLS LAPTOPS FOR CERTIFICATED
12-Dec	CA ASSOC OF SCHOO00 OF 00	\$205.00	\$205.00			DO WORKSHOP REGISTRATION
12-Dec	IPN/PAYMENTNETWORK	\$495.53	\$495.53			DO TECH CONSULTING FEE
12-Dec	EARTHGRAINS BAKING CO	\$203.06		\$203.06		CAF FOOD
12-Dec	EARTHGRAINS BAKING CO	\$233.24		\$233.24		CAF FOOD
12-Dec	EARTHGRAINS BAKING CO	\$209.51		\$209.51		CAF FOOD
11-Dec	J W PEPPER	\$738.09	\$738.09			FOM MUSIC SUPPLIES
11-Dec	VZWRLSS*MY VZ VB P	\$103.50	\$103.50			ALL CELL PHONE BILL
11-Dec	RECOLOGY BUTTE COLUSA	\$276.51	\$276.51			ALL GARBAGE SERVICE
11-Dec	RECOLOGY BUTTE COLUSA	\$2,524.69	\$2,524.69			ALL GARBAGE SERVICE
11-Dec	MESSICK ACE HARDWARE	\$1,166.51	\$1,166.51			MOT HVAC REPAIRS
11-Dec	ADVANCED DOCUMENT CONC	\$1,688.51	\$1,688.51			DO COPIER MAINTENANCE AGREEMENT
11-Dec	SUTTER BUTTERS COMMUNI	\$374.25	\$374.25			MOT BUS RADIO
10-Dec	ACT*ACTIVE.COM-COLUSAU	\$2,209.13	\$2,209.13			BPS/EMS TRACKS RECEIPTING SOFTWARE
10-Dec	CLOSE LUMBER - SUTTER	\$505.84	\$505.84			MOT MAINTENANCE SUPPLIES
10-Dec	FASTENAL COMPANY01	\$436.39	\$436.39			CHS AG SUPPLIES
5-Dec	FLORA FRESH	\$135.61	\$135.61			CHS FLORAL DESIGN SUPPLIE
26-Nov	USPS.COM CLICK66100611	\$18.11	\$18.11			DO POSTAGE

Mike Phenicie

13-Dec	WORLDSTRIDES	\$1,115.00	\$1,115.00			FINAL PAYMENT FOR CARNEGIE
16-Dec	CASCIO *INTERSTATEMUSC	\$114.96	\$114.96			FOM MUSIC SUPPLIES
12-Dec	CASCIO *INTERSTATEMUSC	\$202.09	\$202.09			FOM MUSIC SUPPLIES
2-Dec	RADIOSHACK COR00190140	\$7.49	\$7.49			FOM MUSIC SUPPLIES
29-Nov	PAYPAL *CBDACALIFOR	\$150.00	\$150.00			PAYMENT FOR WORKSHOP

Jim LaGrone

12-Dec	LAMPLINE LI	\$143.81	\$143.81			MOT MAINTENANCE SUPPLIES
12-Dec	HILLYARD INC SACRAMENTO	\$54.68	\$54.68			MOT CUSTODIAL SUPPLIES
10-Dec	YOUR CABLE STORE	\$84.46	\$84.46			MOT CUSTODIAL SUPPLIES
5-Dec	HILLYARD INC SACRAMENTO	\$1,850.20	\$1,850.20			MOT CUSTODIAL SUPPLIES
5-Dec	HILLYARD INC SACRAMENTO	\$67.75	\$67.75			MOT CUSTODIAL SUPPLIES
3-Dec	CDW GOVERNMENT	\$78.82	\$78.82			MOT OFFICE SUPPLIES
29-Nov	CDW GOVERNMENT	\$65.40	\$65.40			MOT OFFICE SUPPLIES
27-Nov	WW GRAINGER	\$378.57	\$378.57			MOT MAINTENANCE SUPPLIES
25-Nov	FLIR	\$1,714.63	\$1,714.63			MOT MAINTENANCE SUPPLIES

Dave Tarr

16-Dec	LIFETOUGH NSS CORPORATE	\$1,373.09	\$1,373.09			BPS YEARBOOK
16-Dec	BEL AIR #521	\$52.50	\$52.50			BPS OFFICE SUPPLIES
16-Dec	CRYSTAL SPRINGS BOOKS	\$166.32	\$166.32			BPS BOOKS
16-Dec	CRYSTAL SPRINGS BOOKS	(\$1.15)	(\$1.15)			BPS CREDIT FOR RETURN
10-Dec	STAPLES 00102863	\$322.80	\$322.80			BPS OFFICE SUPPLIES
5-Dec	STAPLES 00102863	\$281.63	\$281.63			BPS OFFICE SUPPLIES
5-Dec	ORIENTAL TRADNG C00 OF 00	(\$30.00)	(\$30.00)			BPS CREDIT FOR RETURN
27-Nov	QUILL CORPORATION	\$37.71	\$37.71			BPS OFFICE SUPPLIES
27-Nov	QUILL CORPORATION	\$27.06	\$27.06			BPS OFFICE SUPPLIES

Leasa Hill

27-Nov	PAYPAL *FOODSAFETYE	\$135.00		\$135.00		CAF WORKSHOP REGISTRATION
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Dwayne Newman

13-Dec	AMAZON MKTPLACE PMTS	\$14.95	\$14.95			HMS BOOKS
13-Dec	AMAZON MKTPLACE PMTS	\$9.60	\$9.60			HMS BOOKS
11-Dec	AMAZON MKTPLACE PMTS	\$12.80	\$12.80			HMS BOOKS
11-Dec	AMAZON.COM	\$116.44	\$116.44			HMS BOOKS
11-Dec	AMAZON MKTPLACE PMTS	\$25.45	\$25.45			HMS BOOKS
11-Dec	AMAZON.COM	\$33.31	\$33.31			HMS BOOKS
11-Dec	AMAZON MKTPLACE PMTS	\$7.98	\$7.98			HMS BOOKS

11-Dec	AMAZON MKTPLACE PMTS	\$7.98	\$7.98		HMS BOOKS
11-Dec	AMAZON MKTPLACE PMTS	\$10.98	\$10.98		HMS BOOKS
11-Dec	AMAZON MKTPLACE PMTS	\$18.94	\$18.94		HMS BOOKS

