

**COLUSA UNIFIED SCHOOL DISTRICT**  
**745 10<sup>TH</sup> ST.**  
**COLUSA, CA 95932**  
**BOARD OF TRUSTEES REGULAR MEETING AGENDA**  
**DISTRICT OFFICE CONFERENCE ROOM**  
**November 26, 2018**  
**5:15 p.m. Open Session with Closed Session to Follow**

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

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

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

**5:15 P.M. OPEN SESSION**

A. Call to Order/Establish Quorum

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

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

D. Hearing of Public for items not on the Agenda

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

E. Reports:

1. Recognitions & Celebrations

2. President's Report

a. Board of Trustee Time - *this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting*

1. Colusa RedHawk Athletic Foundation
2. Friends of Music
3. Friends of Agriculture
4. Special Education Local Plan Area
5. District English Language Advisory Committee
6. Monthly Activities Reports

F. Information/Discussion

1. State School Construction Funding Update – Presentation by Jamie King-Iseman
2. Status of Audit Report
3. Budget Update
4. Williams Settlement Agreement Compliance and Colusa County Office of Education Update – Presentation by Mike West

G. Superintendent Report

1. Summer School – Presentation by Stephanie Archibald
2. District Wide Assessment Results
3. Community Meetings Update
4. Management Salary Schedule

- H. Information/Discussion/Possible Action Items:
  - 1. Resolution #2018-19.07 – Charles Yerxa
  - 2. Warrants: Batch # 14-17
  - 3. Notice of Intent for James Imhoff, PE Teacher
  - 4. Out of State Travel to Seattle, WA for Colusa High School Band Students
  - 5. Board Policies & Administrative Regulations: *(bolded items require three readings)*
    - a. **Third Reading & Possible Adoption of BP 0415 – Equity**
    - b. **Third Reading & Possible Adoption of BP 3515.21 – Unmanned Aircraft Systems (Drones)**
    - c. **Third Reading & Possible Adoption of AR 4157.2, 4257.2, 4357.2 – Ergonomics**
    - d. First Reading of BP 0420.42 – Charter School Renewal
    - e. First Reading of BP 1100 – Communication with the Public
    - f. First Reading of BP 3290 Gifts, Grants and Bequests
    - g. First Reading of AR 3320 – Claims and Actions Against the District
    - h. First Reading of AR 3460 – Financial Reports & Accountability
    - i. First Reading of BP 4114 – Transfers
    - j. First Reading of BP 5144.1 & AR 5144.1 – Suspensions and Expulsions/Due Process
    - k. First Reading of BP 6142.3 – Civic Education
    - l. First Reading of BP 6145.2 & AR 6145.2 – Athletic Competition
    - m. First Reading of BP 6152.1 & AR 6152.1 – Placement in Mathematics Courses
    - n. First Reading of BP 6170.1 – Transitional Kindergarten
    - o. First Reading of BP 6178 & AR 6178 – Career Technical Education
    - p. First Reading of BP 6190 – Evaluation of the Instructional Program
    - q. First Reading of BB 9110 – Terms of Office
- I. Motion to Approve Items on the Consent Action Agenda:
  - 1. October 15, 2018 Board Meeting Minutes
  - 2. October Payroll
  - 3. Personnel Assignment Order
- J. Hearing of the Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
  - 1. Personnel Matters Pursuant to Government Code 54957  
Administration Representatives: Dwayne Newman, Superintendent and Jody Johnston, Egling Middle School Principal
  - 2. Student Matters Pursuant to Government Code 48918  
Administrative Representatives: Dwayne Newman, Superintendent
    - a. Consider Approval of Expulsion Recommendation for EH #2018-19.01
    - b. Consider Approval of Expulsion Recommendation for EH #2018-19.02
    - c. Consider Approval of Expulsion Recommendation for EH #2018-19.03
  - 3. Negotiations Pursuant to Government Code 54957.6  
Agency Designated Representatives: Dwayne Newman, Superintendent  
  
Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees
- L. Reconvene Open Session
  - 1. Announce Possible Action Regarding Expulsion Recommendation for EH #2018-19.01
  - 2. Announce Possible Action Regarding Expulsion Recommendation for EH #2018-19.02
  - 3. Announce Possible Action Regarding Expulsion Recommendation for EH #2018-19.03
- M. Adjournment of the Meeting



# COLUSA USD

SB50 State School Facility Program Eligibility,  
Based on 2017-18 Enrollment and Facilities



# New Construction Program

- Provides State funds on a 50/50 (state/local) basis.
- Local funds may include, among other sources, local general obligation bonds & developer fees.
- Funding is based on need to provide housing for projected unhoused students.
- Unhoused students are based on 5 or 10 year enrollment projection in comparison to District capacity. (Colusa USD benefited the most from a 5 year projection)
- A newly adopted regulation (January 25, 2018) requires districts to submit an updated Enrollment Certification/Projection (Form SAB 50-01) within 90 days of OPSC notification that it will begin processing the district's application for funding.
  - *School districts may not ask for more eligibility, but the eligibility can be reduced.*
  - *If a district does not have eligibility at the time the application is picked up the project may not receive funding.*
  - *Currently OPSC is processing applications from 2014.*
- Current regulations allow small school districts (less than 2,500 students) to request a three-year lock using enrollment figures from the year in which the eligibility application is submitted, if the district makes the request prior to OPSC's notification that it will soon begin to process a funding application.
  - *For example, 2017-18 enrollment year eligibility is submitted, the SAB approves it in 2019, and the eligibility is locked in until Oct. 31, 2022. (The State's expiration date is always on Oct. 31st of a year.)*



# Colusa USD New Construction Eligibility Estimate



| District Wide 2017-18 | Estimated Eligibility*** |     |      |     |   |       | Base Grant  | Project Assistance | Fire Detection Alarm | Prevailing Wage Grant | State Share (50%) | District Share (50%) | Total Project Eligibility** | 60% Commensurate |
|-----------------------|--------------------------|-----|------|-----|---|-------|-------------|--------------------|----------------------|-----------------------|-------------------|----------------------|-----------------------------|------------------|
|                       | K-6                      | 7-8 | 9-12 | NS  | S | Total |             |                    |                      |                       |                   |                      |                             |                  |
| Colusa USD            | 304                      | 0   | 0    | 108 | 0 | 412   | \$5,863,964 | \$7,074            | \$8,684              | \$ -                  | \$5,879,722       | \$5,879,722          | \$11,759,444                | \$7,055,666      |

\*The estimated figures require the Office of Public School Construction review and approval of the 2017-18 eligibility establishment.

\*\*Funding estimates do not include potential eligible site acquisition costs or additional eligible augmentations. The estimates require the Office of Public School Construction review and approval of funding application documents.

| Grade Level | 2018 Pupil Grant | 2018 Fire Detection | 2018 Auto Sprinkler |
|-------------|------------------|---------------------|---------------------|
| K-6         | \$11,567         | \$14                | \$194               |
| 7-8         | \$12,234         | \$19                | \$230               |
| 9-12        | \$15,567         | \$31                | \$240               |
| Non-Severe  | \$21,737         | \$41                | \$411               |
| Severe      | \$32,503         | \$58                | \$613               |

In order to submit an SAB 50-04 Application for New Construction Funding to the Office of Public School Construction following documents are required:

- DSA approved plans and specifications
- DSA plan approval letter
- CDE final site approval letter (if applicable)
- CDE final plan approval letter
- Site development worksheets (service site, off site and utilities)
- Relocation costs that conform to Title 25, CA code of regulations (if applicable)
- DTSC Expenditures (if applicable)
- Appraisal (no more than 6 months old) (if applicable)
- District is required to have title to the property, entered into escrow for the property, or have a prejudgment order of possession (condemnation). District is required to submit escrow agreement which indicates the Construction cost estimate (must be a minimum of 60% of the total project cost)
- Career Technical Education Certification letter
- SAB 50-04 Application for Funding



# Modernization Eligibility

- Provides State funds on a 60/40 (State/Local) basis.
- Local funds may include, among other sources, local general obligation bonds & developer fees.
- Funding is based on pupils housed in portable classrooms over 20 years old and permanent classrooms over 25 years old.
- Modernization eligibility is site-specific.
- Modernization eligibility does NOT expire and is reimbursable.
- For modernization “Like for Like” replacement projects, you need demolition plans, though a District is not required to demolish the classrooms being replaced.
  - *These classrooms may be utilized in some other non-classroom purpose (bookroom, storage, teacher workroom, etc.). They may never be used as classrooms again.*



# Colusa USD Modernization Funding Estimate

| School Name           | Estimated Eligibility* |     |      |    |   |                    |     |      |    |   | Regular Grant | 50 Year Old Grant | Project Assistan<br>ce | Fire Detect<br>ion | Small Size Projec<br>t | 3% ADA Compli<br>ance | State Share (60%) | District Share (40%) | Total Project Cost** |               |
|-----------------------|------------------------|-----|------|----|---|--------------------|-----|------|----|---|---------------|-------------------|------------------------|--------------------|------------------------|-----------------------|-------------------|----------------------|----------------------|---------------|
|                       | Regular Pupils         |     |      |    |   | 50 Year Old Pupils |     |      |    |   |               |                   |                        |                    |                        |                       |                   |                      |                      | To tal        |
|                       | K-6                    | 7-8 | 9-12 | NS | S | K-6                | 7-8 | 9-12 | NS | S |               |                   |                        |                    |                        |                       |                   |                      |                      |               |
| Burchfield Elementary | 236                    |     |      | 7  |   | 177                |     |      | 6  |   | 426           | \$ 1,105,081      | \$ 1,161,309           | \$ -               | \$ 62,491              | \$ -                  | \$ 67,992         | \$ 2,396,873         | \$ 1,597,915         | \$ 3,994,788  |
| Egling Middle         | 295                    | 159 |      | 63 | 8 | 11                 | 6   |      | 2  |   | 544           | \$ 2,743,731      | \$ 132,217             | \$ -               | \$ 87,665              | \$ -                  | \$ 86,278         | \$ 3,049,891         | \$ 2,033,261         | \$ 5,083,152  |
| Colusa High           |                        |     | 29   | 4  |   |                    |     | 324  | 39 | 1 | 397           | \$ 214,435        | \$ 3,272,705           | \$ -               | \$ 62,225              | \$ -                  | \$ 104,614        | \$ 3,653,979         | \$ 2,435,986         | \$ 6,089,965  |
| Colusa Alternative    |                        |     | 16   |    |   |                    |     |      |    |   | 16            | \$ 97,584         | \$ -                   | \$ -               | \$ 2,288               | \$ 11,710             | \$ 2,928          | \$ 114,510           | \$ 76,340            | \$ 190,849    |
|                       |                        |     |      |    |   |                    |     |      |    |   |               |                   |                        |                    |                        |                       |                   |                      |                      |               |
| Totals                |                        |     |      |    |   |                    |     |      |    |   | 1383          | \$ 4,160,831      | \$ 4,566,231           | \$ -               | \$ 214,669             | \$ 11,710             | \$ 261,812        | \$ 9,215,253         | \$ 6,143,502         | \$ 15,358,754 |

\*The estimated figures require the Office of Public School Construction review and approval of the 2017-18 eligibility update.

\*\*Funding estimates do not include potential additional eligible augmentations. The estimates require the Office of Public School Construction review and approval of funding application documents.

| School Name | Additional area coverage in: |
|-------------|------------------------------|
|             |                              |
|             |                              |
|             |                              |
|             |                              |
|             |                              |
|             |                              |
|             |                              |
|             |                              |
|             |                              |

| Grade Level | 2018 Pupil Grant (Regular) | 2018 Pupil Grant (50 yr) | 2018 Fire Detection |
|-------------|----------------------------|--------------------------|---------------------|
| K-6         | \$ 4,404                   | \$ 6,119                 | \$ 143              |
| 7-8         | \$ 4,658                   | \$ 6,471                 | \$ 143              |
| 9-12        | \$ 6,099                   | \$ 8,471                 | \$ 143              |
| Non-Severe  | \$ 9,391                   | \$ 13,041                | \$ 264              |
| Severe      | \$ 14,037                  | \$ 19,502                | \$ 394              |

In order to submit an SAB 50-04 Application for New Construction Funding to the Office of Public School Construction following documents are required:

- DSA approved plans and specifications
- DSA plan approval letter
- DSA approved access compliance checklist, if applicable
- DSA approved fire life safety checklist, if applicable
- CDE final plan approval letter
- Career Technical Education Certification letter, KC to provide
- SAB 50-04 Application for Funding, KC to provide
- Detailed construction cost estimate



# Full Day Kindergarten Facilities Grant Program

- The Full Day Kindergarten Facilities Grant Program allows Districts who have current TK/kindergarten enrollment, but lack the (adequate) facilities to provide full-day kindergarten to apply for grants to construct or retrofit existing facilities for the purpose of providing full-day kindergarten classrooms.
  - *For example, funding is available to Districts who already provide full-day kindergarten but lack adequate facilities.*
- The first filing round opens January 2, 2019 and closes January 31, 2019 and will provide \$37.5 million. The second round will provide \$60 million and will open May 1, 2019 and close May 30, 2019.
- If applications submitted exceed available funds, a priority point system will be implemented.
  - *Priority points will be based on two criteria, percentage of students who qualify for free and reduced lunch and if the District qualifies for financial hardship.*
    - Based on information provided by the California Department of Education (CDE) the percentage of students who qualify for free and reduced meals in the District is 71.5%. In order to receive priority points for free and reduced lunch, a minimum threshold of 60% is required. Based on this information, your District would receive priority points for this category.
- If the District signed a contract for a project on or after June 27, 2018 which includes the construction or retrofit of Kindergarten classrooms to accommodate full day Kindergarten, the District may be eligible to request reimbursement funding.
- If the Elementary site(s) is undersized according to CDE's guidelines, the District may be eligible for site acquisition funding to accommodate full day Kindergarten.



# Facility Hardship

- The Facility Hardship program assists districts with funding when it has been determined that the district has a critical need for pupil housing because the condition (or lack of) facilities, presents an imminent threat to the health and safety of the pupils.
- These projects are immediately processed by OPSC, typically within 90-120 days.
- Requires:
  - *Department of State Architect approved plans and specifications.*
  - *Engineer report confirming the imminent health and safety threat.*
  - *Letters of concurrence from a State agency(s) (DSA, CGS, etc. depending on the project type).*
- Two types of projects:
  - *Replacement (funded from New Construction)*
    - Cost to mitigate the health and safety threat is greater than 50 percent of the cost of replacement.
  - *Rehabilitation (funded from Modernization)*
    - Cost to mitigate the health and safety threat is less than 50 percent of the cost of replacement.



# Seismic Mitigation Program

- Funded from New Construction bond monies.
- Projects move to the front of the queue.
- The facility must be a Category 2 building that qualifies as determined by DSA either by the existence of (1) a facility that has a collapse potential due to seismic deficiencies and ground shaking factors and/or (2) a facility that has collapse potential due to faulting, liquefaction, or landslide.
  - *A preliminary review of the AB300 list demonstrates all buildings at CUSD may be Category 2 buildings.*
- All SMP projects are funded on a 50/50 state and local match basis. The only exception is when a district obtains financial hardship status; then the project may receive up to 100 percent state funding.

# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MRS. KATHIE WHITESELL  
MRS. KELLI GRIFFITH-GARCIA  
MR. CHARLES YERXA  
MRS. MELISSA YERXA ORTIZ  
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932  
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



DATE: October 8, 2018

TO: Dwayne Newman, Superintendent

FROM: Scott Lantsberger, Interim CBO

**RE: Governmental Accounting Standard Board Statement 54**

## *Executive Summary*

The purpose of this Executive Summary is to provide background and content on the components of ending fund balance in the financial statements. The most recent financial statement approved by the Board of Education does not have fully committed or assigned fund balance; rather a portion of the fund balance is unassigned/unappropriated. Having an unassigned/unappropriated designation implies that there is no current commitment, plan, or intended use for these funds. Of course, designation of ending fund balance is monitored and regulated for governmental entities. This is where the Governmental Accounting Standards Board (GASB) comes into the conversation.

GASB issued Statement 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, in February 2009, and going into effective for periods that began after June 15, 2010. GASB 54 considerably altered the categories and terminology used to describe the components that compose fund balance. The changes were intended to enhance how fund balance information is reported and to improve its usefulness by establishing new fund balance classifications that are easier for users to understand and apply. The new standard also clarified the definitions of certain governmental funds.

## **BACKGROUND**

Fund balance reporting is unique to governmental fund accounting. Fund balance represents the difference between the assets and liabilities reported within a governmental fund. It had traditionally been broken into two components, reserved and unreserved, with a focus on identifying whether resources are available for spending in the subsequent year's budget.

The GASB's initial intent in developing this new standard was to clarify the relationship between the reserved fund balances reported in governmental funds and the restricted net assets reported in the government-wide statements required by GASB 34. It became clear to the GASB that fund balance reporting guidance was interpreted and applied inconsistently, resulting in fund balance information that was not easily understood by financial statement users. The GASB concluded that it was necessary to redefine fund balance classifications in order to improve the clarity and usefulness of fund balance information presented in the financial statements.