Darren Brown

16-Dec	SPORTDECALS	\$29.07		\$29.07	CHS SHIRTS
16-Dec	SPORTDECALS	\$614.60		\$614.60	CHS SHIRTS
16-Dec	APL*APPLE ITUNES STORE	\$199.99	\$199.99		CHS SUPPLIES
16-Dec	WALMART.COM 8009666546	\$25.80		\$25.80	CHS SUPPLIES
13-Dec	ARYZTA LLC *16258422	\$1,574.40		\$1,574.40	CHS FBLA FUNDRAISER
13-Dec	CDW GOVERNMENT	\$716.68	\$716.68		DO COMPUTER
13-Dec	QUILL CORPORATION	\$12.57	\$12.57		CHS OFFICE SUPPLIES
13-Dec	QUILL CORPORATION	\$611.14	\$611.14		CHS OFFICE SUPPLIES
12-Dec	MESSICK ACE HARDWARE	\$15.03		\$15.03	CHS ASB SUPPLIES
11-Dec	RITE AID STORE 6088	\$268.48		\$268.48	CHS ASB SUPPLIES
11-Dec	CDW GOVERNMENT	\$1,756.55	\$1,756.55		ALL LAPTOP CASES FOR ALL
11-Dec	BIO RAD*	\$380.56	\$380.56		CHS SCIENCE SUPPLIES
9-Dec	BIO RAD* VIBROWN12/05/1	\$115.03	\$115.03		CHS SCIENCE SUPPLIES
11-Dec	QUILL CORPORATION	\$193.28	\$193.28		CHS SUPPLIES
11-Dec	QUILL CORPORATION	\$19.34	\$19.34		CHS SUPPLIES
10-Dec	RAFAEL SIERRA FLOWERS	\$107.50		\$107.50	CHS ASB FOOTBALL FLOWERS
10-Dec	BUILDASIGN.COM	\$154.19		\$154.19	CHS ASB SUPPLIES
10-Dec	YANKEE CANDLE 4139	\$2,139.50		\$2,139.50	CHS FBLA FUNDRAISER
9-Dec	EASTBAY INC	\$1,441.27		\$1,441.27	CHS UNIFORMS
9-Dec	QUILL CORPORATION	\$103.70	\$103.70		CHS SUPPLIES
6-Dec	TRACTOR SUPPLY #726	\$859.66	\$859.66		CHS SUPPLIES
6-Dec	SCANTRON CORPORATION	\$73.87	\$73.87		CHS SUPPLIES
4-Dec	QRSTUFF.COM	\$85.95		\$85.95	CHS YEARBOOK SUPPLIES
4-Dec	TARGET.COM *	\$41.73		\$41.73	CHS ASB SUPPLIES
3-Dec	AMAZON MKTPLACE PMTS	\$326.32		\$326.32	CHS ASB SUPPLIES
3-Dec	CAROLINA BIOLOGICAL SPLY	\$15.80	\$15.80		CHS SCIENCE SUPPLIES
29-Nov	CAROLINA BIOLOGICAL SPLY	\$15.80	\$15.80		CHS SCIENCE SUPPLIES
2-Dec	WALMART.COM 8009666546	\$120.50		\$120.50	CHS ASB SUPPLIES
29-Nov	CDW GOVERNMENT	\$668.65	\$668.65		DO BACKUP BATTERIES FOR PHONE SYSTEM
25-Nov	VISTAPR*VISTAPRINT.COM	\$136.11		\$136.11	CHS ASB SUPPLIES
25-Nov	AWARD EMBLEM MFG. C	\$254.76	\$254.76		CHS COUNSELING SUPPLIES

Nick Schantz

10-Dec	SHIFFLER EQUIPMENT SAL	\$156.52	\$156.52		MOT MAINTENANCE SUPPLIES
10-Dec	LOWES #01933*	\$39.99	\$39.99		MOT MAINTENANCE SUPPLIES
9-Dec	LOWES #01933*	\$806.04	\$806.04		MOT MAINTENANCE SUPPLIES
3-Dec	WW GRAINGER	\$254.68	\$254.68		MOT MAINTENANCE SUPPLIES
27-Nov	OFFICE DEPOT 1135	\$85.98	\$85.98		MOT MAINTENANCE SUPPLIES

Jody Johnston

16-Dec	SPEEDLING NURSERY	\$ 4,650.04	\$ 4,650.04		EMS PARENT CLUB FUNDRIASER
16-Dec	ORIENTAL TRADNG CO	\$220.05		\$220.05	EMS ASB SUPPLIES
13-Dec	AMAZON.COM	\$8.54		\$8.54	EMS BOOK
13-Dec	AMAZON.COM	(\$0.18)		(\$0.18)	EMS CREDIT
10-Dec	QUILL CORPORATION	\$7.33	\$7.33		EMS OFFICE SUPPLIES
6-Dec	QUILL CORPORATION	\$1,679.87	\$1,679.87		EMS OFFICE SUPPLIES
10-Dec	ORIENTAL TRADNG CO	\$100.50		\$100.50	EMS ASB SUPPLIES
9-Dec	SQ *CALIFORNIA MATH COUNC	\$52.92	\$52.92		EMS MATH INSTRUCTIONAL MATERIALS
2-Dec	AMAZON MKTPLACE PMTS	\$25.98	\$25.98		EMS BOOKS
29-Nov	AMAZON MKTPLACE PMTS	\$41.06	\$41.06		EMS BOOKS
29-Nov	AMAZON.COM	\$103.99	\$103.99		EMS BOOKS
29-Nov	RLI*RENAISSANCE LEARN	\$452.25	\$452.25		EMS AR/AM MATERIALS
29-Nov	GRAPHICSLAND INC	\$343.47	\$343.47		EMS STUDENT RECOGNITION
29-Nov	QUILL CORPORATION	\$466.31	\$466.31		EMS OFFICE SUPPLIES
25-Nov	RPSI ENTERPRISES INC	\$125.00	\$125.00		EMS MAINT. AGREEMENT ON RISO