## **New FUND BALANCE CLASSIFICATIONS**

GASB 54 implemented a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. Not all of the classifications will be needed in every governmental fund or by every LEA. The five classifications, discussed in more detail below, are:

1 – Nonspendable; 2 – Restricted; 3 – Committed; 4 – Assigned; and 5 – Unassigned

### **Nonspendable Fund Balance**

The nonspendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

### **Restricted Fund Balance**

The restricted fund balance classification reflects amounts subject to *externally* imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net assets as reported in the government-wide, proprietary fund, and fiduciary trust fund statements.

### **Committed Fund Balance**

The committed fund balance classification reflects amounts subject to internal constraints *self-imposed by formal action of the government's highest level of decision-making authority*. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period (June 30, for LEAs). The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the highest level of decision-making authority.

“Formal action” varies considerably from government to government. For example, formal action for which governments such as cities, counties, or states have authority typically includes the passage of laws, ordinances, or levies. By contrast, *formal action for which California school district governing boards have authority is typically limited to actions taken at a public meeting such as a vote, a resolution, or some similar action such as adoption of a budget*. For LEAs, therefore, the difference between the committed classification and the assigned classification may not be as great as for other governments. As discussed below, an LEA may not have a need to report both classifications.



## Assigned Fund Balance

The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the governing body or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint.

In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are *not required to be imposed, modified, or removed by formal action of the highest level of decision-making authority*. The action does not require the same level of formality and may be delegated to another body or official. *Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.*

As noted above, for LEAs, the difference between the committed and assigned fund balance classifications may be minimal. An LEA is not required to report both classifications, but must disclose in the notes to the financial statements the nature of the constraints giving rise to whichever classifications it does report.

## Unassigned Fund Balance

In the general fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the general fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the general fund, which cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

## NEXT STEPS

At the Board of Education (BOE) meeting on October 15, 2018, I recommend a discussion with the BOE on having Assigned ending fund balance. The purpose of the discussion would be to obtain the BOE's approval to maintain ending fund balance Assignments for specific categories; those that are defined in the Technology, Vehicle, and Curriculum Expenditure Plan.

The proposal that I would suggest would be to obtain approval to have a proportional share of the ending fund balance, with the exception of amounts for Nonspendable, Restricted, and the Reserve for Economic Uncertainty. The Technology, Vehicle, and Curriculum Expenditure Plan through fiscal 2034, has the following ratios by category: Technology: 50.75%; Vehicle: 24.35%, and Curriculum: 24.91%. The current amount of the Assigned ending fund balance is \$320,373.00 and the Unassigned/Unappropriated ending fund balance is \$900,527.68. Using the proportional share methodology, the Assigned ending fund balance would be calculated as follows:

|            |                        |             |                        |
|------------|------------------------|-------------|------------------------|
| Technology | 1,803,000.00           | 50.75%      | 619,556.41             |
| Vehicle    | 865,000.00             | 24.35%      | 297,235.88             |
| Curriculum | 885,000.00             | 24.91%      | 304,108.39             |
|            | <u>\$ 3,553,000.00</u> | <u>100%</u> | <u>\$ 1,220,900.68</u> |

The methodology would be displayed in the financial statements as follows:

|   | Unrestricted | Restricted | Combined     |
|---|--------------|------------|--------------|
| <b>E. Net Increase (Decrease) in Fund Balance</b> | 416,880.00   | -          | 416,880.00   |
| <b>F. Fund Balance / Reserves</b>                 |              |            |              |
| 1. Beginning Fund Balance                         |              |            |              |
| a. As of July 1 - Unaudited                       | 1,668,847.68 | 48,874.33  | 1,717,722.01 |
| b. Audit Adjustments                              | -            | -          | -            |
| c. As of July 1 - Audited                         | 1,668,847.68 | 48,874.33  | 1,717,722.01 |
| d. Other Restatements                             | -            | -          | -            |
| e. Adjusted Beginning Fund Balance                | 1,668,847.68 | 48,874.33  | 1,717,722.01 |
| 2. Ending Balance                                 | 2,085,727.68 | 48,874.33  | 2,134,602.01 |
| Components of Ending Fund Balance                 |              |            |              |
| a. Nonspendable                                   |              |            |              |
| Reserves for Revolving Cash                       | 30,350.00    | -          | 30,350.00    |
| Stores  | -            | -          | -            |
| Prepaid Expenses                                  | -            | -          | -            |
| All Others  | -            | -          | -            |
| b. Restricted                                     | -            | 48,874.33  | 48,874.33    |
| c. Committed                                      |              |            |              |
| Stabilization Agreements                          | -            | -          | -            |
| Other Commitments                                 | -            | -          | -            |
| d. Assigned                                       | -            | -          | -            |
| Other Assignments                                 | -            | -          | -            |
| Set Aside for Technology                          | 619,556.41   | -          | 619,556.41   |
| Set Aside for Vehicles                            | 297,235.88   | -          | 297,235.88   |
| Set Aside for Curriculum                          | 304,108.39   | -          | 304,108.39   |
| e. Unassigned/Unappropriated                      |              |            |              |
| Reserve for Economic Uncertainty                  | 834,477.00   | -          | 834,477.00   |
| Unassigned/Unappropriated                         | -            | -          | -            |

As future financial statements are presented, the ratio would be evaluated as purchases are made against the Technology, Vehicle, and Curriculum Expenditure Plan. It is anticipated that the ratios will be adjusted depending on the value of the remaining items to be purchased in the plan.

Please let me know if there are any questions regarding this information.

**Report to the  
Colusa Unified School District  
November 1, 2018  
Williams Settlement Agreement Compliance**

**Lawsuit Background**

The Williams vs. State of California lawsuit, settled in 2004 by special agreement, requires that all public school students are provided equally with appropriate instructional materials, safe and adequate school facilities, and qualified teachers. The settlement also requires that parents be notified of the Uniform Complaint Procedure (UCP) process for reporting deficiencies, and it requires districts to complete annual physical inspections of each school site to report the conditions of the schools using a Facilities Inspection Tool (FIT).

**County Superintendent Oversight and Compliance Responsibilities**

The County Superintendent in each county is responsible for visiting district sites whose pupils scored in the lowest three deciles on the Academic Performance Index (API) to verify that provision of textbooks, materials, and teachers meets the requirements established in the Williams Settlement Agreement; to observe that the UCP is posted; and to complete a non-partisan FIT. These features must also be compared to the School Accountability Report Card (SARC) to confirm that parents and community members are receiving accurate information when they access the SARC on the district website.

**Results of Williams Settlement Agreement Site Reviews**

Over the Course of several weeks, I have been privileged to have visited all school sites, regardless of whether they were designated by the State for review under the Williams Settlement Agreement or not. My review of all sites in order to get a comprehensive overview of the conditions of all schools of Colusa County. This inspection was also performed for school sites that are under the direct supervision of the Colusa County Office of Education. The CCOE visits included the Colusa Unified School District.

For each school site that we visited, we reviewed the required areas:

- teacher quality,
- sufficient instructional materials, and
- safe facilities.

In all areas, each school met the requirements of the law:

- Teachers met all the requirements of the California Commission on Teacher Credentialing (CTC).
- All students have adequate books or digital curriculum and instructional materials for use in school and at home, and the adopted texts meet State standards.
- All facilities are well maintained and present no emergency or urgent threat to the safety of students and staff.

I must add that during my observation, I found a tremendous amount of care, forethought, and pride in every facility. It was obvious to me that those who have the responsibility for maintenance and operation of every site in the county are filled with pride and a dedication to providing clean, safe, and desirable facilities for the education of our youth.

I applaud the efforts of your custodial and maintenance staff; as without their obvious dedication, detailed planning and execution, facility maintenance of this caliber could not be achieved. You are fortunate to have a cohesive group with such foresight with an active due diligence to do the job right.

### **Uniform Complaint Procedure (UCP)**

The State of California requirement that each Local Education Agency (LEA) establish a Uniform Complaint Procedure was expanded as part of the Williams Settlement Agreement. The new UCP must be, and is posted in every classroom and provide specific information on teacher quality, instructional materials, and safe facilities issues that were addressed by the Williams settlement. Districts are required to complete summaries of the complaints received quarterly, and to submit those reports to the County Superintendent.

For the 2017/2018 school year, no complaints were filed in any of the four districts.

### **Facilities Inspection Tool (FIT)**

The Facilities Inspection Tool is used by the County Superintendent to assess the safety and health status of school sites. The tool includes verification in each of 15 areas; such as, gas leaks, hazardous materials, fire safety, drinking fountains, and restrooms. All items are evaluated during the site visit to confirm the condition of the school.

Districts are required to complete the FIT and to report the conditions in the SARC. The County Superintendent is mandated to compare the district's site inspection results with the report posted in the district's SARC.

For the 2018 inspections, all facilities reported by the districts on their SARCs were consistent with the findings of the County Superintendent.

Regards,

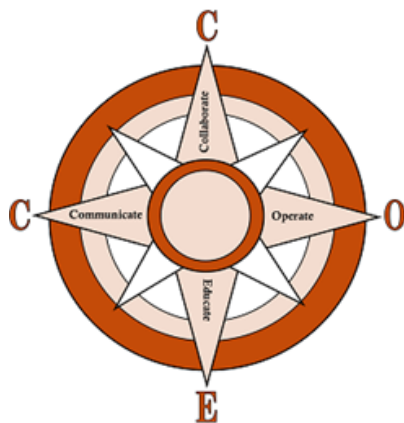
*Michael P. West*

**Superintendent of Schools**  
**Colusa County Office of Education**

345 5th Street  
Colusa, CA 95932  
(530) 458-0350 - Ext. 10365  
(530) 682-3310 Cell  
[mwest@ccoe.net](mailto:mwest@ccoe.net)  
[www.ccoe.net](http://www.ccoe.net)

**Colusa County Education Village**

499 Marguerite Street – Suite B  
Williams, CA 95987  
(530) 473-1350



### MISSION STATEMENT

As an advocate for educated, socially responsible citizens,  
Colusa County Office of Education will

**C**ommunicate Effectively  
**C**ollaborate Cooperatively  
**O**perate Efficiently  
And  
**E**ducate Totally



# Colusa Unified School District

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***California Assessment of Student  
Progress and Performance and English  
Language Proficiency Assessment for  
California Results***

***November 2018***

# Our Mission

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...is to provide a safe,  
student-centered, high  
quality education to ALL  
students.



# Our Vision

---

...is to provide, in cooperation with our families, an excellent, well balanced education where students gain skills necessary for success in an ever-changing world.



# Assessment Philosophy :

Do the Right Work, the scores will follow.

- ▶ What is the Right Work?
  - ▶ Respect and value everyone
  - ▶ High quality instruction
  - ▶ Data-based decisions
  - ▶ Aligned curriculum
  - ▶ High expectations
  - ▶ Safe atmosphere
  - ▶ Continuous improvement
  - ▶ Fun!

# How Do We Know Students Are Learning What We Teach?

---

- Evaluating what students know and are able to do takes place every day in our classrooms.
  - Classroom assignments
  - Quizzes
  - Tests
  - Individual or group projects
  - Teacher observation
  - Report cards
- Statewide tests are another measure of student learning that is consistent from school to school.

# Information from Multiple Assessments Is Used to Improve Teaching and Learning

---

- Information from all the different types of assessments listed on the previous slide provides powerful information for teachers.
- Teachers have the information they need to:
  - Plan lessons which best meet students' needs.
  - Identify where students may need help.
  - Decide if students need special programs.



# CAASPP Assessments

---

- Designed to help improve teaching and learning.
  - Provides information about student learning.
  - Identifies areas in which students may need support during the following year.
- Measures student learning of the standards – grade level expectations in each tested subject.
- Students test on a computer.

# 2017–18 CAASPP System

California Assessment of Student Performance and Progress (CAASPP)



## 2017–18 CAASPP System

### English Language Arts/Literacy and Mathematics Summative Assessments

Smarter Balanced  
California Alternate Assessment (CAA)

### Science

California Science Test (CAST)  
CAA for Science

### Reading/Language Arts

Standards-based Tests in Spanish

#### Additional Resources:

- Interim assessments
- Formative assessment processes (Digital Library)
- Grade two diagnostics (English language arts/literacy and mathematics)

California Department of Education

June 2017

# What Tests Did Students Take?

---

- **Smarter Balanced Summative Assessments**
  - SBAC Administered in grades 3 - 8 & 11
  - English-language arts/literacy and mathematics
  - Include a variety of test questions
    - Multiple-choice
    - Short answer/long essay
    - Performance task
  - Adapts to the student
    - Answer correctly → harder question
    - Answer wrong → easier question



# What Tests Did Students Take?, continued

---

- **California Alternate Assessments (CAAs)**
  - Designed for students with significant cognitive disabilities.
  - Specified by student's Individualized Education Program (IEP).
  - Available in English-language arts/literacy, mathematics, and science (currently as a pilot test).
- **California Science Test (CAST)**
  - Under development (grades 5, 8, high school)
    - Spring 2017 – Pilot Test
    - Spring 2018 – Field Test
    - Spring 2019 – Operational Test

# SBAC Scores – 2 Subjects, 4 Levels

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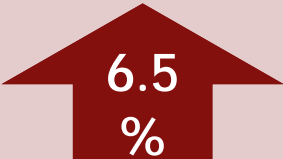
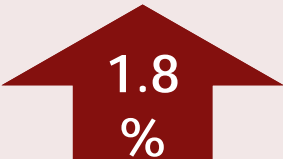
## English Language Arts/Literacy – Mathematics






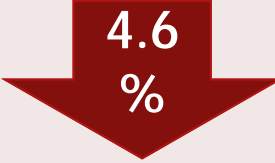
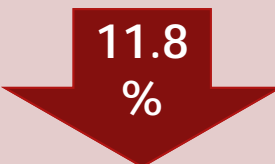

# How Did Our Students Perform?

## English-Language Arts/Literacy

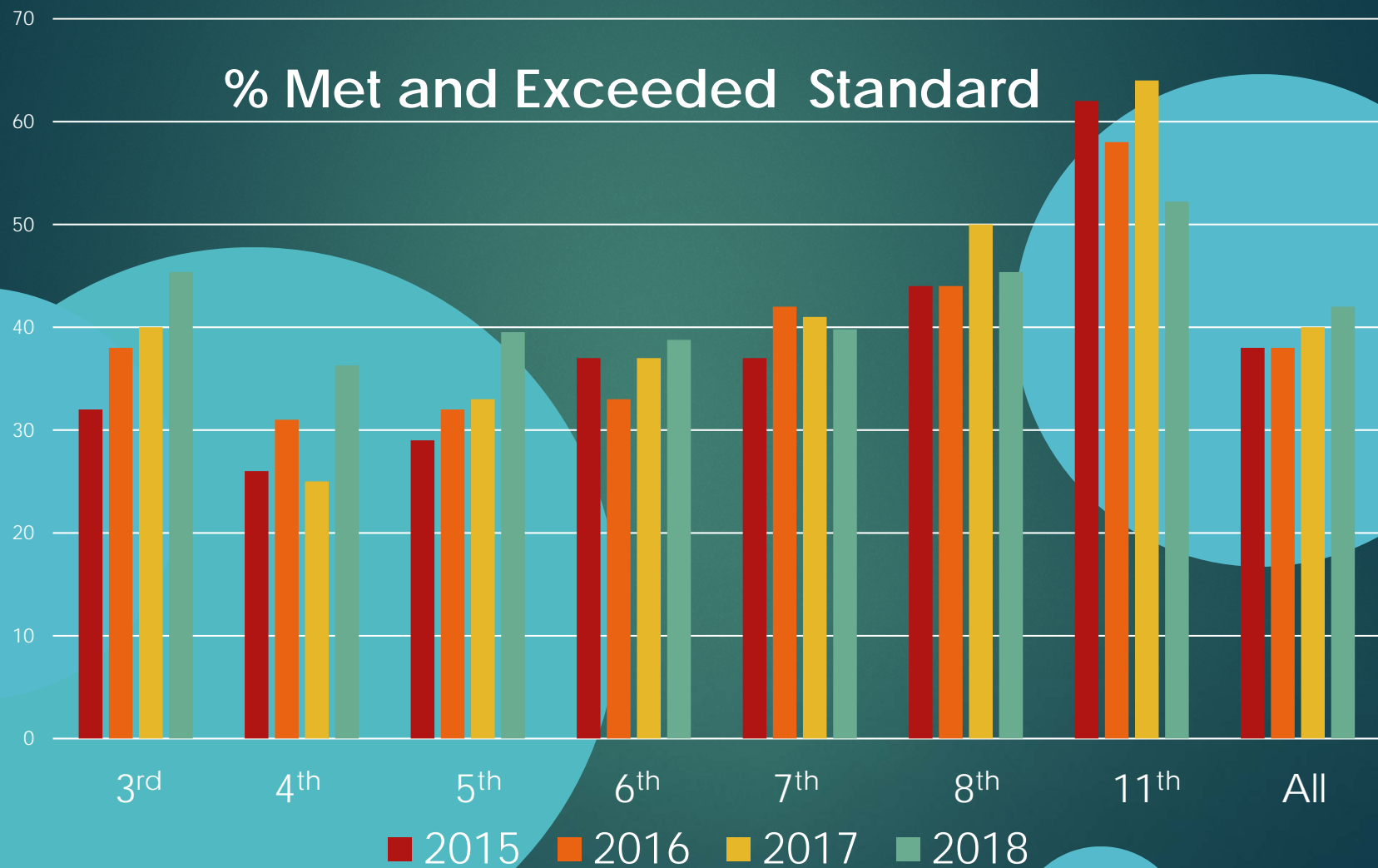
| Grade | Meeting or Exceeding Standards | Compared to Last Year   |
|-------|--------------------------------|---|
| 3     | 45%                            |  5.4 %   |
| 4     | 36%                            |  11.3 % |
| 5     | 40%                            |  6.5 % |
| 6     | 39%                            |  1.8 % |