109275.05 101084.88 780.81 7409.36

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JANUARY 10, 2014			BATCH 24
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
622	ALHAMBRA	\$ 73.85	01	DO/MOT	WATER
636	BAXTER AUTO	\$ 190.47	01	MOT	VEHICLE REPAIR
623	BIPPUS ROOFING	\$ 3,410.00	01	MOT	CHS ROOFING REPAIR
662	CA BOARD OF EQUALIZATION	\$ 10.37	01	MOT	TAX ON DIESEL FUEL
644	CA BOARD OF EQUALIZATION	\$ 6,318.00	01	ALL	SALES TAX DUE ON OUT OF STATE PURCHASES
630	CVT	\$ 99,579.29	01	ALL	JANUARY HEALTH INSURANCE PREMIUMS
658	CHERRYDALE FARMS	\$ 3,728.46	01	BPS	FUNDRAISER
625	CHEVRON AND TEXACO	\$ 116.96	01	MOT	FUEL FOR VEHICLES
640	CHUNG SUN MARKET	\$ 13.35	01	CHS	SUPPLIES
638	CITY OF COLUSA	\$ 7,383.72	01	ALL	WATER/SEWER BILLING
663	COLUSA COUNTY CHAMBER OF COMMERCE	\$ 50.00	01	DO	MEMBERSHIP
652	CCOE	\$ 11,007.00	01	DO	WORKER'S COMP PREMIUMS
648	CUSD CAFETERIA FUND	\$ 144.00	01	CHS	CAFETERIA WORKER FOR WINTERFEST
RC48	COLUSA USD EMER FD-USBANK CALCARD VISA	\$ 4,279.70	01	ALL	AS PER ATTACHED
661	DAVIES OIL CO	\$ 2,666.67	01	MOT	FUEL FOR VEHICLES
635	DAVISON DRUGS	\$ 83.25	01	BPS	SUPPLIES
624	EDUCATIONAL DATA SYSTEMS	\$ 36.86	01	ALL	CELDT TEST
660	FRONTIER	\$ 6,039.77	01	ALL	PHONE BILLING
655	GOLDEN BEAR ALARMS	\$ 125.00	01	EMS/CHS	ALARM MONITORING FEE
653	GRIFFS FEED AND SEED	\$ 29.88	01	MOT	SUPPLIES
620	JEFF SAVAGE PLUMBING	\$ 851.40	01	MOT	PLUMBING REPAIRS
621	JOHNSTONE SUPPLY	\$ 38.30	01	MOT	SUPPLIES
651	KELLEHER PAINT	\$ 692.53	01	MOT	MAINTENANCE SUPPLIES
643	RASAN KNOX	\$ 72.19	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
657	JIM LAGRONE	\$ 382.11	01	MOT	REIMBURSE MILEAGE
637	MERIDIAN DIESEL	\$ 1,510.54	01	MOT	BUS REPAIR/SERVICE
664	MITEL LEASING	\$ 2,573.98	01	ALL	PHONE SYSTEM LEASE
628	NORTH WOODWINDS	\$ 170.00	01	CHS	INSTRUMENT REPAIR
631	NSCIF	\$ 903.38	01	SPORTS	PLAYOFF FEES
659	OREGON MEMORIALS	\$ 150.00	01	STADIUM	PAVER
632	PGE	\$ 14,433.59	01	ALL	ELECTRIC BILLING
619	SCOE	\$ 25.00	01	CHS	WORKSHOP FEE
656	SOERSON PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICE
634	STANDARD INSURANCE	\$ 1,622.10	01	DO	INCOME PROTECTION PREMIUMS
654	THREE B'S TOILET RENTALS	\$ 118.25	01	EMS/BPS	PORTABLE TOILET RENTAL
617	TCSIG	\$ 200.00	01	ALL	AUXILLARY ORGANIZATIONS LIABILITY INSURANCE
639	VALLEY TRUCK AND TRACTOR	\$ 788.58	01	MOT	GATOR REPAIR
629	SOCORRO VARGAS	\$ 271.18	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
642	YSSRA	\$ 3,729.00	01	SPORTS	BASKETBALL OFFICIALS
	GENERAL FUND TOTAL 01	\$ 174,076.73			
46	CA STATE BOARD OF EQUALIZATION	\$ 253.00	13	CAFÉ	SALES TAX DUE ON ADULT MEALS
649	DANIELSEN CO	\$ 6,669.87	13	CAFÉ	FOOD
647	ED JONES FOOD SERVICE	\$ 7,860.06	13	CAFÉ	FOOD
650	GENERAL PRODUCE	\$ 3,018.40	13	CAFÉ	FOOD
	CAFETERIA FUND 13	\$ 17,801.33			
	CAPITAL FACILITIES FUND 25	\$ -			
645	CA STATE BOARD OF EQUALIZATION	\$ 1,920.00	95	CHS	SALES TAX DUE ON CONCESSION
RC49	COLUSA USD EMER FD-USBANK CALCARD VISA	\$ 550.07	95	CHS	SEE ATTACHED
635	DAVISON DRUGS	\$ 19.26	95	CHS	SUPPLIES
616	GRAD NIGHT	\$ 985.91	95	CHS	CONCESSION PROCEEDS TO GRAD NIGHT
651	KELLEHER PAINT	\$ 63.86	95	CHS	SUPPLIES
618	BOBBY KIRKMAN	\$ 257.98	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
627	BOB KIRKMAN	\$ 81.96	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
633	SAM'S CLUB	\$ 383.25	95	CHS	CONCESSION SUPPLIES
	STUDENT BODY FUND 95	\$ 4,262.29			
	TOTAL ACCOUNTS PAYABLE	\$ 196,140.35			

## CUSD EMERGENCY FUND CK4630 - US BANK CALCARD VISA

Sheryl Bailey

FD01-RC48 FD95-RC49

19-Dec	NASN	866-6276767, MD	\$210.00	\$210.00		MEMBERSHIP FOR SCHOOL NURSE
18-Dec	VZWRLSS*MY VZ VB P	800-9220204, GA	\$105.22	\$105.22		WIRELESS BILLING
17-Dec	FLORA FRESH	916-927-9767, CA	\$121.64	\$121.64		HS ROP FLORAL DESIGN SUPPLIES

Darren Brown

23-Dec	STARBUCKS #14071 YUBA CIT	YUBA CITY, CA	\$31.85	\$31.85		HS ADMIN SUPPLIES
20-Dec	RITE AID STORE 6088	COLUSA, CA	\$110.13		\$110.13	HS ASB WINTERFEST SUPPLIES
20-Dec	RITE AID STORE 6088	COLUSA, CA	\$30.00		\$30.00	HS ASB WINTERFEST SUPPLIES
20-Dec	RITE AID STORE 6088	COLUSA, CA	\$76.19		\$76.19	HS ASB WINTERFEST SUPPLIES
19-Dec	CARNICERIA LA REYNA MARKE	COLUSA, CA	\$55.95		\$55.95	HS ASB WINTERFEST SUPPLIES
18-Dec	EL TORO LOCO #1	HAMILTON CITY, CA	\$41.96		\$41.96	HS ASB WINTERFEST SUPPLIES
17-Dec	SPORTDECALS	800-435-6110, IL	\$126.65		\$126.65	HS ASB SHIRTS
17-Dec	AUTOZONE #3710	COLUSA, CA	\$19.34		\$19.34	HS ASB SUPPLIES

Jeremy Miller

20-Dec	NEW HORIZON COMPUTER LEA	916-609-4700, CA	\$1,975.00	\$1,975.00		COMPUTER TECH TRAINING
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Nick Schantz

23-Dec	THE HOME DEPOT 1019	YUBA CITY, CA	\$429.68	\$429.68		MOT MAINTENANCE SUPPLIES
20-Dec	LOWES #01933*	YUBA CITY, CA	\$174.15	\$174.15		MOT MAINTENANCE SUPPLIES

Jody Johnston

23-Dec	DAWSON WREATHS BARN	530-938-8824, CA	\$1,208.00	\$1,208.00		EMS FUNDRAISER
23-Dec	SAV-MOR FOODS	COLUSA, CA	\$24.16	\$24.16		EMS SUPPLIES
19-Dec	ORIENTAL TRADNG CO	800-228-0475, NE	\$89.85		\$89.85	EMS ASB SUPPLIES

\$4,829.77    \$4,279.70    \$550.07

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JANUARY 17, 2014			BATCH 25
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
675	ALHAMBRA	\$ 38.24	01	BPS	WATER
676	KATHY APLANALP	\$ 191.35	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
672	CA DEPT OF JUSTICE	\$ 49.00	01	DO	FINGERPRINT FEES
RC51	CUSD EMER FD-CHS PETTY CASH-L.MEYERS	\$ 242.83	01	CHS	SUPPLIES AND POSTAGE
RC51	CUSD EMER FD-SENIOR NUTIRTION PROGRAM	\$ 681.00	01	CHS	FUNDS RAISED TO SUPPORT PROGRAM
RC51	CUSD EMER FD-CSUF FOUNDATION	\$ 680.00	01	EMS	WORKSHOP FEE
RC51	CUSD EMER FD-QSS USERS GROUP	\$ 250.00	01	DO	WORKSHOP FEE
RC51	CUSD EMER FD-ELDORADO COE	\$ 125.00	01	DO	WORKSHOP FEE
RC51	CUSD EMER FD-BONNIE DAVIES	\$ 49.45	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC51	CUSD EMER FD-TAYLOR DAVIES	\$ 12.98	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
681	CONTINENTAL ATHETIC SUPPLY	\$ 3,378.15	01	SPORTS	SPORT EQUIPMENT RECONDITIONING
671	EDD	\$ 1,006.77	01	DO	QUARTERLY UNEMPLOYMENT PREMIUMS
678	HD FACILITES	\$ 361.08	01	MOT	MAINTENANCE SUPPLIES
673	MARIBEL HUGHES	\$ 95.41	01	ALL	REIMBURSE FOR SUPPLIES PURCHASED
667	JAMES MARTA & Co	\$ 2,160.00	01	DO	AUDIT FEE
682	JEFF SAVAGE PLUMBING	\$ 165.59	01	MOT	PLUMBING REPAIRS
680	MORROW'S AUTO REPAIR	\$ 152.28	01	MOT	VEHICLE REPAIR
674	JULIE PETERSON	\$ 51.65	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
679	RIVERBANK PIZZA	\$ 107.50	01	EMS	PIZZA
670	SIMPLY SWEET FUNDRAISING	\$ 157.50	01	BPS	FUNDRAISER
RC53	US BANK CALCARD VISA	\$ 32,414.56	01	ALL	SEE ATTACHED
	GENERAL FUND TOTAL 01	\$ 42,370.34			
RC50	CUSD EMER FD-TAMIKA ARCE	\$ 23.00	13	CAFÉ	REFUND ON ACCOUNT
668	CRYSTAL CREAMERY	\$ 2,906.16	13	CAFÉ	FOOD
669	HAPPY VALLEY FRESH	\$ 271.50	13	CAFÉ	FOOD
677	LEASA HILL	\$ 70.51	13	CAFÉ	MILEAGE
RC55	US BANK CALCARD VISA	\$ 390.12	13	CAFÉ	FOOD
	CAFETERIA FUND 13	\$ 3,661.29			
683	GENE BERGMAN & ASSOCIATES	\$ 4,750.00	25	DEVFEE	50% OF POLLING CONTRACT FOR SERVICES
	CAPITAL FACILITIES FUND 25	\$ 4,750.00			
666	JENNIFER ALANIZ	\$ 16.45	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
RC52	CUSD EMER FD-LESLIE PINGREY	\$ 703.01	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC52	CUSD EMER FD-GEOFFREY PAGE	\$ 130.00	95	EMS	DJ FOR DANCE
RC52	CUSD EMER FD-TAYLOR DAVIES	\$ 20.75	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC52	CUSD EMER FD-KATIE DUDMAN	\$ 23.16	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC52	CUSD EMER FD-BONNIE DAVIES	\$ 28.37	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
665	ERIKA LEMENAGER	\$ 55.10	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC56	US BANK CALCARD VISA	\$ 441.02	95	CHS	WINTERFEST SUPPLIES
	STUDENT BODY FUND 95	\$ 1,417.86			
	TOTAL ACCOUNTS PAYABLE	\$ 52,199.49			

## US BANK CALCARD VISA

Sheryl Bailey

FD01-RC53/54 FD13-RC55 FD95-RC56

10-Jan	RSD 52	\$1,894.63	\$1,894.63			MOT MAINTENANCE SUPPLIES
10-Jan	MESSICK ACE HARDWARE	\$1,610.53	\$1,169.51		\$441.02	MOT MAINTENANCE SUPPLIES
9-Jan	RECOLOGY BUTTE COLUSA	\$276.51	\$276.51			ALL TRASH SERVICE
9-Jan	RECOLOGY BUTTE COLUSA	\$2,524.69	\$2,524.69			ALL TRASH SERVICE
9-Jan	MJB WELDING SUPPLY, INC.	\$338.26	\$338.26			CHS AG SHOP SUPPLIES
8-Jan	CA ASSOC OF SCHOO00 OF 00	\$165.00	\$165.00			DO WORKSHOP FEE
8-Jan	CLIMATE CONTROL, INC.	\$2,187.19	\$2,187.19			MOT HVAC REPAIR
8-Jan	IXL	\$199.00	\$199.00			HMS ONLINE SUBSCRIPTION
8-Jan	EARTHGRAINS BAKING CO	\$74.80		\$74.80		CAFET FOOD
8-Jan	EARTHGRAINS BAKING CO	\$256.80		\$256.80		CAFET FOOD
8-Jan	EARTHGRAINS BAKING CO	\$58.52		\$58.52		CAFET FOOD
8-Jan	CLOSE LUMBER - SUTTER	\$155.90	\$155.90			CHS AG SHOP SUPPLIES
8-Jan	QUILL CORPORATION	\$188.92	\$188.92			DO SUPPLIES
6-Jan	SCHOLASTIC BOOK FAIRS	\$2,953.16	\$2,953.16			BPS BOOK FAIR
6-Jan	QUILL CORPORATION	\$180.19	\$180.19			BPS SUPPLIES
6-Jan	ADVANCED DOCUMENT CONC	\$1,341.99	\$1,341.99			ALL COPIER MAINTENANCE FEES
3-Jan	HILLYARD INC SACRAMENTO	\$3,604.86	\$3,604.86			MOT CUSTODIAL SUPPLIES
31-Dec	CDW GOVERNMENT	\$86.00	\$86.00			TECH SUPPLIES
26-Dec	USPS.COM CLICK66100611	\$18.11	\$18.11			DO POSTAGE

Jim LaGrone

9-Jan	HILLYARD INC SACRAMENTO	\$2,360.50	\$2,360.50			MOT CUSTODIAL SUPPLIES
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Dave Tarr

8-Jan	CLASSROOM SUPPLY MART	\$47.50	\$47.50			BPS SUPPLIES
8-Jan	CLASSROOM SUPPLY MART	\$365.98	\$365.98			BPS SUPPLIES
31-Dec	TPC*GOPHER	\$1,929.37	\$1,929.37			BPS PE SUPPLIES
31-Dec	QUILL CORPORATION	(\$42.73)	(\$42.73)			BPS CREDIT FOR RETURN

Leasa Hill

8-Jan	LABOR LAW CENTER COM	\$258.77	\$258.77			DO LABOR LAW POSTERS FOR ALL SITES
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Dwayne Newman

8-Jan	TRAVRES*KAYAK VIA HCOM	\$1,023.68	\$1,023.68			MOTEL FOR 6 PEOPLE TO CONFERENCE
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Darren Brown

10-Jan	BYU CONTINUING ED2	\$136.00	\$136.00			CHS ONLINE REGISTRATION FOR STUDENT
10-Jan	BYU CONTINUING ED2	\$136.00	\$136.00			CHS ONLINE REGISTRATION FOR STUDENT
10-Jan	CAROLINA BIOLOGIC SUPPLY	\$587.77	\$587.77			CHS SCIENCE SUPPLIES
10-Jan	EXPLORICA INC	\$2,961.00	\$2,961.00			CHS STUDENT PAY FEE/DISTRICT CC USED
10-Jan	BIO RAD*	\$175.34	\$175.34			CHS SCIENCE SUPPLIES
9-Jan	BIO RAD*	\$217.05	\$217.05			CHS SCIENCE SUPPLIES
10-Jan	CENGAGE LEARNING	\$1,496.22	\$1,496.22			CHS LIBRARY ONLINE SUBSCRIPTION
8-Jan	GRIZZLY INDUSTRIAL PHONE	\$39.85	\$39.85			CHS ART SUPPLIES

Jeremy Miller

8-Jan	APL*APPLE ONLINE STORE	\$2,022.93	\$2,022.93			DO TECH COMPUTER
8-Jan	APL*APPLE ONLINE STORE	\$13.00	\$13.00			DO TECH COMPUTER
6-Jan	STAPLES 00102863	\$25.77	\$25.77			DO TECH SUPPLIES
31-Dec	CDW GOVERNMENT	\$19.54	\$19.54			DO TECH SUPPLIES
30-Dec	CDW GOVERNMENT	\$67.55	\$67.55			DO TECH SUPPLIES
26-Dec	CDW GOVERNMENT	\$320.36	\$320.36			DO TECH SUPPLIES

Nick Schantz

9-Jan	WW GRAINGER	\$402.19	\$402.19			MOT MAINTENANCE SUPPLIES
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Jody Johnston