# How Did Our Students Perform?

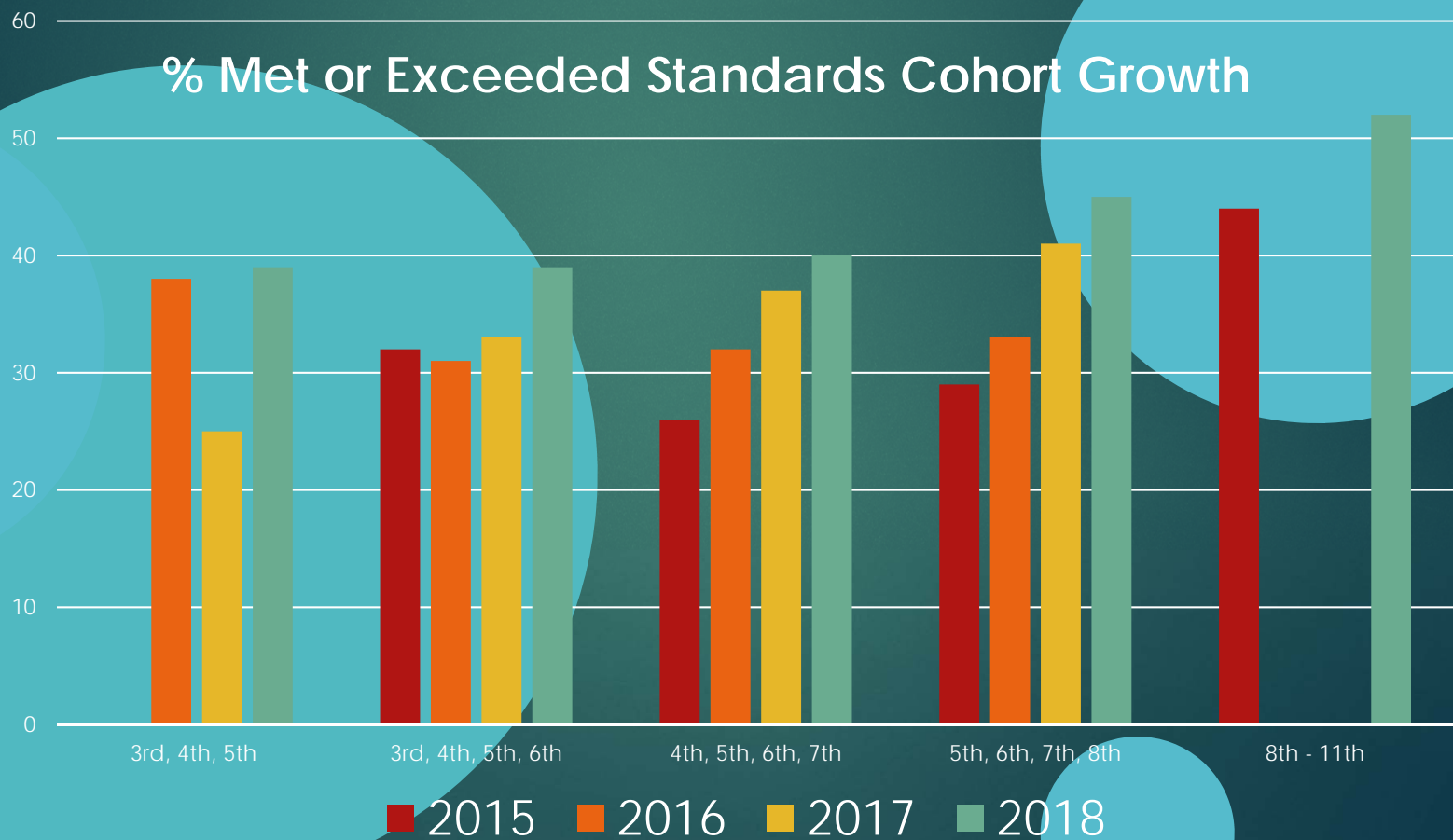
## English-Language Arts/Literacy

| Grade | Meeting or Exceeding Standards | Compared to Last Year  |
|-------|--------------------------------|--|
| 7     | 40%                            |  1.2 %    |
| 8     | 45%                            |  4.6 %   |
| 11    | 52%                            |  11.8 % |
| All   | 42%                            |  2%     |

# ELA SBAC Score Trends



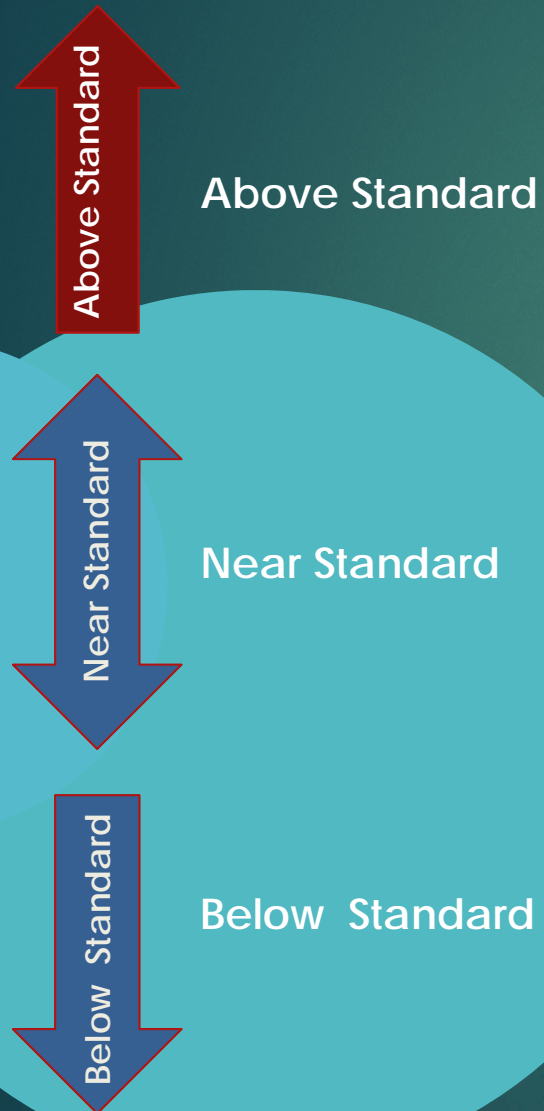
# ELA Cohort Group Trends





# Achievement Level Claims –

evidence-based statements about what students know and can do as demonstrated by their achievement on the summative assessments



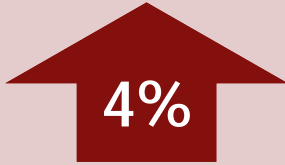



## ► ELA Categories:

1. Reading
2. Writing
3. Listening
4. Research / Inquiry




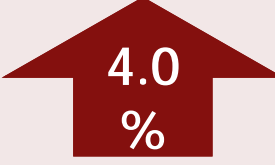
# How Did Our Students Perform?

## English-Language Arts/Literacy by Area

| Category           | Near or Above Standard | Compared to Last Year  |
|--------------------|------------------------|--|
| Reading            | 67%                    |  11%  |
| Writing            | 64%                    |  7%  |
| Listening          | 77%                    |  4% |
| Research / Inquiry | 71%                    |  1% |





# How Did Our Students Perform?

## Mathematics by Grade

| Grade | Meeting or Exceeding Standards | Compared to Last Year  |
|-------|--------------------------------|--|
| 3     | 45%                            |  2.3 %    |
| 4     | 29%                            |  9.0 %   |
| 5     | 30%                            |  10.6 % |
| 6     | 23%                            |  4.0 %  |

# How Did Our Students Perform?

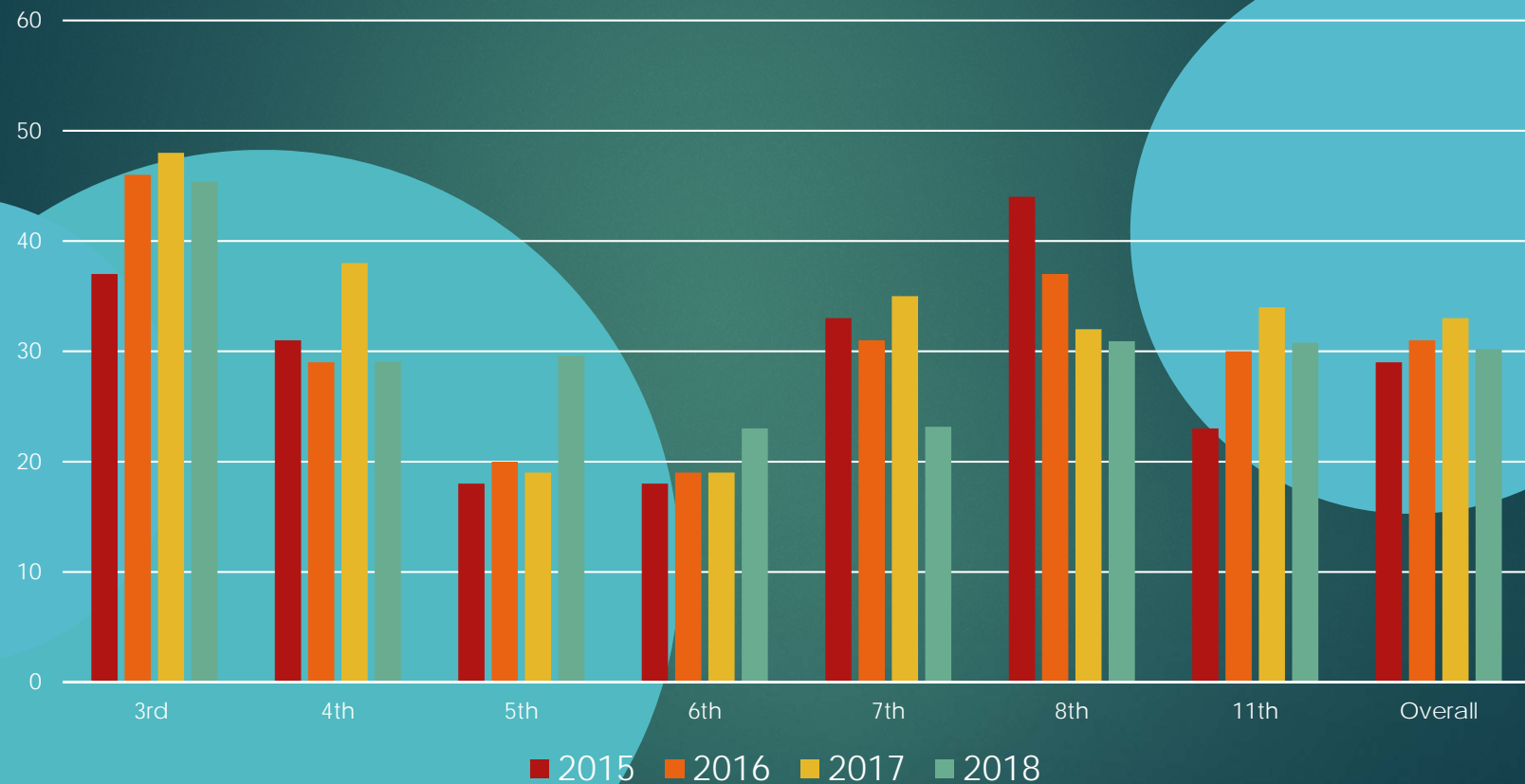
## Mathematics by Grade

| Grade | Meeting or Exceeding Standards | Compared to Last Year  |
|-------|--------------------------------|--|
| 7     | 23%                            | 11.8 %<br>  |
| 8     | 31%                            | 1.1 %<br>  |
| 11    | 31%                            | 3.2 %<br> |
| All   | 30%                            | 2.8 %<br> |



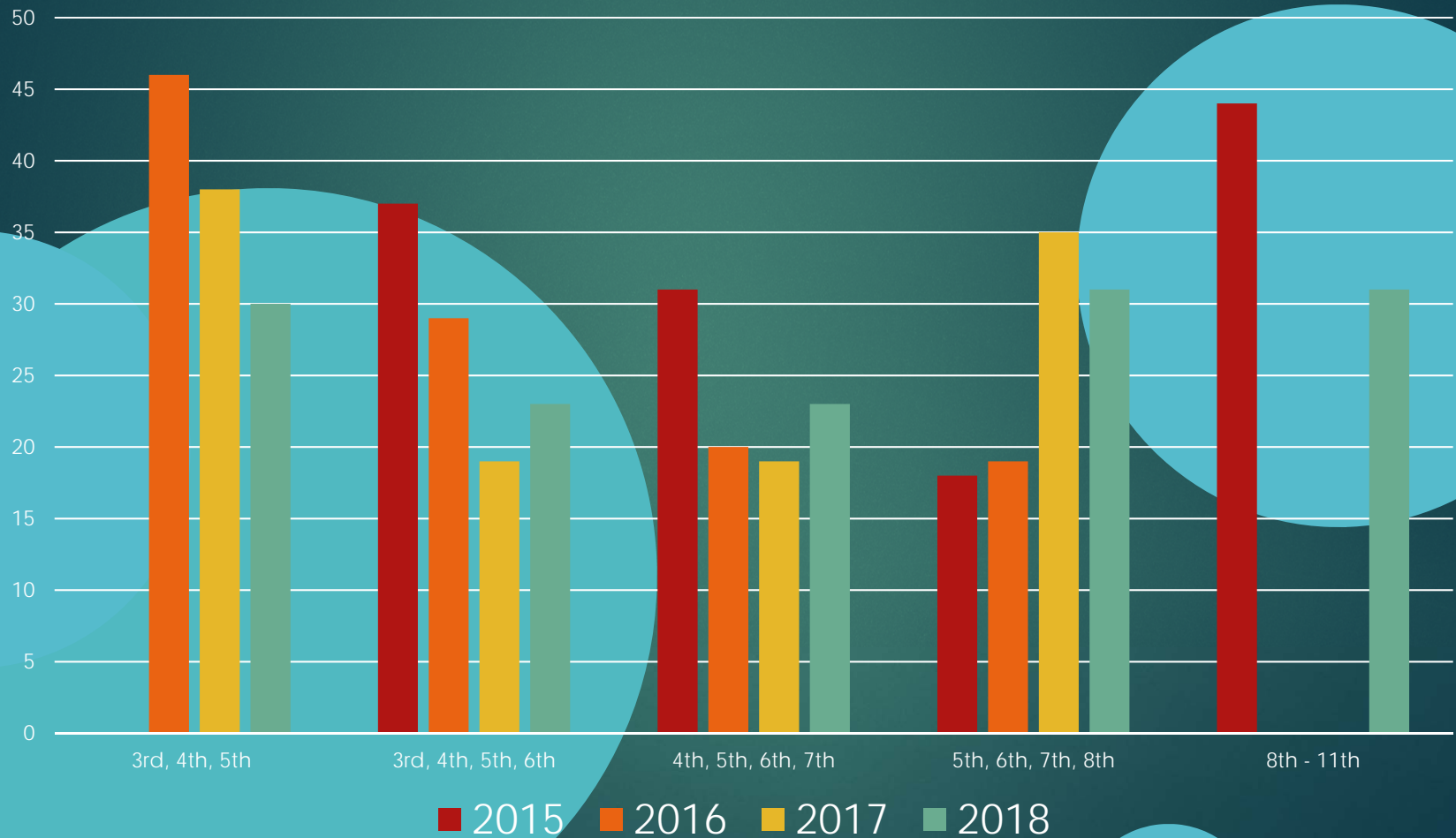
# Math SBAC Score Trends

## % Met & Exceeded Standard



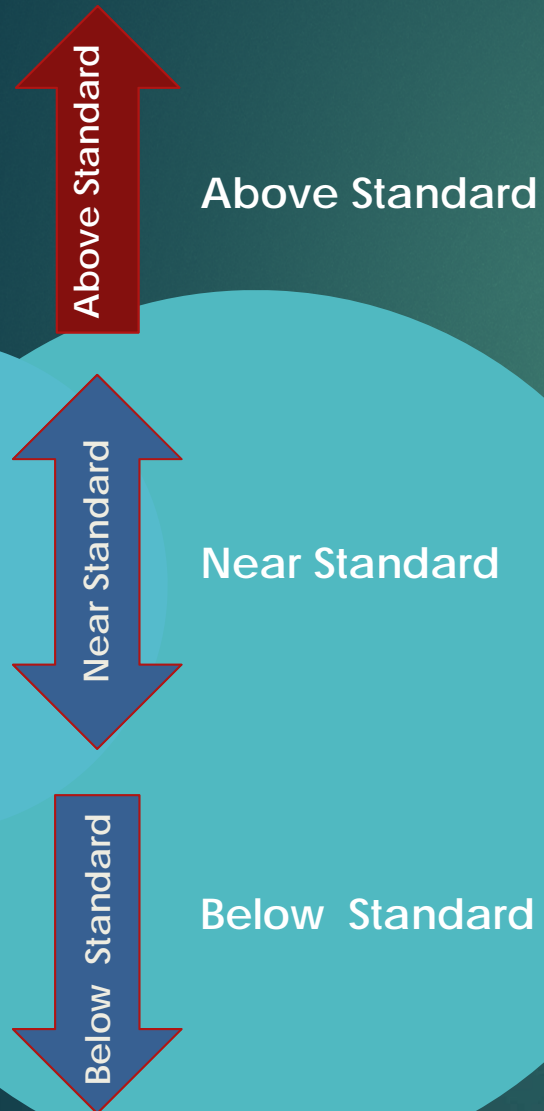
# Math Cohort Group Trends

% Met & Exceeded Standards Cohort Growth



# Achievement Level Claims –

evidence-based statements about what students know and can do as demonstrated by their achievement on the summative assessments


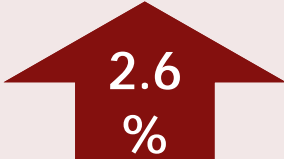
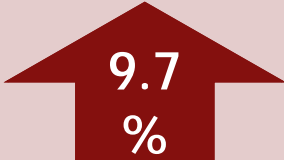


## ► Math Categories:

1. Concepts & Procedures
2. Problem Solving and Modeling & Data Analysis
3. Communicating Reasoning

# How Did Our Students Perform?





## Mathematics by Area

| Category                                  | Near or Above Standard | Compared to Last Year   |
|---|------------------------|---|
| Concepts & Procedures                     | 50%                    |  0.9 %   |
| Problem Solving, Modeling & Data Analysis | 62%                    |  2.6 %  |
| Communicating Reasoning                   | 65%                    |  9.7 % |



# Are we closing gaps?

## Comparisons of Group Performance

| Gap Area                 | % Difference between CUSD Groups 2018 | % Difference between CUSD Groups 2017 / State Gap 2018 | CUSD Gap Change since 2015   |
|--------------------------|---------------------------------------|--|--|
| Free / Paid Lunch (ELA)  | <b>19%</b>                            | <b>16% / 32%</b>                                       |  13%    |
| Free / Paid Lunch (Math) | <b>18%</b>                            | <b>10% / 32%</b>                                       |  6%    |
| Hispanic / White (ELA)   | <b>23%</b>                            | <b>22% / 26%</b>                                       |  9%   |
| Hispanic / White (Math)  | <b>26%</b>                            | <b>20% / 27%</b>                                       |  1.0% |

# Where Can I See More Results?

---

- Results for any school or school district in California can be found online at:

- ▶ <http://caaspp.cde.ca.gov/sb2018/Default>

- Need Help?

- ▶ Access the *Quick Reference Guides* that are also available online at:

- ▶ <http://www.cde.ca.gov/ta/tg/ca/caasppqrg.asp>

# When Will I Get Information About How My Child Did on CASPP Tests?

---

- All students who took the tests received a Student Score Report either in the U.S. mail or sent home with your child.
- For more information about your child's Student Score Report, see:
  - [Understanding the CAASPP Student Score Report Video](#)
    - <https://www.youtube.com/watch?v=PoxPJtFbBKE>
  - [Guide to Understanding the CAASPP Student Score Report](#)
    - <http://www.cde.ca.gov/ta/tg/ca/caasppsreports.asp>



# How Can I Learn More About the Tests My Child is Taking?

---

## Parent Guide to Understanding

- Smarter Balanced Summative Assessments
- California Alternate Assessments
  - English-Language Arts/Literacy and Mathematics
  - Science
- California Science Test
- Sample test questions for each grade can also be viewed at [www.testscoreguide.org](http://www.testscoreguide.org).
- Take a Practice Test with your child at home.
  - [https://login7.cloud1.tds.airast.org/student/V173/Pages/LoginShell.aspx?c=California\\_PT](https://login7.cloud1.tds.airast.org/student/V173/Pages/LoginShell.aspx?c=California_PT)



# English Language Proficiency Assessments for California (ELPAC)

---

- ▶ Replaces CELDT K-12
- ▶ English Language Learners (ELL)
- ▶ Aligned with EL Development Standards (ELD)
  - ▶ No longer peer based performance
- ▶ Two Assessments
  - ▶ Initial – one time
  - ▶ Summative – yearly until Fully English Proficient (FEP)
- ▶ <https://www3.cde.ca.gov/elpac/default>

# Second Language Acquisition Considerations

Perceptual Restoration – the aural  
“blind spot”

Neural Plasticity – Highest 0 - 6

Socio-Economic – 30 million fewer  
words

Early entry: 5 to 7 years

Later entry: 7 – 10 years

# UNDERSTANDING ELPAC

## Tests and Scores

---

- ▶ **2 Language Areas**

- ▶ **Oral Language** – Speaking & Listening Domains

- ▶ **Written Language** – Reading & Writing Domains

- ▶ **4 Performance Levels**

- ▶ 4 = Well Developed

- ▶ 3 = Moderately Developed

- ▶ 2 = Somewhat Developed

- ▶ 1 = Beginning Stage



# Who took Summative ELPAC?

▶ K = 58

▶ 1<sup>st</sup> = 58

▶ 2<sup>nd</sup> = 45

▶ 3<sup>rd</sup> = 32

▶ 4<sup>th</sup> = 55

▶ 5<sup>th</sup> = 35

▶ 6<sup>th</sup> = 34

▶ 7<sup>th</sup> = 27

▶ 8<sup>th</sup> = 39

▶ 9<sup>th</sup> = 25

▶ 10<sup>th</sup> = 18

▶ 11<sup>th</sup> = 14

▶ 12<sup>th</sup> = 13

▶ **Total = 453 Students**

# Overall ELPAC Scores

## Level 3 & 4

---

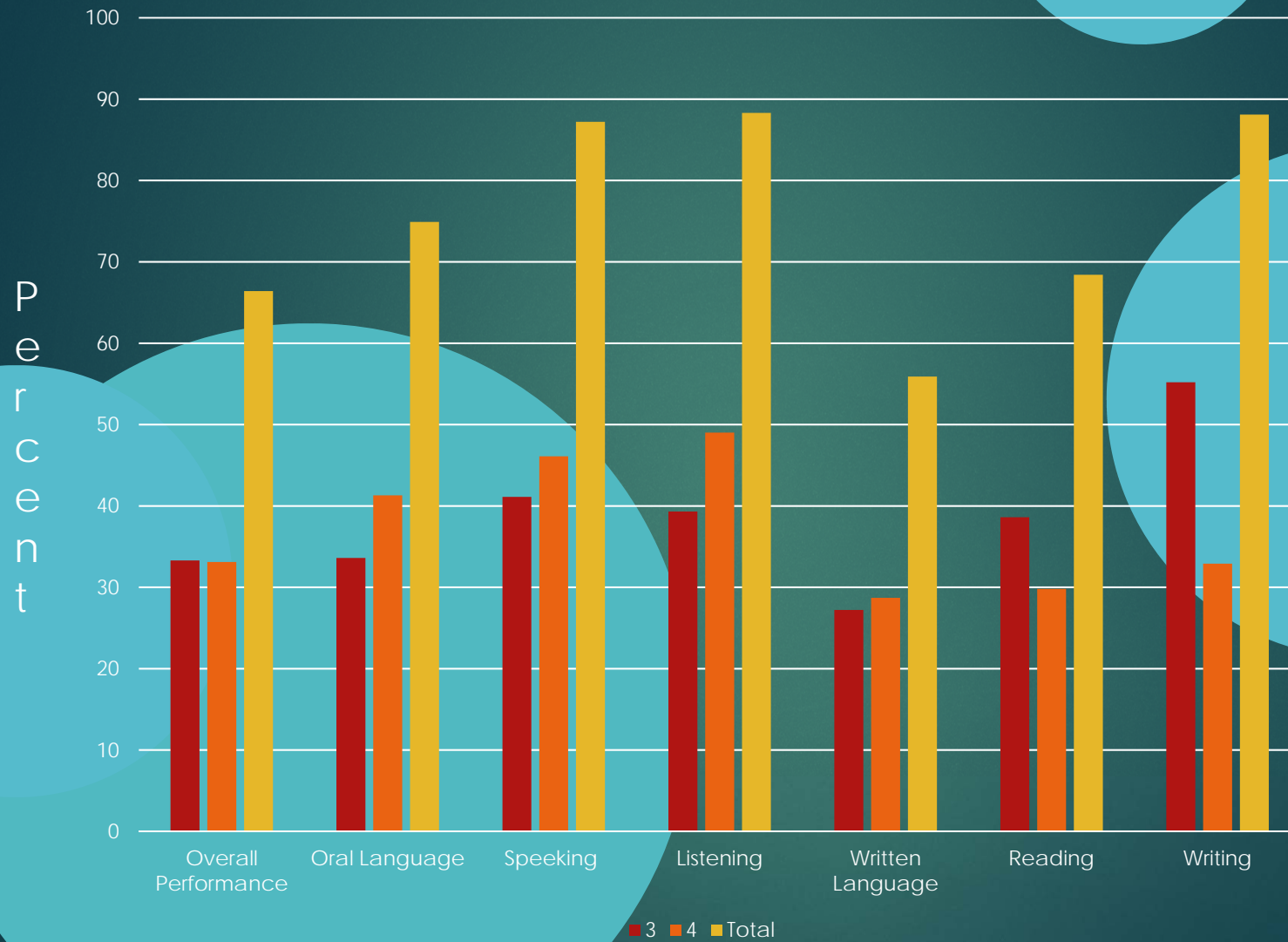
- ▶ In US schools < 12 Months = **38%**
- ▶ In US schools > 12 Months = **69%**
- ▶ Boys = **61%**
- ▶ Girls = **73%**
- ▶ Economically Disadvantaged = **67%**
- ▶ Not Economically Disadvantaged = **81%**
- ▶ Hispanic Latino = **67%**
- ▶ Migrant = **78%**

# Who took Summative ELPAC?

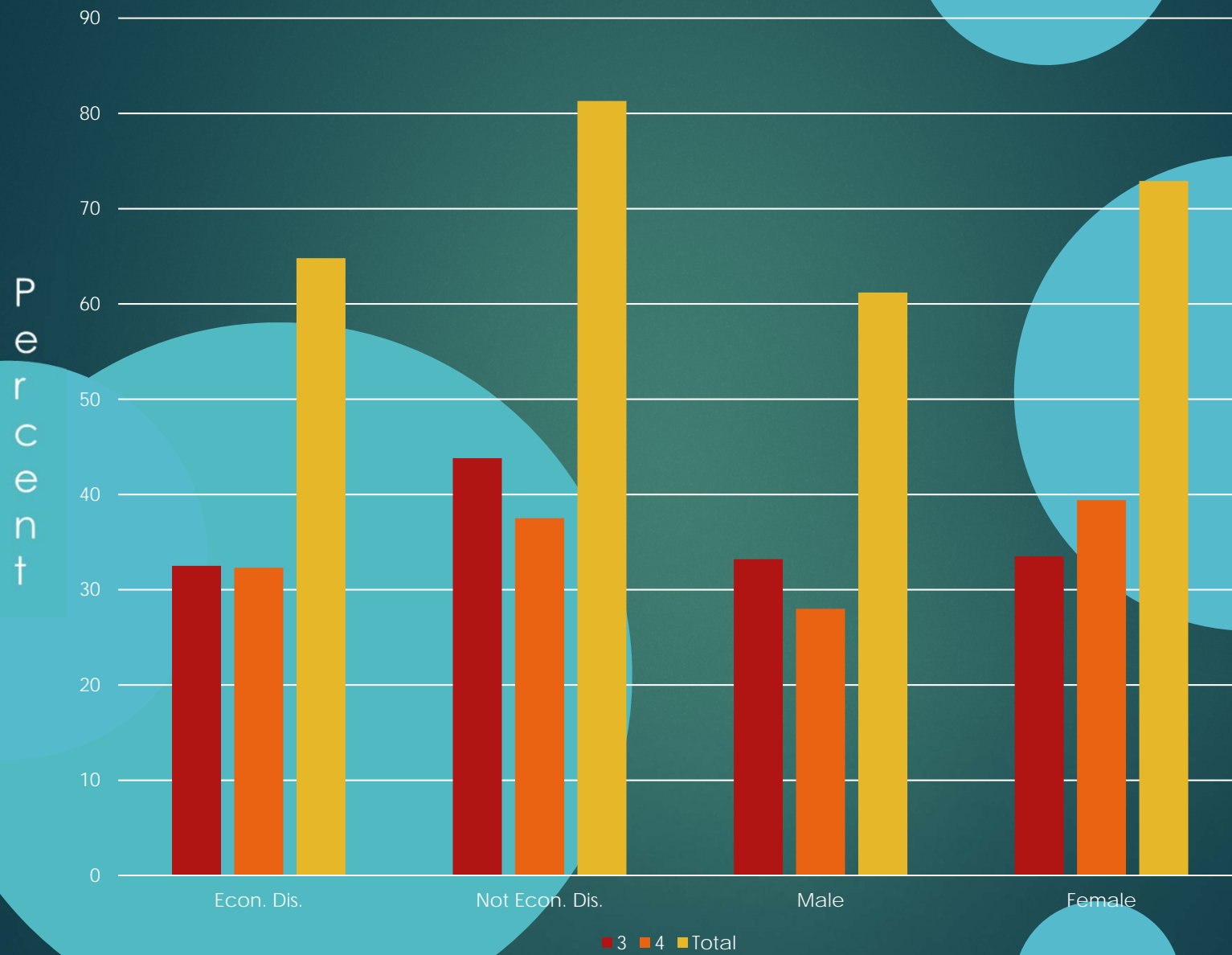
- ▶ In US schools < 12 Months = 32
- ▶ In US schools > 12 Months = 404
- ▶ Boys = 250
- ▶ Girls = 203
- ▶ Economically Disadvantaged = 421
- ▶ Not Economically Disadvantaged = 32
- ▶ Hispanic Latino = 441
- ▶ Migrant = 45



# Summative ELPAC Performance



# Summative ELPAC Sub-Group Performance





# How can I learn more about the ELPAC

---

- ▶ General Information

<https://www.elpac.org/about/>

- ▶ Practice Tests

<https://www.elpac.org/resources/practicetests/>

- ▶ Frequently Asked Questions

<https://www.elpac.org/resources/faq/>

# How You Can Help Support Your Child's Success continued

---

- Your child should read, or be read to each day, and make sure they have a quiet place for doing their homework.
- Make sure your child knows tests are only one way that their teacher gets information about what they know.
- Encourage your student to try their best because the tests are important.

# How You Can Help Support Your Child's Success

---

- Monitor your child's completion and performance on homework, classroom assignments, quizzes and tests.
- Talk to your child's teacher regularly about his or her progress.
- Ask your child's teacher:
  - On which standards is my child doing well?
  - On which standards does my child need some extra support?
  - How can I help support my child at home to make sure he/she is successful?



## Our Job: Supporting Your Child's Success

---

- Your child's teacher is the best place to start if you have any concerns.