30-Dec	REI*GREENWOODHEINEMANN	\$189.00	\$189.00			EMS WORKSHOP FEE
30-Dec	REI*GREENWOODHEINEMANN	\$189.00	\$189.00			EMS WORKSHOP FEE
30-Dec	REI*GREENWOODHEINEMANN	\$189.00	\$189.00			EMS WORKSHOP FEE

\$33,245.70    \$32,414.56    \$390.12    \$441.02

# Associated Student Body Fund

Egling Middle School and Colusa High School  
as of January 13, 2014

I.l.e

## Colusa High School

Account	Name of Club	Balance
800	Colusa HS ASB	\$ 1,944.13
801	ASB Football Concessions	\$ -
802	ASB Student Store	\$ 7,019.46
811	Art Club	\$ 715.78
812	Ashland Shakespeare Trip	\$ 237.64
820	Block C - Other	\$ -
821	Block C - Baseball	\$ 5,510.85
822	Block C - Boys Basketball	\$ 1,320.56
823	Block C - Boys Soccer	\$ 176.60
825	Block C - Cross Country	\$ 40.79
826	Block C - Football	\$ 5,461.42
827	Block C - Girls Basketball	\$ (78.01)
828	Block C - Girls Soccer	\$ 444.90
829	Block C - Girls Tennis	\$ (32.37)
830	Block C - Golf	\$ -
832	Block C - Softball	\$ 610.23
833	Block C - Track and Field	\$ 515.35
834	Block C - Volleyball	\$ 2,787.05
835	Block C - Wrestling	\$ 20.00
835	Block C - Weight Room	\$ (277.16)
836	Block C - JV Boys Basketball	\$ -
838	Block C - JV Softball	\$ -
845	Class of 2014	\$ 4,418.83
846	Class of 2015	\$ 1,744.55
847	Class of 2016	\$ 1,136.87
848	Class of 2017	\$ -
860	COLUS Yearbook	\$ 16,687.97
863	CSF	\$ 1,211.07
865	FBLA	\$ 6,575.52
870	FFA	\$ 3,705.75
885	Friday Night Live	\$ 1,665.21
887	Spanish Club	\$ 144.81
888	Spirit Club	\$ (159.61)
890	Cooking Club	\$ 769.45
892	Science Club	\$ 91.52
<b>TOTAL CHS</b>		<b>\$ 64,409.16</b>

## Egling Middle School

950	Egling MS ASB	\$ 440.08
955	Club Live	\$ 214.62
960	Kids Can Save	\$ 50.00
965	Library	\$ 397.29
985	Sweatshirts	\$ 399.94
990	Yearbook	\$ 1,724.09
995	8th Grade	\$ 105.60
<b>TOTAL EMS</b>		<b>\$ 3,331.62</b>
<b>TOTAL FUND 95 ASB</b>		<b>\$ 67,740.78</b>

# MISCELLANEOUS FUNDS

## BUDGET REVISION

January 21, 2014

<b>Cafeteria Fund 13</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>REVISED</b>
	<b>BUDGET</b>	<b>REVISION</b>	<b>BUDGET</b>
<b>BEGINNING BALANCE</b>	<b>52,865</b>		<b>52,865</b>
8220 Federal Reimbursements	550,000		550,000
8520 State Reimbursements	43,000		43,000
8631 Sale of Equipment		10,435	10,435
8634 Food Sales	170,000		170,000
8660 Interest	100		100
<b>TOTAL INCOME</b>	<b>763,100</b>	<b>10,435</b>	<b>773,535</b>
<b>TOTAL BEGINNING BALANCE + INCOME</b>	<b>815,965</b>	<b>10,435</b>	<b>826,400</b>
2000 Classified Salaries	257,116	8,321	265,437
3000 Employee Benefits	76,571	21,748	98,319
4000 Food & Supplies	371,500		371,500
5000 Other Services & Operating Expenses	54,000		54,000
6000 Equipment	<u>0</u>	<u>32,452</u>	<u>32,452</u>
<b>TOTAL EXPENSES</b>	<b>759,187</b>	<b>32,452</b>	<b>821,708</b>
<b>PROJECTED ENDING BALANCE</b>	<b>56,778</b>	<b>-22,017</b>	<b>4,692</b>

<b>Capital Facilities Fund 25</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>REVISED</b>
	<b>BUDGET</b>	<b>REVISION</b>	<b>BUDGET</b>
<b>BEGINNING BALANCE</b>	<b>1,437,282</b>		<b>1,437,282</b>
8660 Interest	75,000		75,000
8681 Mitigation Fees	<u>75,000</u>	<u>50,000</u>	<u>125,000</u>
<b>TOTAL INCOME</b>	<b>150,000</b>	<b>50,000</b>	<b>200,000</b>
<b>TOTAL BEGINNING BALANCE + INCOME</b>	<b>1,587,282</b>	<b>50,000</b>	<b>1,637,282</b>
5000 Other Services & Operating Expenses	95,000		95,000
6000 Capital Improvements	<u>30,000</u>		<u>30,000</u>
<b>TOTAL EXPENSES</b>	<b>125,000</b>	<b>0</b>	<b>125,000</b>
<b>PROJECTED ENDING BALANCE</b>	<b>1,462,282</b>	<b>50,000</b>	<b>1,512,282</b>

PASSED AND ADOPTED this 21st day of January, 2014 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:

NOES:

ABSENT:

Signed \_\_\_\_\_

Dwayne Newman, Superintendent

## COLUSA UNIFIED SCHOOL DISTRICT

## 2013-14 BUDGET REVISION

January 21, 2014

I.l.g.

2013-14 ACTUAL BEGINNING BALANCE	1,335,339
ESTIMATED INCOME	<u>11,264,167</u>
TOTAL INCOME/BEGINNING BALANCE	12,599,506

*Resource Code and Program*

6230 Add Prop 39 Planning Grant	112,836
0000 Decrease Interest Income	(20,000)
9030 Decrease Medi-Cal income from CCOE	(9,439)
9011 Increase ROP	11,449
REVISED TOTAL INCOME	11,359,013
REVISED TOTAL INCOME + BEGINNING BALANCE	12,694,352

## EXPENDITURES

Current Expenditure Budget	11,360,305	
Reserve for Revolving Cash	20,350	
Undistributed Reserve	<u>1,218,851</u>	<u>1,239,201</u>
		12,599,506
6230 Add Prop 39 Planning Grant		112,836
0000 6% Salary COLA for all		432,248
9030 Decrease Med-Cal income from CCOE		(9,439)
9011 Increase ROP		11,449
Revised Expenditure Budget	11,907,399	
Reserve for Revolving Cash	20,350	
Undistributed Reserve	<u>766,603</u>	<u>786,953</u>
		12,694,352

PASSED AND ADOPTED this 21st Day of January, 2014 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:

NOES:

ABSENT:

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Dwayne Newman, Superintendent