**THANK  
YOU**



# *Colusa Unified School District*

## *Board of Trustees, County of Colusa, State of California*

### *Resolution #2018-19.07*

*Whereas, the Governing Board of Colusa Unified School District is responsible for ensuring the highest quality education for all of its students, and desires to acknowledge and honor the contributions of Charles Yerxa for his service to the students of the Colusa Unified School District;*

*Whereas, the Governing Board wishes to thank Charles Yerxa for dedicating many years to serving the needs of the district's students;*

*Whereas, by word and deed, your presence has enriched the lives of our students, and served as an example to all;*

*Whereas, as a school Board Member you have provided valuable services to the schools and students, and contributed to the establishment and promotion of a positive instructional environment;*

*Whereas, in recognition of your efforts and commitment to the students of the district;*

*Now, Therefore, Be It Resolved, that the Governing Board of the Colusa Unified School District, in passage of this resolution hereby gives its sincerest thanks and appreciation in honor of the service of Charles Yerxa to the education of our children.*

*Passed and Adopted this 19<sup>th</sup> day of November, 2018 by the following vote:*

*Ayes:*

---

*Melissa Ortiz, Board Member*

---

*Kathie Whitesell, Board Member*

---

*Michael Phenicie, Board Member*

---

*Kelli Griffith-Garcia, Board Member*

---

*Dwayne Newman, Superintendent*

Batch status: A All

From batch: 0014

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

| Vendor/Addr   | Remit name                 |                                | Tax ID num | Deposit type                             | ABA num       | Account num |          |            |  |
|---------------|----------------------------|--------------------------------|------------|--|---------------|-------------|----------|------------|--|
| Req Reference | Date                       | Description                    |            | FD RESC Y OBJ GOAL                       | FUNC SCH BDRS | TYPE T9MPS  | Liq Amt  | Net Amount |  |
| 005758/00     | ACTIVE NETWORK             |                                | 464960154  |  |               |             |          |            |  |
| PO-190143     | 09/14/2018                 | INV #4100162701                |            | 1 01-0000-0-5800-1110-1000-000-6110-0000 | NY P          |             | 1,596.00 | 1,596.00   |  |
| PO-190143     | 09/14/2018                 | INV #4100162702                |            | 1 01-0000-0-5800-1110-1000-000-6110-0000 | NY P          |             | 798.00   | 798.00     |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 2,394.00 *    |             |          | 2,394.00   |  |
| 005908/00     | ADAM LABORATORIES          |                                | 550853369  |  |               |             |          |            |  |
| PO-190234     | 10/01/2018                 | INV #27005                     |            | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NY P          |             | 40.00    | 40.00      |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 40.00 *       |             |          | 40.00      |  |
| 004456/00     | ADVANCED DOCUMENT CONCEPTS |                                | 941727222  |  |               |             |          |            |  |
| PV-000323     | 09/27/2018                 | INV #CNIN699537                |            | 01-0000-0-5600-3300-1000-500-5027-0000   | NN            |             |          | 520.64     |  |
| PV-000323     | 09/27/2018                 | INV #CNIN699536                |            | 01-0000-0-5600-1110-1000-200-2027-0000   | NN            |             |          | 647.61     |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 1,168.25 *    |             |          | 1,168.25   |  |
| 006232/00     | AMERICAN TIME              |                                |            |  |               |             |          |            |  |
| PO-190229     | 09/28/2018                 | ORDER #901488                  |            | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN F          |             | 155.55   | 175.94     |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 175.94 *      |             |          | 175.94     |  |
| 006114/00     | BURG, NIKOLE               |                                |            |  |               |             |          |            |  |
| PO-190147     | 09/25/2018                 | REIMBURSE SUPPLIES PURCHASED   |            | 1 95-0865-0-4300-0000-0000-000-0000-0000 | NN P          |             | 28.03    | 28.03      |  |
| PV-000324     | 09/14/2018                 | REIMBURSE FOR OFFICER PICTURES |            | 95-0865-0-4300-0000-0000-000-0000-0000   | NN            |             |          | 9.20       |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 37.23 *       |             |          | 37.23      |  |
| 005216/00     | CASBO                      |                                |            |  |               |             |          |            |  |
| PO-190168     | 08/27/2018                 | INV #606921                    |            | 1 01-0000-0-5200-0000-7200-000-0000-0000 | NN F          |             | 150.00   | 150.00     |  |
|               |                            | TOTAL PAYMENT AMOUNT           |            |  | 150.00 *      |             |          | 150.00     |  |
| 000155/00     | CITY OF COLUSA             |                                | 946000314  |  |               |             |          |            |  |
| PV-000325     | 09/30/2018                 | 016-1115 813 WEBSTER ST        |            | 01-0000-0-5500-0000-8100-200-0000-0000   | NN            |             |          | 4,866.63   |  |
| PV-000325     | 09/30/2018                 | 016-1416 FOOTBALL FIELD        |            | 01-0000-0-5500-0000-8100-300-0000-0000   | NN            |             |          | 181.45     |  |
| PV-000325     | 09/30/2018                 | 016-1420 901 COLUS AVE         |            | 01-0000-0-5500-0000-8100-300-0000-0000   | NN            |             |          | 1,751.70   |  |
| PV-000325     | 09/30/2018                 | 013-0405 400 A FREMONT ST      |            | 01-0000-0-5500-0000-8100-100-0000-0000   | NN            |             |          | 704.36     |  |
| PV-000325     | 09/30/2018                 | 013-0410 LAFAYETTE ST          |            | 01-0000-0-5500-0000-8100-100-0000-0000   | NN            |             |          | 670.81     |  |
| PV-000325     | 09/30/2018                 | 013-0420 400 FREMONT ST        |            | 01-0000-0-5500-0000-8100-100-0000-0000   | NN            |             |          | 128.63     |  |

| Vendor/Addr   | Remit name                  | Tax ID num               | Deposit type                                  | ABA num | Account num |
|---------------|-----------------------------|--------------------------|---|---------|-------------|
| Req Reference | Date                        | Description              | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS   | Liq Amt | Net Amount  |
| 000155        | (CONTINUED)                 |                          |   |         |             |
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| PV-000325     | 09/30/2018                  | 013-0425 400 FREMONT ST  | 01-0000-0-5500-0000-8100-100-0000-0000 NN     |         | 160.73      |
| PV-000325     | 09/30/2018                  | 013-0785 449 FREMONT ST  | 01-0000-0-5500-0000-8100-100-0000-0000 NN     |         | 106.98      |
| PV-000349     | 10/02/2018                  | BANNER FEE               | 01-0000-0-5800-0000-7200-000-0100-0000 NN     |         | 400.00      |
|               |                             | TOTAL PAYMENT AMOUNT     | 9,665.87 *                                    |         | 9,665.87    |
| 004835/00     | CLIMATE CONTROL INC         | 200216468                |   |         |             |
| PV-000326     | 08/31/2018                  | INV #28467               | 13-5310-0-5600-0000-3700-000-0000-0000 NN     |         | 344.05      |
|               |                             | TOTAL PAYMENT AMOUNT     | 344.05 *                                      |         | 344.05      |
| 000188/00     | COLUSA USD - EMERGENCY FUND |                          |   |         |             |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0000-0-4300-1110-1000-300-7150-0000        |         | 2,000.00    |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 95-0834-0-4300-0000-0000-000-0000-0000        |         | 100.00      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 95-0834-0-4300-0000-0000-000-0000-0000        |         | 525.00      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0000-0-4300-1110-1000-100-1005-0000        |         | 300.00      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0723-0-5200-0000-3600-000-6500-0000        |         | 270.00      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0000-0-9517-0000-0000-000-0000-0000        |         | 191.18      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0000-0-5800-0000-8100-000-6500-0000        |         | 4,340.00    |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-7220-0-4300-1110-1000-300-3026-0000        |         | 238.00      |
| RC-000047     | 10/02/2018                  | REIMBURSE EMERGENCY FUND | 01-0000-0-9517-0000-0000-000-0000-0000 N      |         | 1,763.58    |
|               |                             | TOTAL PAYMENT AMOUNT     | 9,727.76 *                                    |         | 9,727.76    |
| 006230/00     | ESCAPE TECHNOLOGY           |                          |   |         |             |
| PO-190223     | 09/27/2018                  | INV #UC18-0493           | 1 01-0000-0-5200-0000-7200-000-0000-0000 NN F | 800.00  | 1,600.00    |
|               |                             | TOTAL PAYMENT AMOUNT     | 1,600.00 *                                    |         | 1,600.00    |
| 005930/00     | FRANZ FAMILY BAKERIES       |                          |   |         |             |
| PV-000327     | 09/18/2018                  | INV #048308626104        | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |         | 112.15      |
| PV-000328     | 09/17/2018                  | INV #048308626002        | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |         | 195.30      |
| PV-000329     | 09/17/2018                  | INV #048308626001        | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |         | 172.95      |
|               |                             | TOTAL PAYMENT AMOUNT     | 480.40 *                                      |         | 480.40      |

| Vendor/Addr<br>Req Reference | Remit name<br>Date | Description                  | Tax ID num | Deposit type<br>FD RESC Y OBJ GOAL     | ABA num<br>FUNC SCH BDRS | Account num<br>TYPE T9MPS | Liq Amt  | Net Amount |
|------------------------------|--------------------|------------------------------|------------|--|--------------------------|---------------------------|----------|------------|
| 000505/00                    | GENERAL PRODUCE    |                              | 940501561  |  |                          |                           |          |            |
| PV-000330                    | 09/15/2018         | INV #04165571                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 429.00   |            |
| PV-000330                    | 09/15/2018         | INV #04171292                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 559.10   |            |
| PV-000330                    | 09/15/2018         | CM #939143                   |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | -25.15   |            |
| PV-000330                    | 09/15/2018         | INV #04164832                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 234.20   |            |
| PV-000330                    | 09/15/2018         | INV #04171211                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 605.15   |            |
| PV-000330                    | 09/15/2018         | INV #04167293                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 199.25   |            |
| PV-000330                    | 09/15/2018         | INV #04171193                |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN                       |                           | 391.40   |            |
|                              |                    | TOTAL PAYMENT AMOUNT         |            | 2,392.95 *                             |                          |                           | 2,392.95 |            |
| 005129/00                    | GIFFIN, JENNIFER   |                              |            |  |                          |                           |          |            |
| PV-000331                    | 09/20/2018         | REIMBURSE SUPPLIES PURCHASED |            | 01-7220-0-4300-1110-1000-300-3026-0000 | NN                       |                           | 599.86   |            |
|                              |                    | TOTAL PAYMENT AMOUNT         |            | 599.86 *                               |                          |                           | 599.86   |            |
| 006166/00                    | HUST BROTHERS      |                              |            |  |                          |                           |          |            |
| PV-000332                    | 08/28/2018         | INV #22IV102996              |            | 01-0723-0-4300-0000-3600-000-6502-0000 | NN                       |                           | 30.60    |            |
|                              |                    | TOTAL PAYMENT AMOUNT         |            | 30.60 *                                |                          |                           | 30.60    |            |
| 006053/00                    | INLAND             |                              | 942463728  |  |                          |                           |          |            |
| PV-000333                    | 09/21/2018         | INV #IN235575                |            | 01-0000-0-5800-1110-1000-000-6124-0000 | NY                       |                           | 679.83   |            |
|                              |                    | TOTAL PAYMENT AMOUNT         |            | 679.83 *                               |                          |                           | 679.83   |            |
| 001688/00                    | KELLEHER PAINT     |                              | 680330636  |  |                          |                           |          |            |
| PV-000344                    | 08/31/2018         | INV #7968                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 36.16    |            |
| PV-000344                    | 08/31/2018         | INV #7995                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 118.53   |            |
| PV-000344                    | 08/31/2018         | INV #8017                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 64.51    |            |
| PV-000344                    | 08/31/2018         | INV #8083                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 21.94    |            |
| PV-000344                    | 08/31/2018         | INV #8090                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 138.93   |            |
| PV-000344                    | 08/31/2018         | INV #8102                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 16.16    |            |
| PV-000344                    | 08/31/2018         | INV #8130                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 135.62   |            |
| PV-000344                    | 08/31/2018         | INV #8146                    |            | 01-0000-0-4300-0000-8100-000-6507-0000 | NN                       |                           | 37.48    |            |
| PV-000344                    | 08/31/2018         | INV #8155                    |            | 01-6387-0-4300-1110-1000-300-3000-0000 | NN                       |                           | 18.07    |            |
| PV-000344                    | 08/31/2018         | INV #7865 CORRECTED          |            | 01-0000-0-6200-0000-8500-200-6507-0000 | NN                       |                           | 10.34    |            |
| PV-000344                    | 08/31/2018         | INV #8132                    |            | 01-0000-0-4300-0000-8100-000-6501-0000 | NN                       |                           | 18.23    |            |
| PV-000344                    | 08/31/2018         | INV #8164                    |            | 01-0000-0-4300-0000-8100-000-6501-0000 | NN                       |                           | 36.46    |            |
|                              |                    | TOTAL PAYMENT AMOUNT         |            | 652.43 *                               |                          |                           | 652.43   |            |



| Vendor/Addr   | Remit name                 | Description                    | Tax ID num | Deposit type                           | ABA num       | Account num | Liq Amt  | Net Amount |
|---------------|----------------------------|--------------------------------|------------|--|---------------|-------------|----------|------------|
| Req Reference | Date                       |                                |            | FD RESC Y OBJ GOAL                     | FUNC SCH BDRS | TYPE T9MPS  |          |            |
| 005150/00     | LEMENAGER, ERIKA           |                                |            |  |               |             |          |            |
| PV-000350     | 09/20/2018                 | REIMBURSE MILEAGE              |            | 01-0000-0-5200-0000-7200-000-0100-0000 | NN            |             | 128.08   | 128.08     |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 128.08 *                               |               |             |          |            |
| 005741/00     | NAIL, MITCHELL             |                                |            |  |               |             |          |            |
| PV-000334     | 09/17/2018                 | REIMBURSE SUPPLIES PURCHASED   |            | 01-7220-0-4300-1110-1000-300-3026-0000 | NN            |             | 286.00   | 286.00     |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 286.00 *                               |               |             |          |            |
| 003736/00     | O'CONNELL RANCH            |                                |            |  |               |             |          |            |
| PV-000335     | 09/18/2018                 | INV #39022                     |            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN            |             | 160.00   | 160.00     |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 160.00 *                               |               |             |          |            |
| 002242/00     | OUR LADY OF LOURDES SCHOOL | 942515733                      |            |  |               |             |          |            |
| PV-000336     | 08/30/2018                 | REIMBURSE ZOO-PHONICS INV46272 |            | 01-3010-0-5200-1110-1000-000-0900-0000 | NN            |             | 1,442.22 | 1,442.22   |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 1,442.22 *                             |               |             |          |            |
| 006238/00     | PINGREY, JIM               |                                |            |  |               |             |          |            |
| PV-000337     | 09/06/2018                 | REIMBURSE SUPPLIES PURCHASED   |            | 95-0826-0-4300-0000-0000-000-0000-0000 | NN            |             | 750.00   | 750.00     |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 750.00 *                               |               |             |          |            |
| 006239/00     | RED LION INN               |                                |            |  |               |             |          |            |
| PV-000338     | 10/01/2018                 | CATA MEETING ACCOMODATIONS     |            | 01-0000-0-5200-1110-1000-300-3530-0000 | NN            |             | 115.11   | 115.11     |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 115.11 *                               |               |             |          |            |
| 003250/00     | RENAISSANCE LEARNING       | 391559474                      |            |  |               |             |          |            |
| PV-000339     | 08/15/2018                 | INV #4416067                   |            | 01-3010-0-5200-1110-1000-000-0900-0000 | NN            |             | 1,993.84 | 1,993.84   |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 1,993.84 *                             |               |             |          |            |
| 000924/00     | RIVERBANK PIZZA            | 203976569                      |            |  |               |             |          |            |
| PV-000340     | 09/28/2018                 | INV #65501                     |            | 01-0000-0-4300-0000-7200-000-0000-0000 | NN            |             | 52.54    | 52.54      |
|               |                            | TOTAL PAYMENT AMOUNT           |            | 52.54 *                                |               |             |          |            |