# Multi-Year Projection Summary - January 21, 2014

	10/11 ACTUALS	11/12 ACTUALS	12/13 BUDGET	13/14 BUDGET	14/15 BUDGET	15/16 BUDGET
TOTAL REVENUES	10,970,119	10,691,259	10,608,377	11,359,013	11,546,236	12,156,046
TOTAL EXPENSES & TRANSFERS OUT	10,807,002	11,312,210	10,709,787	11,907,399	11,580,917	11,720,334
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>163,117</b>	<b>-620,951</b>	<b>-101,409</b>	<b>-548,386</b>	<b>-34,681</b>	<b>435,713</b>
GENERAL FUND BEGINNING BALANCE	1,894,582	2,057,699	1,436,748	1,335,339	786,953	752,272
LESS AMOUNT ABOVE REVENUES LESS EXP	163,117	-620,951	-101,409	-548,386	-34,681	435,713
LESS SCHOOL CARRYOVER (In Ending Bal not Def Rev)	-37,835					
UNDISTRIBUTED GENERAL FUND RESERVE	2,019,864	1,436,748	1,335,339	786,953	752,272	1,187,985
% UNDISTRICTED RESERVE	18.69%	12.70%	12.47%	6.61%	6.50%	10.14%
3% UNDISTRICTED RESERVE IS	324,210	339,366	321,294	357,222	347,428	351,610
<b>AMOUNT ABOVE (-BELOW) 3%</b>	<b>1,695,654</b>	<b>1,097,382</b>	<b>1,014,045</b>	<b>429,731</b>	<b>404,845</b>	<b>836,375</b>
5% UNDISTRICTED RESERVE IS	540,350	565,611	535,489	595,370	579,046	586,017
<b>AMOUNT ABOVE (-BELOW) 5%</b>	<b>1,479,514</b>	<b>871,138</b>	<b>799,849</b>	<b>191,583</b>	<b>173,227</b>	<b>601,968</b>

<b>RECOMMENDED RESERVE 3% Plus one Year LCFF Growth</b>						
LCFF Growth Amount over Prior Year	\$	483,946	\$	585,144	\$	609,810
Plus 3% Reserve	\$	357,222	\$	347,428	\$	351,610
Total Recommended Reserve	\$	841,168	\$	932,571	\$	961,420
<b>AMOUNT ABOVE (-BELOW) RECOMMENDED RESERVE</b>	<b>\$</b>	<b>(54,215)</b>	<b>\$</b>	<b>(180,299)</b>	<b>\$</b>	<b>226,565</b>

## LCFF FUNDING ESTIMATE:

TOTAL ADA		1370.36		1370.36		1370.36
multiply x ESTIMATED LCFF	\$	7,029	\$	7,456	\$	7,901
Total LCFF Funding	\$	9,632,260	\$	10,217,404	\$	10,827,214

Colusa Unified School District  
Personnel Assignment Order  
2013-2014 #6EMPLOYMENT, RESIGNATIONS, AND OTHERCERTIFICATED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
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Retirement:

Resignation:

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Andrea Torres	BPS ASES HS Helper	12/20/2013
Nancy Montejano	BPS ASES HS Helper	12/11/2013
Johnnie Sandridge	Utility Worker	1/2/2014
Anays Jimenez	BPS ASES HS Helper	1/6/2014
Angela Hammock	Cafeteria Substitute	1/13/2014

Leaves:

Resignation:

Retirement:

Increase of Hours:

Job transfer:

Termination:

ACCT# 134313  
12/19/2013

Mitel Leasing, Inc.

### RENEWAL AGREEMENT

Reference is made to that certain Lease Agreement (hereinafter referred to as "agreement") which was executed on **10/29/2008** and commenced on **01/15/2009** between MITEL LEASING, INC., with offices at 10603 W Sam Houston Parkway North, Suite 400, Houston, Texas 77064, and

**COLUSA UNIFIED SCHOOL DISTRICT**

(hereinafter referred to as "Lessee") with offices located at:

**813 Webster Street  
Colusa, CA 95932**

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, MITEL LEASING, INC. hereby consents to and does modify the original terms of the agreement and renews and extends the terms of said agreement as follows:

**TERMS ARE AMENDED TO READ:**

Lessee shall pay MITEL LEASING, INC. the sum of **\$312.76** per month plus taxes commencing **01/15/2014** for a period of **36** months. Lessee agrees to abide by said modification and renewal and acknowledges that all other terms and conditions of the agreement not so modified shall remain in full force and effect.

Dated this 6<sup>th</sup> day of January, 2014

Agreed and Approved:

**COLUSA UNIFIED SCHOOL DISTRICT**

BY: \_\_\_\_\_

Signature

PRINTED NAME & TITLE: \_\_\_\_\_

Sheryl Bailey, Business Manager, CBO

**MITEL LEASING, INC.**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Susan Otto, Vice President

ACCT# 134312

Date 12/19/2013

**RENEWAL AGREEMENT**

Reference is made to that certain Lease Agreement (hereinafter referred to as "agreement") which was executed on 10/31/2008 and commenced on 01/15/2009 between MITEL LEASING, INC., with offices at 10603 W. Sam Houston parkway North, Suite 400, Houston, TX 77064 and

COLUSA UNIFIED SCHOOL DISTRICT

(hereafter referred to as "Lessee") with offices located at:

901 Colus Avenue

Colusa, CA 95932

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, Mitel Leasing, Inc. hereby consents to and does modify the original terms of the agreement and renews and extends the terms of said agreement as follows:

**TERMS ARE AMENDED TO READ:**

Lessee shall pay Mitel Leasing, Inc. the sum of \$ 344.39 per month plus taxes commencing 01/15/2014 for a period of 36 months. Lessee agrees to abide by said modification and renewal and acknowledges that all other terms and conditions of the agreement not so modified shall remain in full force and effect.

Dated this 6<sup>th</sup> day of January, 2014

Agreed and Approved:

COLUSA UNIFIED SCHOOL DISTRICT

BY: Sheryl Bailey

PRINTED NAME & TITLE: Sheryl Bailey Business Manager, CBO

MITEL LEASING, INC.

BY: \_\_\_\_\_

Susan Otto, Vice President

ACCT# 134314  
12/19/2013

Mitel Leasing, Inc.

### RENEWAL AGREEMENT

Reference is made to that certain Lease Agreement (hereinafter referred to as "agreement") which was executed on **10/31/2008** and commenced on **01/15/2009** between MITEL LEASING, INC., with offices at 10603 W Sam Houston Parkway North, Suite 400, Houston, Texas 77064, and

**COLUSA UNIFIED SCHOOL DISTRICT**

(hereinafter referred to as "Lessee") with offices located at:

**400 Fremont Street  
Colusa, CA 95932**

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, MITEL LEASING, INC. hereby consents to and does modify the original terms of the agreement and renews and extends the terms of said agreement as follows:

**TERMS ARE AMENDED TO READ:**

Lessee shall pay MITEL LEASING, INC. the sum of **\$325.71** per month plus taxes commencing **01/15/2014** for a period of **36** months. Lessee agrees to abide by said modification and renewal and acknowledges that all other terms and conditions of the agreement not so modified shall remain in full force and effect.

Dated this 6<sup>th</sup> day of January, 2014

Agreed and Approved:

**COLUSA UNIFIED SCHOOL DISTRICT**

BY: \_\_\_\_\_

Signature

PRINTED NAME & TITLE: Sheryl Bailey Business Manager CBO

**MITEL LEASING, INC.**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Susan Otto, Vice President

ACCT# 106424  
12/19/2013

Mitel Leasing, Inc.

### RENEWAL AGREEMENT

Reference is made to that certain Lease Agreement (hereinafter referred to as "agreement") which was executed on **10/31/2008** and commenced on **11/15/2008** between MITEL LEASING, INC., with offices at 10603 W Sam Houston Parkway North, Suite 400, Houston, Texas 77064, and

#### COLUSA UNIFIED SCHOOL DISTRICT

(hereinafter referred to as "Lessee") with offices located at:

**745 10th Street  
Colusa, CA 95932**

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, MITEL LEASING, INC. hereby consents to and does modify the original terms of the agreement and renews and extends the terms of said agreement as follows:

#### TERMS ARE AMENDED TO READ:

Lessee shall pay MITEL LEASING, INC. the sum of **\$214.35** per month plus taxes commencing **11/15/2013** for a period of **36** months. Lessee agrees to abide by said modification and renewal and acknowledges that all other terms and conditions of the agreement not so modified shall remain in full force and effect.