| Vendor/Addr<br>Req Reference | Remit name<br>Date        | Description                    | Tax ID num | Deposit type<br>FD RESC Y OBJ GOAL     | ABA num<br>FUNC SCH BDRS | Account num<br>TYPE T9MPS | Liq Amt  | Net Amount |
|------------------------------|---------------------------|--------------------------------|------------|--|--------------------------|---------------------------|----------|------------|
| 001038/00                    | SAM'S CLUB DIRECT         |                                | 061236737  |  |                          |                           |          |            |
| PO-190158                    | 08/28/2018                | SUPPLIES FOR SNACK BAR ASB GEN | 1          | 95-0000-0-4300-0000-0000-300-0801-0000 | NN P                     |                           | 713.28   | 713.28     |
| PO-190174                    | 09/04/2018                | SUPPLIES FOR ASB VB            | 1          | 95-0834-0-4300-0000-0000-000-0000-0000 | NN P                     |                           | 354.57   | 354.57     |
| PV-000345                    | 09/06/2018                | SUPPLIES FOR SNACK BAR ASB CNS |            | 95-0000-0-4300-0000-0000-300-0801-0000 | NN                       |                           |          | 394.15     |
| PV-000346                    | 09/02/2018                | MEMBERSHIP FEE                 |            | 95-0000-0-4300-0000-0000-300-0800-0000 | NN                       |                           |          | 120.00     |
| PV-000346                    | 09/02/2018                | SERVICE FEE                    |            | 95-0000-0-4300-0000-0000-300-0800-0000 | NN                       |                           |          | 50.00      |
|                              |                           | TOTAL PAYMENT AMOUNT           |            |  | 1,632.00 *               |                           |          | 1,632.00   |
| 006240/00                    | UNIVERSITY OF OREGON      |                                |            |  |                          |                           |          |            |
| PV-000348                    | 09/05/2018                | INV #01830 (STUDENT FEES)      |            | 95-0834-0-4300-0000-0000-000-0000-0000 | NN                       |                           |          | 245.00     |
|                              |                           | TOTAL PAYMENT AMOUNT           |            |  | 245.00 *                 |                           |          | 245.00     |
| 005682/00                    | US BANK EQUIPMENT FINANCE |                                |            |  |                          |                           |          |            |
| PV-000341                    | 10/01/2018                | INV #367474921                 |            | 01-0000-0-5600-0000-7200-000-0027-0000 | NN                       |                           |          | 2,208.28   |
|                              |                           | TOTAL PAYMENT AMOUNT           |            |  | 2,208.28 *               |                           |          | 2,208.28   |
| 005101/00                    | US BANK- CAL CARD         |                                | 411558798  |  |                          |                           |          |            |
| PO-190133                    | 08/26/2018                | INV #IN25944                   | 1          | 01-0000-0-4300-1110-1000-200-2045-0000 | NN F                     |                           | 55.24    | 115.00 ✓   |
| PO-190134                    | 08/28/2018                | VOYAGER SOPRIS                 | 1          | 01-0000-0-4200-1110-1000-200-2025-0000 | NN F                     |                           | 150.54   | 173.07 ✓   |
| PO-190144                    | 08/28/2018                | POSTAGE                        | 1          | 01-0000-0-4300-1110-1000-200-2030-0000 | NN P                     |                           | 288.40   | 288.40 ✓   |
| PO-190144                    | 09/07/2018                | POSTAGE                        | 1          | 01-0000-0-4300-1110-1000-200-2030-0000 | NN P                     |                           | 25.17    | 25.17 ✓    |
| PO-190164                    | 08/30/2018                | LOWE'S                         | 1          | 01-0000-0-4300-0000-8100-000-6507-0000 | NN P                     |                           | 171.86   | 171.86 ✓   |
| PO-190164                    | 09/11/2018                | LOWE'S                         | 1          | 01-0000-0-4300-0000-8100-000-6507-0000 | NN P                     |                           | 69.80    | 69.80 ✓    |
| PO-190164                    | 09/13/2018                | THE HOME DEPOT                 | 1          | 01-0000-0-4300-0000-8100-000-6507-0000 | NN P                     |                           | 92.42    | 92.42 ✓    |
| PO-190186                    | 08/29/2018                | INV #206717                    | 1          | 01-0000-0-4300-1110-1000-200-2021-0000 | NN F                     |                           | 43.06    | 43.06 ✓    |
| PO-190201                    | 09/18/2018                | ACSA MEMBERSHIP FEES           | 1          | 01-0000-0-5300-0000-7200-000-0000-0000 | NN P                     |                           | 1,162.50 | 1,162.50 ✓ |
| PO-190221                    | 09/20/2018                | SEARS (EDGER)                  | 1          | 01-0000-0-4300-0000-8100-000-6505-0000 | NN P                     |                           | 254.49   | 254.49 ✓   |
| RC-000043                    | 10/01/2018                | 10.5.18 MILLER VISA CHARGES    |            | 01-0000-0-4300-0000-7700-000-6000-0000 |                          |                           |          | -25.32 ✓   |
| RC-000043                    | 10/01/2018                | 10.5.18 MILLER VISA CHARGES    |            | 01-0000-0-4300-0000-7700-000-6000-0000 |                          |                           |          | -229.49 ✓  |
| RC-000043                    | 10/01/2018                | 10.5.18 MILLER VISA CHARGES    |            | 01-0000-0-4300-0000-7700-000-6000-0000 |                          |                           |          | 32.61 ✓    |
| RC-000043                    | 10/01/2018                | 10.5.18 MILLER VISA CHARGES    |            | 01-0000-0-4400-1110-1000-300-3042-0000 |                          |                           |          | 970.77 ✓   |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 12.86 ✓    |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 44.28 ✓    |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 540.54 ✓   |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 69.71 ✓    |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 110.95 ✓   |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 9.98 ✓     |
| RC-000044                    | 10/01/2018                | 10.5.18 ESPINDOLA VISA CHARGES |            | 01-0000-0-4300-0000-7200-000-0000-0000 |                          |                           |          | 64.76 ✓    |
| RC-000045                    | 10/01/2018                | 10.5.18 SCHANTZ VISA CHARGES   |            | 01-0000-0-4300-0000-8100-000-6507-0000 |                          |                           |          | 145.02 ✓   |
| RC-000045                    | 10/01/2018                | 10.5.18 SCHANTZ VISA CHARGES   |            | 01-6387-0-4300-1110-1000-300-3000-0000 |                          |                           |          | 181.41 ✓   |

| Vendor/Addr   | Remit name                 | Tax ID num                    | Deposit type                             | ABA num       | Account num |         |            |  |  |  |  |  |  |
|---------------|----------------------------|-------------------------------|--|---------------|-------------|---------|------------|--|--|--|--|--|--|
| Req Reference | Date                       | Description                   | FD RESC Y OBJ GOAL                       | FUNC SCH BDRS | TYPE T9MPS  | Liq Amt | Net Amount |  |  |  |  |  |  |
| 005101        | (CONTINUED)                |                               |  |               |             |         |            |  |  |  |  |  |  |
| RC-000046     | 10/01/2018                 | 10.5.18 ROGERS VISA CHARGES   | 01-0000-0-4300-0000-8100-000-6507-0000   |               |             |         | 10.39✓     |  |  |  |  |  |  |
| RC-000046     | 10/01/2018                 | 10.5.18 ROGERS VISA CHARGES   | 01-0000-0-4300-0000-8100-000-6507-0000   |               | N           |         | 52.53✓     |  |  |  |  |  |  |
| RC-000048     | 09/02/2018                 | 10.5.18 NEWMAN VISA CHARGES   | 01-0000-0-4300-0000-7200-000-0000-0000   |               |             |         | 336.00✓    |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4300-1110-1000-200-2020-0000   |               |             |         | 18.75✓     |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4200-1110-1000-200-2025-0000   |               |             |         | 3,445.52✓  |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4200-1110-1000-200-2025-0000   |               |             |         | 273.49✓    |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4100-1110-1000-200-2045-0000   |               |             |         | 5,662.80✓  |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0110-0-4100-1110-1000-200-2045-0000   |               |             |         | 57.34✓     |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4100-1110-1000-200-2045-0000   |               |             |         | 1,845.00✓  |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4300-1110-1000-200-2020-0000   |               |             |         | 1,898.90✓  |  |  |  |  |  |  |
| RC-000049     | 10/02/2018                 | 10.5.18 JOHNSTON VISA CHARGES | 01-0000-0-4200-1110-1000-200-2025-0000   |               | N           |         | 218.79✓    |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 18,143.36 *   |             |         | 18,143.36  |  |  |  |  |  |  |
| 005385/01     | US FOODS                   |                               |  |               |             |         |            |  |  |  |  |  |  |
| PV-000347     | 09/06/2018                 | INV #5264263                  | 95-0000-0-4300-0000-0000-300-0801-0000   | NN            |             |         | 746.83     |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 746.83 *      |             |         | 746.83     |  |  |  |  |  |  |
| 005699/00     | VALLEY TRUCK & TRACTOR CO. | 941089978                     |  |               |             |         |            |  |  |  |  |  |  |
| PO-190227     | 09/26/2018                 | INV #841453                   | 1 01-0000-0-4300-0000-8100-000-6505-0000 | NN P          |             | 296.25  | 296.25     |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 296.25 *      |             |         | 296.25     |  |  |  |  |  |  |
| 006173/00     | W.W NORTON & COMPANY       |                               |  |               |             |         |            |  |  |  |  |  |  |
| PV-000342     | 06/04/2018                 | INV #572906                   | 01-0000-0-4300-1110-1000-300-3720-0000   | NN            |             |         | 3,205.63   |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 3,205.63 *    |             |         | 3,205.63   |  |  |  |  |  |  |
| 006073/00     | YERXA ORTIZ, MELISSA       |                               |  |               |             |         |            |  |  |  |  |  |  |
| PV-000343     | 09/26/2018                 | REIMBURSE FOR GALLUP          | 01-0000-0-4300-0000-7200-000-0100-0000   | NN            |             |         | 1,438.80   |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 1,438.80 *    |             |         | 1,438.80   |  |  |  |  |  |  |
| 000508/00     | YUBA SAFE AND LOCK         | 911859867                     |  |               |             |         |            |  |  |  |  |  |  |
| PO-190172     | 09/26/2018                 | INV #18193                    | 1 01-0000-0-4300-0000-7200-000-0000-0000 | NY F          |             | 384.95  | 384.95     |  |  |  |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT          |  | 384.95 *      |             |         | 384.95     |  |  |  |  |  |  |
|               |                            | TOTAL BATCH PAYMENT           |  | 63,368.06 *** |             | 0.00    | 63,368.06  |  |  |  |  |  |  |

ACCOUNTS PAYABLE PRELIST  
BATCH: 0014 BATCH 14 - OCTOBER 5, 2018

APY500 L.00.12 10/02/18 14:13 PAGE 7  
<< Open >>

|                        |                |      |           |
|------------------------|----------------|------|-----------|
| TOTAL DISTRICT PAYMENT | 63,368.06 **** | 0.00 | 63,368.06 |
|------------------------|----------------|------|-----------|

|                          |                |      |           |
|--------------------------|----------------|------|-----------|
| TOTAL FOR ALL DISTRICTS: | 63,368.06 **** | 0.00 | 63,368.06 |
|--------------------------|----------------|------|-----------|

Number of checks to be printed: 33, not counting voids due to stub overflows.

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N



| Vendor/Addr   | Remit name            | Tax ID num                   | Deposit type                                  | ABA num | Account num |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------|-----------------------|------------------------------|---|---------|-------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Req Reference | Date                  | Description                  | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS   | Liq Amt | Net Amount  |  |  |  |  |  |  |  |  |  |  |  |  |
| 005908/00     | ADAM LABORATORIES     | 550853369                    |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PO-190234     | 10/01/2018            | INV #27037                   | 1 01-0000-0-4300-0000-8100-000-6507-0000 NY P | 160.00  | 160.00      |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 160.00 *                                      |         | 160.00      |  |  |  |  |  |  |  |  |  |  |  |  |
| 006241/00     | ART CLASS CURATOR     | 823004882                    |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000351     | 10/08/2018            | INV #2343                    | 01-0000-0-5300-1110-1000-300-3610-0000 NY     |         | 299.00      |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 299.00 *                                      |         | 299.00      |  |  |  |  |  |  |  |  |  |  |  |  |
| 006155/00     | AVERA, CHRISTY        |                              |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000384     | 10/05/2018            | REIMBURSE MILEAGE/SUPPLIES   | 01-0000-0-4300-0000-7200-000-0100-0000 NN     |         | 24.27       |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000384     | 10/05/2018            | REIMBURSE MILEAGE/SUPPLIES   | 01-0000-0-5200-0000-7200-000-0100-0000 NN     |         | 12.86       |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 37.13 *                                       |         | 37.13       |  |  |  |  |  |  |  |  |  |  |  |  |
| 004996/00     | BAXTER AUTO PARTS     | 930509681                    |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000353     | 09/07/2018            | INV #163204                  | 01-0000-0-4300-0000-8100-000-6507-0000 NN     |         | 8.56        |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 8.56 *  |         | 8.56        |  |  |  |  |  |  |  |  |  |  |  |  |
| 000092/00     | BEELE TRACTOR COMPANY | 941514121                    |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000352     | 10/01/2018            | INV #IC04512                 | 01-0000-0-4300-0000-8100-000-6507-0000 NN     |         | 37.09       |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 37.09 *                                       |         | 37.09       |  |  |  |  |  |  |  |  |  |  |  |  |
| 000787/00     | CA DEPT OF JUSTICE    | 946003786                    |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000355     | 10/03/2018            | INV #329263                  | 01-0000-0-5800-0000-7200-000-0000-0000 NN     |         | 286.00      |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 286.00 *                                      |         | 286.00      |  |  |  |  |  |  |  |  |  |  |  |  |
| 006134/00     | CA FBLA               |                              |   |         |             |  |  |  |  |  |  |  |  |  |  |  |  |
| PV-000389     | 09/20/2018            | FBLA MEMBERSHIP/OFFICER REG. | 95-0865-0-5300-0000-0000-000-0000-0000 NN     |         | 1,420.00    |  |  |  |  |  |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 1,420.00 *                                    |         | 1,420.00    |  |  |  |  |  |  |  |  |  |  |  |  |

| Vendor/Addr<br>Reg Reference | Remit name<br>Date         | Description | Tax ID num            | Deposit type       | ABA num<br>FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS | Account num  | Liq Amt | Net Amount |
|------------------------------|----------------------------|-------------|-----------------------|--------------------|--|--------------|---------|------------|
| -----                        |                            |             |                       |                    |  |              |         |            |
| 004976/00                    | CALIFORNIA'S VALUED TRUST  |             |                       |                    |  |              |         |            |
|                              | PV-000388                  | 09/20/2018  | OCTOBER 2018          | PAYMENT            | 01-0000-0-9514-0000-0000-0000-0000                     | NN           |         | 112,910.49 |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 112,910.49 * |         | 112,910.49 |
| 005066/00                    | CASCADE ATHLETIC SUPPLY CO |             |                       |                    |  |              |         |            |
|                              |                            | 208090920   |                       |                    |  |              |         |            |
|                              | PV-000354                  | 09/14/2018  | INV #256165           |                    | 01-0000-0-4300-1110-1000-300-7150-0000                 | NN           |         | 247.88     |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 247.88 *     |         | 247.88     |
| 004623/00                    | CHANGUS, REBECCA           |             |                       |                    |  |              |         |            |
|                              | PV-000356                  | 09/30/2018  | REIMBURSE             | SUPPLIES PURCHASED | 01-0000-0-4300-1110-1000-300-3002-0000                 | NN           |         | 30.61      |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 30.61 *      |         | 30.61      |
| 005816/00                    | CHARLIE'S ELECTRIC         |             |                       |                    |  |              |         |            |
|                              |                            | 810951492   |                       |                    |  |              |         |            |
|                              | PV-000385                  | 08/31/2018  | INV #18213 (INS PYMT) |                    | 01-0000-0-6200-0000-8500-300-0000-0000                 | NY           |         | 9,559.42   |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 9,559.42 *   |         | 9,559.42   |
| 002212/00                    | COLUSA COUNTY FARM SUPPLY  |             |                       |                    |  |              |         |            |
|                              |                            | 237249173   |                       |                    |  |              |         |            |
|                              | PV-000358                  | 09/07/2018  | INV #3161429          |                    | 01-0000-0-4300-0000-8100-000-6507-0000                 | NN           |         | 5.35       |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 5.35 *       |         | 5.35       |
| 003237/00                    | DANIELSEN COMPANY          |             |                       |                    |  |              |         |            |
|                              |                            | 942287800   |                       |                    |  |              |         |            |
|                              | PV-000359                  | 10/01/2018  | INV #174722           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 1,085.54   |
|                              | PV-000359                  | 10/01/2018  | INV #174730           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 642.96     |
|                              | PV-000359                  | 10/01/2018  | INV #174730           |                    | 13-5310-0-4710-0000-3700-000-0000-0000                 | NN           |         | 123.64     |
|                              | PV-000359                  | 10/01/2018  | INV #174734           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 965.04     |
|                              | PV-000359                  | 10/01/2018  | INV #175439           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 384.07     |
|                              | PV-000359                  | 10/01/2018  | INV #175439           |                    | 13-5310-0-4710-0000-3700-000-0000-0000                 | NN           |         | 198.37     |
|                              | PV-000359                  | 10/01/2018  | INV #176247           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 310.18     |
|                              | PV-000359                  | 10/01/2018  | INV #176247           |                    | 13-5310-0-4710-0000-3700-000-0000-0000                 | NN           |         | 202.40     |
|                              | PV-000359                  | 10/01/2018  | INV #176260           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 1,670.12   |
|                              | PV-000359                  | 10/01/2018  | INV #176276           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 1,752.55   |
|                              | PV-000359                  | 10/01/2018  | INV #176677           |                    | 13-5310-0-4700-0000-3700-000-0000-0000                 | NN           |         | 20.91      |
|                              |                            |             |                       | TOTAL PAYMENT      | AMOUNT   | 7,355.78 *   |         | 7,355.78   |