Dated this 6<sup>th</sup> day of January, 2014

Agreed and Approved:

#### COLUSA UNIFIED SCHOOL DISTRICT

BY: Sheryl Bailey  
Signature

PRINTED NAME & TITLE: Sheryl Bailey Business Manager CBO

#### MITEL LEASING, INC.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_  
Susan Otto, Vice President

# COLUSA UNIFIED SCHOOL DISTRICT

Location	System	Lease #	Start	End	Original Payment	Original Term		Renewal Payment	Renewal Term
745 10TH STREET	Mitel 5000	106424	11/15/08	11/14/13	428.69	60		214.35	36
901 COLUS AVE	Mitel 5000	134312	01/15/09	01/14/14	688.78	60		344.39	36
813 WEBSTER STREET	Mitel 5000	134313	01/15/09	01/14/14	625.51	60		312.76	36
400 FREMONT STREET	Mitel 5000	134314	01/15/09	01/14/14	651.42	60		325.71	36
					Monthly Pmt		50% Reduction		
					\$2,394.40		\$1,197.21		
					Excluding Tax		Excluding Tax		

Add on Description	Add On Price (will be added to the 36 month renewal-labor excluded).
E-mail Synchronization	19.87
Meet-Me-Conference	19.87
Hot Desking	19.87
Dynamic Extension	19.87



GENE BREGMAN & ASSOCIATES  
Public Opinion & Marketing Research

## LETTER OF AGREEMENT

December 13, 2013

It is agreed that Gene Bregman & Associates (GBA) will conduct a public opinion survey for the Colusa Unified School District ("District"). The cost of the survey will be dependent on the final length of the average interview and the number of interviews completed, according to the following schedule:

100 interviews @ 15 minutes per interview	\$8,900.
100 interviews @ 18 minutes per interview	\$9,500.
125 interviews @ 15 minutes per interview	\$9,600.
125 interviews @ 18 minutes per interview	\$10,250.

All travel expenses will be billed at cost.

Both parties hereto will consult with each other and reach a mutual agreement on the contents of the questionnaire and the survey format.

Interviewing will begin as soon as agreement on the questionnaire is reached. Upon completion of the survey, a statistical compilation of the cross-tabulated results will be delivered and findings and recommendations will be presented and discussed.

An initial payment of \$4,750. will be due upon signature of this agreement. The balance will be due upon delivery of data resulting from the survey.

Overall, Gene Bregman & Associates will provide to the District:

- Random telephone survey of likely voters;
- Consultation solely with principal of Gene Bregman & Associates;
- Assistance in developing topic areas to be investigated;
- Development of survey questionnaire;
- Scientific sample selection to assure our reaching an accurate representation of the voting population;
- Spanish translation of questionnaire and bi-lingual interviewers available for respondents choosing to conduct the interview in Spanish;
- Pre-testing of questionnaire;
- Conduct of field work from our central phone bank;
- Editing, coding, and electronic data processing;
- A full computer printout of all cross-tabulated data;



P.O. Box 2799, Aptos, CA 95001  
831.685.2700

[www.GeneBregmanAndAssociates.com](http://www.GeneBregmanAndAssociates.com)



- Analysis of survey results, including appropriate graphical presentation and Executive Summary report;
- In-person presentation(s) of results;
- On-going strategy and consultation, including, but not limited to, assistance with ballot language and other pre-election related activities.

All of the data obtained by GBA is the exclusive property of the Colusa Unified School District. If requested, GBA will provide an electronic copy of the data to the client. GBA is entitled to retain the original interview forms used in the field and copies of all data and analysis for its own internal use.

This agreement shall be effective upon the date of signatures by both parties.

Rayne K Newman  
FOR COLUSA UNIFIED SCHOOL DISTRICT

12/17/13  
DATE

\_\_\_\_\_  
FOR GENE BREGMAN & ASSOCIATES

\_\_\_\_\_  
DATE

Iaj;

**Subject: Honors Performance Series Application Results**

**From: Honors Performance <honors@honorsperformance.org>**

**Date: 10/31/2013 2:03 PM**

**To: "mamamia95932@comcast.net" <mamamia95932@comcast.net>**

**Acceptance Details**

Ensemble: *Honors Band*

Part: Tenor Saxophone

Dear Thomas Critchfield,

Congratulations! We are extremely pleased to notify you that you have been accepted as a Finalist in the *Honors Band* for the 2014 *High School Honors Performance Series* at Carnegie Hall. The Selection Board has reviewed your application and chosen you to represent the finest high school performers internationally by performing at Carnegie Hall. Your acceptance to this elite group is a direct result of the talent, dedication, and achievements demonstrated in your application.

Recognition as a Finalist is the first step toward performing Tenor Saxophone with the *Honors Band* at Carnegie Hall. In preparation for your performance, you will receive regular updates, sheet music, and practice notes from your conductor over the upcoming months. When you arrive in New York, you will have the opportunity to learn from Craig Kirchhoff, work with other Finalists, get a taste of New York City and, most importantly, perform at Carnegie Hall!

You will receive a follow-up email within the next 24 hours that includes additional confirmation information. If you are a resident of the United States or Canada, your official acceptance packet will additionally be mailed to you and should arrive in the next two weeks. This will include your official letter of acceptance, important program updates and planning information, your first invoice, details about available Family Program packages, the 2014 *Series* repertoire, and fundraising tips.

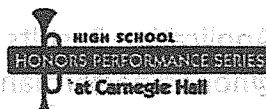
Please note that most program updates will take place via email. To ensure you receive these updates, please add [honors@honorsperformance.org](mailto:honors@honorsperformance.org) to your list of approved senders. In the upcoming months, you will receive frequent updates from the *Series*, as well as program payment information, sheet music, a letter from your Conductor, and much more. Please be sure to email the *Series* at [honors@honorsperformance.org](mailto:honors@honorsperformance.org) if you change your email or mailing address; we want to be sure this important information arrives to you.

You do not need to confirm your participation; your acceptance secures your place in the *Honors Band*.

For your reference, listed below are your Customer ID and a Program ID. They will be included on your invoices and referenced in different materials. *Please note that these numbers may differ from previous communications you have already received.* The numbers in this email are the most up-to-date and should be used from this point forward. Your information is:

- Customer ID: 25691271
- Program ID: 93517

Once again, congratulations on being selected as a Finalist for the 2014 *High School Honors Performance Series*. You should be very proud of this accomplishment. We look forward to welcoming you to Carnegie Hall!



## Program Itinerary

The program has been developed to provide exposure to music professionals and to challenge accomplished students to perform at their very best. Though much of the student's time is therefore focused on performance preparation, the program also allows students to experience the best of the sights and the performance arts in New York City.

### Program Itinerary (tentative and subject to change)

Day	Activities
<b>1</b> Thursday, February 6	Afternoon arrival into New York City Airport greeting and transfer to the hotel Check into hotel
<b>2</b> Friday, February 7	Morning rehearsal Afternoon rehearsal Evening Broadway Show
<b>3</b> Saturday, February 8	Morning Show attendance (optional) Morning rehearsal Afternoon rehearsal Honors Celebration Evening sightseeing
<b>4</b> Sunday, February 9	Lower Manhattan guided sightseeing Mid-day rehearsal Sound check Carnegie Hall performance
<b>5</b> Monday, February 10	Farewell and return to airport Mid-day departure for home

## Program Inclusions

The *Honors Performance Series* provides a hassle-free experience so that selected student performers can focus on their main reason for being in New York – performing at their very best in Carnegie Hall. Both parents and performers can rest easy knowing that all details are taken care of for them. The program includes for all participants: (tentative)

- All rehearsal cost, including equipment and sheet music
- All production cost and services for the Carnegie Hall performance
- All fees for shown activities – including a Broadway show and the celebration event
- All ground transportation during the program, including transfers between the designated airport and hotels (arrival and departure transportation – flights, trains, etc. – are the responsibility of participants)
- Student chaperones, city touring guides, and program staff
- Four nights' lodging in highly rated student-friendly hotels (quad occupancy) with staff onsite to ensure a good stay
- Hotel night security on each occupied floor to ensure a restful night for performers
- A 24-hour staffed emergency office in New York City to handle any unexpected circumstances
- 24-hour access to one of our George Washington Hospital Doctors on Call for medical support during the program
- Extensive traveler insurance while on the program

## Program Cost

The complete program cost for each student performer is: **Honors Choir – \$1,675**  
**Honors Instrumental Ensembles – \$1,775**

Performers have the option to satisfy this full expense at once or may follow an optional payment plan:

Date	Payment Due
Deposit With Application	\$295
November 15, 2013	\$400
December 16, 2013	\$400
Final Payment Deadline: January 10, 2014	Any remaining balance

## Parent / Family Participation Options

Parents and family members are welcome to participate in parts of the program with their student performer. It is a great experience to share with family and friends. Those accepted into the *Honors Choir* or *Honors Instrumental Ensembles* will be notified of options and costs associated with parent and family member participation.

## WILLIAMS UNIFORM COMPLAINT PROCEDURE

## QUARTERLY REPORT

## COLUSA UNIFIED SCHOOL DISTRICT

October 1, 2013 TO December 31, 20 13

*Education Code 35186(d) requires that a district report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.*

  X   No complaints have been received this quarter.

The following complaints have been received this quarter.

*Education Code 35186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned instructional materials to use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.*

       Complaints have been received regarding insufficient instructional materials.

District Resolutions:

--

*Education Code 36186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned textbooks or state- or district-adopted textbooks required for use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.*

       Complaints have been received regarding insufficient textbooks.

District Resolutions:

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*Education Code 35186(e)(3) requires that districts investigate and resolve complaints when a complainant alleges that facilities have conditions that pose an emergency or urgent threat to the health or safety of students or staff.*

       Complaints have been received that facilities have emergency/urgent threat conditions.

District Resolutions:

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*Education Code 35186(e)(2) requires that districts investigate and resolve complaints when a complainant alleges that (a) a qualified certificated teacher has not been assigned to a vacant position to a class for an entire year; (b) a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class; or (c) a teacher is assigned to teach a class for which the teacher lacks subject matter competency.*

       Complaints have been received regarding unqualified teachers.

District Resolutions:

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The district investigated and remedied any valid complaint within a reasonable time period not exceeding 30 working days from the date the complaint was received. EC 35186 (b)

\_\_\_\_\_  
Superintendent

December 31, 2013  
\_\_\_\_\_  
Date

**Colusa Unified School District**  
**Surplus Equipment/Obsolete Equipment and/or Furniture Form**

Date 1/14/2014Site EMS & MOT**Form Completion Instruction (In description block provide the following.)**

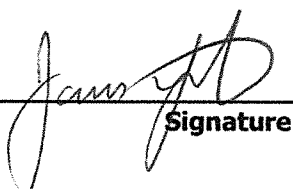
- **Textbooks:** Title, publisher, copyright date, quantity and reason for withdrawal.
- **Equipment:** Name, estimated value, quantity and reason for surplus.

Description	Recommended Disposition
2 Upright piano's. \$100.00 value. Obsolete.	Auction
1975 Chevy 1 ton flat bed. Vin. CCY335Z157373. \$400.00 value. Obsolete and unused.	Auction
1 Gas stove. \$40.00 value. Obsolete.	Auction
1 Bleacher puller. \$45.00 value. Obsolete	Auction

\_\_\_\_\_ For additional items, check here and attach list.

\*\*\*\*\*

Site Administrator Approval

  
 Signature

1/14/14  
 Date

Superintendent/Board Approval

Signature

Date

Disposition:

# Colusa Unified School District

## Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 1/14/2014

Site EMS

**Form Completion Instruction (In description block provide the following.)**

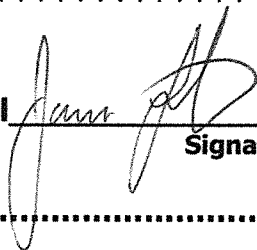
- **Textbooks:** Title, publisher, copyright date, quantity and reason for withdrawal.
- **Equipment:** Name, estimated value, quantity and reason for surplus.

Description	Recommended Disposition
2 Balance beams. \$75.00 value. Obsolete	Auction
1 Vault. \$50.00 value. Obsolete	Auction
2 Spring Boards. \$40.00 value Obsolete	Auction
1 Parallel bars. \$50.00 value. Obsolete	Auction
1 Tumbling pad. \$25.00 value. Obsolete	Auction

X For additional items, check here and attach list.

\*\*\*\*\*

Site Administrator Approval



Signature

1/14/14  
Date

Superintendent/Board Approval

Signature

Date

**Disposition:**

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**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, California 95932

**RESOLUTION #2013-2014.05**

**Signatures of the Members of the Board**

**WHEREAS**, the Governing Board of the School District recognizes its obligation to maintain statutory regulations regarding Governing Boards (Education Code Section 42633/85234).

**THEREFORE BE IT RESOLVED**, the following people are designated by their affixed signatures on the attached verification form as the members of the Governing Board of the Colusa Unified School District.

I, Don Bransford, clerk of the Governing Board of the Colusa Unified School District of Colusa County, California, do hereby certify that the foregoing is a full true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting, which resolution is on file in the office of said Board.

January 21, 2014

Date

\_\_\_\_\_  
Don Bransford, Clerk

PASSED AND ADOPTED this 21st day of January, 2014 by the following vote:

AYES:

NOES:

ABSENT:

**TO:** Colusa County Superintendent of Schools  
**FROM:** Governing Board, Colusa Unified School District  
**RE:** APPROVAL OF WARRANT ORDERS – January 1, 2014 through December 31, 2014.

In Accordance with Education Codes Section §42632 and Section §42633, following are verified signatures of:

1. District officers or employees authorized to sign all orders for warrants against district funds in the name of the governing board.

_____	<u>District Superintendent</u>
Signature – Dwayne Newman	Title

_____	<u>Business Manager</u>
Signature – Sheryl Bailey	Title

**(Please write “not applicable” on signature lines not utilized for authorization).**

2. Governing Board members, whose signatures also indicate approval of any authorization granted above:

_____	<u>President</u>
Signature – Charles Yerxa	

_____	<u>Clerk</u>
Signature – Don Bransford	

_____	<u>Member</u>
Signature – Terry Bressler	

_____	<u>Member</u>
Signature – Lincoln Forry	

_____	<u>Member</u>
Signature – Kelli Griffith-Garcia	

(Approval of three board members is required on orders for warrants against district funds if no district officer or employee is authorized to sign on behalf of the governing board).

Signed \_\_\_\_\_, Clerk Date: January 21, 2014

COLUSA UNIFIED SCHOOL DISTRICT