| Vendor/Addr   | Remit name            | Tax ID num                   | Deposit type                           | ABA num | Account num |            |  |  |  |  |  |  |  |
|---------------|-----------------------|------------------------------|--|---------|-------------|------------|--|--|--|--|--|--|--|
| Req Reference | Date                  | Description                  | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE  | T9MPS   | Liq Amt     | Net Amount |  |  |  |  |  |  |  |
| -----         |                       |                              |  |         |             |            |  |  |  |  |  |  |  |
| 001788/00     | DAVIES OIL CO         | 942783899                    |  |         |             |            |  |  |  |  |  |  |  |
| PV-000357     | 09/26/2018            | INV #351616, 351799 & 058180 | 01-0000-0-4300-0000-8100-000-6511-0000 | NN      |             | 765.23     |  |  |  |  |  |  |  |
| PV-000357     | 09/26/2018            | INV #351616, 351799 & 058180 | 01-0723-0-4300-0000-3600-000-6504-0000 | NN      |             | 1,760.47   |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 2,525.70                               | *       |             | 2,525.70   |  |  |  |  |  |  |  |
|               |                       |                              |  |         |             |            |  |  |  |  |  |  |  |
| 006242/00     | FORUM MUSIC FESTIVALS |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000360     | 09/26/2018            | INV #13099                   | 01-0000-0-4300-1110-1000-300-3661-0000 | NN      |             | 1,750.00   |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 1,750.00                               | *       |             | 1,750.00   |  |  |  |  |  |  |  |
|               |                       |                              |  |         |             |            |  |  |  |  |  |  |  |
| 005930/00     | FRANZ FAMILY BAKERIES |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000361     | 09/25/2018            | INV #048308626806            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 261.47     |  |  |  |  |  |  |  |
| PV-000362     | 09/24/2018            | INV #048308626711            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 138.70     |  |  |  |  |  |  |  |
| PV-000363     | 09/24/2018            | INV #048308626712            | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 98.55      |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 498.72                                 | *       |             | 498.72     |  |  |  |  |  |  |  |
|               |                       |                              |  |         |             |            |  |  |  |  |  |  |  |
| 000505/00     | GENERAL PRODUCE       | 940501561                    |  |         |             |            |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04175461                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 602.35     |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04179541                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 641.50     |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04175431                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 377.85     |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04179452                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 625.50     |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04175277                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 377.65     |  |  |  |  |  |  |  |
| PV-000364     | 09/30/2018            | INV #04179453                | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 534.60     |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 3,159.45                               | *       |             | 3,159.45   |  |  |  |  |  |  |  |
|               |                       |                              |  |         |             |            |  |  |  |  |  |  |  |
| 005886/00     | GOLD STAR FOODS       |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2470535                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 49.65      |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497049                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 1,542.33   |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497158                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 601.10     |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497277                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 210.25     |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2504583                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 29.50      |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497456                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 926.91     |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497460                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 953.62     |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497399                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 2,204.81   |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2497406                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 1,423.12   |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2505466                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 188.72     |  |  |  |  |  |  |  |
| PV-000365     | 09/30/2018            | INV #2514196                 | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 421.05     |  |  |  |  |  |  |  |
|               |                       | TOTAL PAYMENT AMOUNT         | 8,551.06                               | *       |             | 8,551.06   |  |  |  |  |  |  |  |

| Vendor/Addr   | Remit name       | Tax ID num                   | Deposit type                             | ABA num | Account num |            |  |  |  |  |  |  |  |
|---------------|------------------|------------------------------|--|---------|-------------|------------|--|--|--|--|--|--|--|
| Req Reference | Date             | Description                  | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE    | T9MPS   | Liq Amt     | Net Amount |  |  |  |  |  |  |  |
| -----         |                  |                              |  |         |             |            |  |  |  |  |  |  |  |
| 001895/00     | GRANZELLA'S      |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000366     | 09/27/2018       | INV #9496                    | 01-7220-0-4300-1110-1000-300-3026-0000   | NN      |             | 431.50     |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 431.50                                   | *       |             | 431.50     |  |  |  |  |  |  |  |
| 003582/00     | HILLYARD         | 440522196                    |  |         |             |            |  |  |  |  |  |  |  |
| PO-190225     | 08/08/2018       | INV #603095482               | 1 01-0000-0-4300-0000-8100-000-6503-0000 | NN P    | 266.39      | 266.39     |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 266.39                                   | *       |             | 266.39     |  |  |  |  |  |  |  |
| 001009/00     | IMHOFF, LUCILLE  |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000368     | 10/08/2018       | REIMBURSE MILEAGE            | 01-0000-0-5200-3300-1000-500-5000-0000   | NN      |             | 308.47     |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 308.47                                   | *       |             | 308.47     |  |  |  |  |  |  |  |
| 001688/00     | KELLEHER PAINT   | 680330636                    |  |         |             |            |  |  |  |  |  |  |  |
| PO-190204     | 09/05/2018       | INV #8199                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 122.51      | 122.51     |  |  |  |  |  |  |  |
| PO-190204     | 09/07/2018       | INV #8222                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 60.86       | 60.86      |  |  |  |  |  |  |  |
| PO-190204     | 09/14/2018       | INV #8262                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 37.48       | 37.48      |  |  |  |  |  |  |  |
| PO-190204     | 09/19/2018       | INV #8289                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 413.13      | 413.13     |  |  |  |  |  |  |  |
| PO-190204     | 09/21/2018       | INV #8306                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 31.10       | 31.10      |  |  |  |  |  |  |  |
| PO-190204     | 09/28/2018       | INV #8357                    | 1 01-0000-0-4300-0000-8100-000-6507-0000 | NN P    | 26.81       | 26.81      |  |  |  |  |  |  |  |
| PV-000369     | 09/06/2018       | INV #8186                    | 01-0000-0-4300-0000-8100-000-6501-0000   | NN      |             | 32.18      |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 724.07                                   | *       |             | 724.07     |  |  |  |  |  |  |  |
| 003180/00     | LAUX, SHANNON    |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000370     | 09/28/2018       | REIMBURSE SUPPLIES PURCHASED | 01-0000-0-4300-0000-7200-000-0100-0000   | NN      |             | 25.94      |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 25.94                                    | *       |             | 25.94      |  |  |  |  |  |  |  |
| 005150/00     | LEMENAGER, ERIKA |                              |  |         |             |            |  |  |  |  |  |  |  |
| PO-190230     | 09/29/2018       | REIMBURSE FUND. SALE PRIZES  | 1 01-0001-0-4300-1110-1000-200-2003-0000 | NN P    | 496.84      | 496.84     |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 496.84                                   | *       |             | 496.84     |  |  |  |  |  |  |  |
| 005737/00     | MARTINEZ, ASHLEY |                              |  |         |             |            |  |  |  |  |  |  |  |
| PV-000387     | 10/01/2018       | REIMBURSE MILEAGE            | 01-0000-0-5200-0000-7700-000-6000-0000   | NN      |             | 49.70      |  |  |  |  |  |  |  |
|               |                  | TOTAL PAYMENT AMOUNT         | 49.70                                    | *       |             | 49.70      |  |  |  |  |  |  |  |

| Vendor/Addr | Remit name               | Tax ID num | Deposit type                   | ABA num                                  | Account num |   |     |      |      |     |      |      |       |         |     |          |  |
|-------------|--------------------------|------------|--------------------------------|--|-------------|---|-----|------|------|-----|------|------|-------|---------|-----|----------|--|
| Req         | Reference                | Date       | Description                    | FD                                       | RESC        | Y | OBJ | GOAL | FUNC | SCH | BDRS | TYPE | T9MPS | Liq Amt | Net | Amount   |  |
| -----       |                          |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
| 005409/01   | MARYSVILLE HIGH SCHOOL   |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PV-000371                | 10/01/2018 | DEC 18 BASKETBALL TOURNEY FEES | 01-9099-0-4300-1110-4000-000-7201-0000   | NN          |   |     |      |      |     |      |      |       |         |     | 275.00   |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 275.00   |  |
| 005779/00   | MILLER, JEREMY           |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PV-000372                | 10/03/2018 | REIMBURSE MILEAGE              | 01-0000-0-5200-0000-7700-000-6000-0000   | NN          |   |     |      |      |     |      |      |       |         |     | 66.71    |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 66.71    |  |
| 005346/00   | MITEL LEASING            |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PV-000373                | 09/27/2018 | INV #901566852                 | 01-0000-0-5600-1110-1000-000-0060-0000   | NN          |   |     |      |      |     |      |      |       |         |     | 1,433.92 |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 1,433.92 |  |
| 000294/00   | NORTH WOODWINDS          |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PV-000374                | 09/19/2018 | INV #967455                    | 01-0000-0-5600-1110-1000-300-3662-0000   | NY          |   |     |      |      |     |      |      |       |         |     | 128.44   |  |
|             | PV-000374                | 09/19/2018 | INV #573481                    | 01-0000-0-5600-1110-1000-300-3662-0000   | NY          |   |     |      |      |     |      |      |       |         |     | 882.37   |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 1,010.81 |  |
| 003736/00   | O'CONNELL RANCH          |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PV-000375                | 09/25/2018 | INV #39029                     | 13-5310-0-4700-0000-3700-000-0000-0000   | NN          |   |     |      |      |     |      |      |       |         |     | 40.00    |  |
|             | PV-000375                | 09/25/2018 | INV #39030                     | 13-5310-0-4700-0000-3700-000-0000-0000   | NN          |   |     |      |      |     |      |      |       |         |     | 120.00   |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 160.00   |  |
| 006189/00   | OPEN UP RESOURCES        |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PO-190004                | 10/02/2018 | INV #20182680                  | 1 01-0000-0-4300-1110-1000-200-2020-0000 | NN F        |   |     |      |      |     |      |      |       | 218.98  |     | 218.98   |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 218.98   |  |
| 006237/00   | OWL BRAND DISCOVERY KITS |            |                                |  |             |   |     |      |      |     |      |      |       |         |     |          |  |
|             | PO-190231                | 09/26/2018 | INV #4380                      | 1 01-0000-0-4300-1110-1000-100-1302-0000 | N P         |   |     |      |      |     |      |      |       | 134.25  |     | 134.25   |  |
|             |                          |            | TOTAL PAYMENT AMOUNT           |  |             |   |     |      |      |     |      |      |       |         |     | 134.25   |  |



| Vendor/Addr   | Remit name                     | Tax ID num  | Deposit type                                | ABA num | Account num                            |    |  |  |  |  |          |  |
|---------------|--------------------------------|-------------|---|---------|--|----|--|--|--|--|----------|--|
| Req Reference | Date                           | Description | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS | Liq Amt | Net Amount                             |    |  |  |  |  |          |  |
| -----         |                                |             |   |         |  |    |  |  |  |  |          |  |
| 005792/00     | PLATT                          |             | 205021845                                   |         |  |    |  |  |  |  |          |  |
|               | PV-000376                      | 09/20/2018  | INV #T369369                                |         | 01-0000-0-4300-0000-8100-000-6505-0000 | NN |  |  |  |  | 130.39   |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 130.39                                 | *  |  |  |  |  | 130.39   |  |
| 000451/00     | READING OIL                    |             | 680262741                                   |         |  |    |  |  |  |  |          |  |
|               | PV-000377                      | 09/23/2018  | INV #199935                                 |         | 01-0723-0-4300-0000-3600-000-6504-0000 | NN |  |  |  |  | 1,034.93 |  |
|               | PV-000377                      | 09/23/2018  | INV #199935                                 |         | 01-0000-0-4300-0000-8100-000-6511-0000 | NN |  |  |  |  | 648.00   |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 1,682.93                               | *  |  |  |  |  | 1,682.93 |  |
| 005558/00     | RECOLOGY BUTTE COLUSA COUNTIES |             | 942243762                                   |         |  |    |  |  |  |  |          |  |
|               | PV-000378                      | 09/26/2018  | SEPTEMBER 2018 PAYMENT                      |         | 01-0000-0-5500-0000-8100-000-0000-0000 | NN |  |  |  |  | 155.20   |  |
|               | PV-000378                      | 09/26/2018  | SEPTEMBER 2018 PAYMENT                      |         | 01-0000-0-5500-0000-8100-200-0000-0000 | NN |  |  |  |  | 635.04   |  |
|               | PV-000378                      | 09/26/2018  | SEPTEMBER 2018 PAYMENT                      |         | 01-0000-0-5500-0000-8100-300-0000-0000 | NN |  |  |  |  | 1,428.76 |  |
|               | PV-000378                      | 09/26/2018  | SEPTEMBER 2018 PAYMENT                      |         | 01-0000-0-5500-0000-8100-100-0000-0000 | NN |  |  |  |  | 635.04   |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 2,854.04                               | *  |  |  |  |  | 2,854.04 |  |
| 006243/00     | ROUGH RYDERZ                   |             |   |         |  |    |  |  |  |  |          |  |
|               | PV-000386                      | 10/05/2018  | INV #177                                    |         | 01-0000-0-4300-0000-7200-000-0100-0000 | NN |  |  |  |  | 1,064.25 |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 1,064.25                               | *  |  |  |  |  | 1,064.25 |  |
| 006244/00     | SANTA CLARA MARRIOTT           |             |   |         |  |    |  |  |  |  |          |  |
|               | PV-000390                      | 09/18/2018  | FBLA LDI HOTEL ROOMS                        |         | 95-0865-0-5300-0000-0000-000-0000-0000 | NN |  |  |  |  | 1,386.00 |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 1,386.00                               | *  |  |  |  |  | 1,386.00 |  |
| 002016/00     | SUTTER BUTTES COMMUNICATIONS   |             | 680293937                                   |         |  |    |  |  |  |  |          |  |
|               | PV-000379                      | 09/26/2018  | INV #40166                                  |         | 01-0000-0-5600-1110-1000-200-2021-0000 | NN |  |  |  |  | 165.00   |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 165.00                                 | *  |  |  |  |  | 165.00   |  |
| 002330/00     | SUTTER UNION HIGH SCHOOL       |             | 680376588                                   |         |  |    |  |  |  |  |          |  |
|               | PV-000380                      | 10/01/2018  | DEC 18 BASKETBALL TROUNEY FEES              |         | 01-9099-0-4300-1110-4000-000-7201-0000 | NN |  |  |  |  | 275.00   |  |
|               |                                |             | TOTAL PAYMENT AMOUNT                        |         | 275.00                                 | *  |  |  |  |  | 275.00   |  |

012 COLUSA UNIFIED SCHOOL DISTRICT J80359  
Batch 15

ACCOUNTS PAYABLE PRELIST  
BATCH: 0015 BATCH 15 - OCTOBER 12, 2018

APY500 L.00.12 10/09/18 06:41 PAGE 7  
<< Open >>

| Vendor/Addr              | Remit name               | Tax ID num     | Deposit type                                | ABA num         | Account num |            |  |
|--------------------------|--------------------------|----------------|---|-----------------|-------------|------------|--|
| Req Reference            | Date                     | Description    | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS | Liq Amt         | Net Amount  |            |  |
| -----                    |                          |                |   |                 |             |            |  |
| 003061/00                | THREE B'S TOILET RENTALS |                |   |                 |             |            |  |
| PV-000381                | 09/01/2018               | INV #14512     | 01-0000-0-4300-0000-8100-000-6507-0000 NN   |                 | 214.50      |            |  |
| TOTAL PAYMENT AMOUNT     |                          |                |   | 214.50 *        |             | 214.50     |  |
|                          |                          |                |   |                 |             |            |  |
| 006235/00                | VOYAGER SOPRIS LEARNING  |                |   |                 |             |            |  |
| PV-000382                | 10/03/2018               | INV #1032018SH | 01-3010-0-4300-1110-1000-000-0900-0000 NN   |                 | 1,621.56    |            |  |
| TOTAL PAYMENT AMOUNT     |                          |                |   | 1,621.56 *      |             | 1,621.56   |  |
|                          |                          |                |   |                 |             |            |  |
| 000508/00                | YUBA SAFE AND LOCK       |                |   |                 |             |            |  |
|                          |                          | 911859867      |   |                 |             |            |  |
| PV-000383                | 09/24/2018               | INV #18185     | 01-0000-0-4300-0000-8100-000-6507-0000 NY   |                 | 134.00      |            |  |
| TOTAL PAYMENT AMOUNT     |                          |                |   | 134.00 *        |             | 134.00     |  |
|                          |                          |                |   |                 |             |            |  |
| TOTAL BATCH PAYMENT      |                          |                |   | 163,972.49 ***  | 0.00        | 163,972.49 |  |
|                          |                          |                |   |                 |             |            |  |
| TOTAL DISTRICT PAYMENT   |                          |                |   | 163,972.49 **** | 0.00        | 163,972.49 |  |
|                          |                          |                |   |                 |             |            |  |
| TOTAL FOR ALL DISTRICTS: |                          |                |   | 163,972.49 **** | 0.00        | 163,972.49 |  |

Number of checks to be printed: 42, not counting voids due to stub overflows.

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Batch status: A All

From batch: 0016

To batch: 0016

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

BATCH: 0016 BATCH 16 - OCTOBER 19, 2018 &lt;&lt; Open &gt;&gt;

| Vendor/Addr   | Remit name                 | Tax ID num  | Deposit type                  | ABA num  | Account num                            |            |       |         |            |  |  |
|---------------|----------------------------|-------------|-------------------------------|----------|--|------------|-------|---------|------------|--|--|
| Req Reference | Date                       | Description | FD RESC Y                     | OBJ GOAL | FUNC SCH                               | BDRS TYPE  | T9MPS | Liq Amt | Net Amount |  |  |
| 006232/00     | AMERICAN TIME              |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000391                  | 10/04/2018  | INV #806277 (TAX)             |          | 01-0000-0-4300-0000-8100-000-6507-0000 | NN         |       |         | 12.75      |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 12.75 *    |       |         | 12.75      |  |  |
| 006245/00     | ANGEL ISLAND TIBURON FERRY |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000392                  | 10/09/2018  | TIBERON FERRY TO ANGEL ISLAND |          | 01-0000-0-4300-1110-1000-300-7220-0000 | NN         |       |         | 645.00     |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 645.00 *   |       |         | 645.00     |  |  |
| 006027/00     | BADALUCO, VERNON           |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000393                  | 09/28/2018  | REIMBURSE SUPPLIES PURCHASED  |          | 95-0800-0-4300-0000-0000-000-0000-0000 | NN         |       |         | 66.26      |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               | PV-000394                  | 10/03/2018  | REIMBURSE SUPPLIES PURCHASED  |          | 95-0800-0-4300-0000-0000-000-0000-0000 | NN         |       |         | 26.68      |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 92.94 *    |       |         | 92.94      |  |  |
| 004996/00     | BAXTER AUTO PARTS          |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000395                  | 09/24/2018  | INV #163664                   |          | 01-0000-0-4300-0000-8100-000-6507-0000 | NN         |       |         | 23.70      |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 23.70 *    |       |         | 23.70      |  |  |
| 006246/00     | BEN TOILET RENTALS, INC.   |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000396                  | 09/28/2018  | INV #360712                   |          | 01-0000-0-4300-0000-8100-000-6501-0000 | NN         |       |         | 93.20      |  |  |
|               |                            |             |                               |          | MATERIALS AND SUPPLIES                 |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 93.20 *    |       |         | 93.20      |  |  |
| 006004/00     | BIG DOG INSPECTIONS INC.   |             |                               |          |  |            |       |         |            |  |  |
|               | PV-000420                  | 08/27/2018  | EMERG. RELOCATE PROJECT (INS) |          | 01-0000-0-6200-0000-8500-300-0000-0000 | NY         |       |         | 5,000.00   |  |  |
|               |                            |             |                               |          | NEW & IMPROVEMENT OF BUILDINGS         |            |       |         |            |  |  |
|               |                            |             | TOTAL PAYMENT AMOUNT          |          |  | 5,000.00 * |       |         | 5,000.00   |  |  |

| Vendor/Addr   | Remit name                     | Tax ID num                   | Deposit type                                  | ABA num  | Account num |            |  |  |
|---------------|--------------------------------|------------------------------|---|----------|-------------|------------|--|--|
| Req Reference | Date                           | Description                  | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE         | T9MPS    | Liq Amt     | Net Amount |  |  |
| 002759/00     | BOEGER, JILL                   |                              |   |          |             |            |  |  |
| PO-190198     | 10/09/2018                     | REIMBURSE SUPPLIES PURCHASED | 1 01-0000-0-4300-1110-1000-100-1054-0000 NN P |          | 32.05       | 32.05      |  |  |
|               |                                |                              | MATERIALS AND SUPPLIES                        |          |             |            |  |  |
|               |                                | TOTAL PAYMENT AMOUNT         |   | 32.05 *  |             | 32.05      |  |  |
| 006247/00     | BUREAU OF EDUCATION & RESEARCH |                              |   |          |             |            |  |  |
| PV-000397     | 09/14/2018                     | SPA LANG CONF (NOV 2018)     | 01-7338-0-5800-1110-3110-000-0000-0000 NN     |          |             | 269.00     |  |  |
|               |                                |                              | CONSULTING SERV/OPERATING EXP                 |          |             |            |  |  |
|               |                                | TOTAL PAYMENT AMOUNT         |   | 269.00 * |             | 269.00     |  |  |
| 006114/00     | BURG, NIKOLE                   |                              |   |          |             |            |  |  |
| PO-190147     | 10/12/2018                     | REIMBURSE SUPPLIES PURCHASED | 1 95-0865-0-4300-0000-0000-000-0000-0000 NN P |          | 28.16       | 28.16      |  |  |
|               |                                |                              | MATERIALS AND SUPPLIES                        |          |             |            |  |  |
|               |                                | TOTAL PAYMENT AMOUNT         |   | 28.16 *  |             | 28.16      |  |  |
| 006248/00     | CALIFORNIA STATE PARKS         |                              |   |          |             |            |  |  |
| PV-000398     | 10/08/2018                     | COLUSA ESA IMG STN TOUR TIX  | 01-0000-0-4300-1110-1000-300-7220-0000 NN     |          |             | 129.00     |  |  |
|               |                                |                              | MATERIALS AND SUPPLIES                        |          |             |            |  |  |
|               |                                | TOTAL PAYMENT AMOUNT         |   | 129.00 * |             | 129.00     |  |  |
| 005809/00     | CENGAGE LEARNING               |                              |   |          |             |            |  |  |
| PO-190146     | 09/21/2018                     | PAID VIA PV ON ACCIDENT      | 1 01-0000-0-4100-1110-1000-300-3045-0000 NN F |          | 938.00      | 0.00       |  |  |
|               |                                |                              | TEXTBOOKS                                     |          |             |            |  |  |
|               |                                | TOTAL PAYMENT AMOUNT         |   | 0.00 *   |             | 0.00       |  |  |
| 005816/00     | CHARLIE'S ELECTRIC             |                              |   |          |             |            |  |  |
| PV-000421     | 08/31/2018                     | INV #18204                   | 01-0000-0-6200-0000-8500-300-0000-0000 NY     |          |             | 553.50     |  |  |
|               |                                |                              | NEW & IMPROVEMENT OF BUILDINGS                |          |             |            |  |  |
| PV-000421     | 08/31/2018                     | INV #18205                   | 01-0000-0-6200-0000-8500-300-0000-0000 NY     |          |             | 2,327.48   |  |  |
|               |                                |                              | NEW & IMPROVEMENT OF BUILDINGS                |          |             |            |  |  |
| PV-000421     | 08/31/2018                     | INV #18207                   | 01-0000-0-6200-0000-8500-300-0000-0000 NY     |          |             | 3,722.86   |  |  |
|               |                                |                              | NEW & IMPROVEMENT OF BUILDINGS                |          |             |            |  |  |
| PV-000421     | 08/31/2018                     | INV #18208                   | 01-0000-0-6200-0000-8500-300-0000-0000 NY     |          |             | 4,278.60   |  |  |
|               |                                |                              | NEW & IMPROVEMENT OF BUILDINGS                |          |             |            |  |  |
| PV-000421     | 08/31/2018                     | INV #18209                   | 01-0000-0-6200-0000-8500-300-0000-0000 NY     |          |             | 2,394.01   |  |  |
|               |                                |                              | NEW & IMPROVEMENT OF BUILDINGS                |          |             |            |  |  |



| Vendor/Addr   | Remit name         | Tax ID num                   | Deposit type | ABA num  | Account num |   |       |             |            |  |  |  |  |
|---------------|--------------------|------------------------------|--------------|----------|-------------|---|-------|-------------|------------|--|--|--|--|
| Req Reference | Date               | Description                  | FD RESC Y    | OBJ GOAL | FUNC SCH    | BDRS TYPE                                 | T9MPS | Liq Amt     | Net Amount |  |  |  |  |
| -----         |                    |                              |              |          |             |   |       |             |            |  |  |  |  |
| 005816        | (CONTINUED)        |                              |              |          |             |   |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18210                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 6,572.16   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18211                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 3,546.81   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18212                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 8,712.81   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18214                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 6,215.16   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18215                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 3,337.34   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18216                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 1,268.57   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18217                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 1,161.21   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18218                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 1,195.00   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18219                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 1,113.64   |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
| PV-000421     | 08/31/2018         | INV #18220                   |              |          |             | 01-0000-0-6200-0000-8500-300-0000-0000 NY |       |             | 246.00     |  |  |  |  |
|               |                    |                              |              |          |             | NEW & IMPROVEMENT OF BUILDINGS            |       |             |            |  |  |  |  |
|               |                    |                              |              |          |             | TOTAL PAYMENT AMOUNT                      |       | 46,645.15 * | 46,645.15  |  |  |  |  |
|               |                    |                              |              |          |             |   |       |             |            |  |  |  |  |
| 006148/00     | COLUSA COUNTY FAIR |                              |              |          |             |   |       |             |            |  |  |  |  |
| PV-000399     | 09/28/2018         | 10/20/18 DANCE VENUE DEPOSIT |              |          |             | 95-0800-0-4300-0000-0000-000-0000-0000 NN |       |             | 250.00     |  |  |  |  |
|               |                    |                              |              |          |             | MATERIALS AND SUPPLIES                    |       |             |            |  |  |  |  |
|               |                    |                              |              |          |             | TOTAL PAYMENT AMOUNT                      |       | 250.00 *    | 250.00     |  |  |  |  |
|               |                    |                              |              |          |             |   |       |             |            |  |  |  |  |
| 006251/00     | COOLE SCHOOL, INC. |                              |              |          |             |   |       |             |            |  |  |  |  |
| PV-000423     | 08/28/2018         | INV #180100A                 |              |          |             | 01-7338-0-5800-1110-3110-000-0000-0000 NN |       |             | 534.00     |  |  |  |  |
|               |                    |                              |              |          |             | CONSULTING SERV/OPERATING EXP             |       |             |            |  |  |  |  |
|               |                    |                              |              |          |             | TOTAL PAYMENT AMOUNT                      |       | 534.00 *    | 534.00     |  |  |  |  |
|               |                    |                              |              |          |             |   |       |             |            |  |  |  |  |
| 005445/00     | ELITE SOUND        |                              |              |          |             |   |       |             |            |  |  |  |  |
| PV-000400     | 10/08/2018         | 10/20/18 DANCE DJ            |              |          |             | 95-0800-0-4300-0000-0000-000-0000-0000 NY |       |             | 500.00     |  |  |  |  |
|               |                    |                              |              |          |             | MATERIALS AND SUPPLIES                    |       |             |            |  |  |  |  |
|               |                    |                              |              |          |             | TOTAL PAYMENT AMOUNT                      |       | 500.00 *    | 500.00     |  |  |  |  |



| Vendor/Addr   | Remit name       | Tax ID num  | Deposit type         | ABA num  | Account num                            |           |       |         |            |
|---------------|------------------|-------------|----------------------|----------|--|-----------|-------|---------|------------|
| Req Reference | Date             | Description | FD RESC Y            | OBJ GOAL | FUNC SCH                               | BDRS TYPE | T9MPS | Liq Amt | Net Amount |
| -----         |                  |             |                      |          |  |           |       |         |            |
| 005150/00     | LEMENAGER, ERIKA |             |                      |          |  |           |       |         |            |
|               | PV-000405        | 10/12/2018  | REIMBURSE MILEAGE    |          | 01-0000-0-5200-0000-7200-000-0100-0000 | NN        |       | 126.44  |            |
|               |                  |             |                      |          | TRAVEL AND CONFERENCE                  |           |       |         |            |
|               |                  |             | TOTAL PAYMENT AMOUNT |          | 126.44 *                               |           |       | 126.44  |            |

000296/00 MESSICK ACE HARDWARE

|           |            |             |   |  |    |   |       |        |
|-----------|------------|-------------|---|--|----|---|-------|--------|
| PO-190033 | 08/31/2018 | INV #445969 | 1 | 01-0000-0-4300-1110-1000-100-1030-0000 | NN | P | 36.34 | 36.34  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PO-190033 | 09/04/2018 | INV #446187 | 1 | 01-0000-0-4300-1110-1000-100-1030-0000 | NN | P | 8.63  | 8.63   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PO-190033 | 09/04/2018 | INV #446198 | 1 | 01-0000-0-4300-1110-1000-100-1030-0000 | NN | P | 1.07  | 1.07   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #445533 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 2.25   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #K45573 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 23.56  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #K45582 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 34.29  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #445683 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 7.69   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #445767 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 28.96  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #445784 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 26.81  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #445803 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 235.91 |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446182 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 3.00   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446204 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 4.16   |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446239 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 33.23  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446275 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 26.80  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446280 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 44.66  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446377 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 18.81  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #446397 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 21.58  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #K46472 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 48.25  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |
| PV-000417 | 09/25/2018 | INV #K46517 |   | 01-0000-0-4300-0000-8100-000-6507-0000 | NN |   |       | 11.11  |
|           |            |             |   | MATERIALS AND SUPPLIES                 |    |   |       |        |

| Vendor/Addr   | Remit name  |             | Tax ID num | Deposit type                              | ABA num | Account num |            |  |  |
|---------------|-------------|-------------|------------|---|---------|-------------|------------|--|--|
| Req Reference | Date        | Description |            | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE     | T9MPS   | Liq Amt     | Net Amount |  |  |
| 000296        | (CONTINUED) |             |            |   |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #K46525 |            | 01-0000-0-4300-0000-8100-000-6505-0000 NN |         |             | 22.06      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #446680 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 36.43      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #446689 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 27.86      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #446837 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 18.43      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #446854 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 10.70      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #446864 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 19.21      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447066 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 48.24      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #K47120 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 75.15      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447186 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 57.79      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447339 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 24.59      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447359 |            | 01-0000-0-4300-0000-8100-000-6505-0000 NN |         |             | 30.02      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447383 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 24.64      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447389 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 0.60       |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447438 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 9.57       |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447447 |            | 01-0000-0-4300-0000-8100-000-6505-0000 NN |         |             | 16.07      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447477 |            | 01-0000-0-4300-0000-8100-000-6505-0000 NN |         |             | 48.23      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447535 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 55.93      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447569 |            | 01-0000-0-4300-0000-8100-000-6501-0000 NN |         |             | 36.63      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447639 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 8.58       |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447654 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 13.99      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447964 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 35.36      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447966 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 16.67      |  |  |
|               |             |             |            | MATERIALS AND SUPPLIES                    |         |             |            |  |  |
| PV-000417     | 09/25/2018  | INV #447980 |            | 01-0000-0-4300-0000-8100-000-6507-0000 NN |         |             | 35.37      |  |  |

MATERIALS AND SUPPLIES



| Vendor/Addr | Remit name                     | Tax ID num | Deposit type                 | ABA num | Account num |   |     |      |  |      |      |      |            |          |            |
|-------------|--------------------------------|------------|------------------------------|---------|-------------|---|-----|------|--|------|------|------|------------|----------|------------|
| Req         | Reference                      | Date       | Description                  | FD      | RESC        | Y | OBJ | GOAL | FUNC                                   | SCH  | BDRS | TYPE | T9MPS      | Liq Amt  | Net Amount |
| -----       |                                |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
| 000296      | (CONTINUED)                    |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
|             | PV-000417                      | 09/25/2018 | INV #448002                  |         |             |   |     |      | 01-0000-0-4300-0000-8100-000-6507-0000 | NN   |      |      |            | 61.10    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000417                      | 09/25/2018 | INV #448005                  |         |             |   |     |      | 01-0000-0-4300-0000-8100-000-6507-0000 | NN   |      |      |            | 11.79    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000417                      | 09/25/2018 | INV #448042                  |         |             |   |     |      | 01-0000-0-4300-0000-8100-000-6507-0000 | NN   |      |      |            | 12.86    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000417                      | 09/25/2018 | INV #448089                  |         |             |   |     |      | 01-0000-0-4300-0000-8100-000-6507-0000 | NN   |      |      |            | 35.49    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000417                      | 09/25/2018 | INV #448137                  |         |             |   |     |      | 01-0000-0-4300-0000-8100-000-6505-0000 | NN   |      |      |            | 12.31    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             |                                |            |                              |         |             |   |     |      | TOTAL PAYMENT AMOUNT                   |      |      |      | 1,422.78 * |          | 1,422.78   |
|             |                                |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
| 002411/00   | MYERS, JAMIE                   |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
|             | PO-190035                      | 10/06/2018 | REIMBURSE SUPPLIES PURCHASED | 1       |             |   |     |      | 01-0000-0-4300-1110-1000-100-1020-0000 | NN P |      |      |            | 22.62    | 22.62      |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             |                                |            |                              |         |             |   |     |      | TOTAL PAYMENT AMOUNT                   |      |      |      | 22.62 *    |          | 22.62      |
|             |                                |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
| 000394/00   | QUILL CORPORATION              |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
|             | PV-000406                      | 10/09/2018 | INV #1818964                 |         |             |   |     |      | 01-0000-0-4300-0000-7200-000-0000-0000 | NN   |      |      |            | 173.65   |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000406                      | 10/09/2018 | INV #1819175                 |         |             |   |     |      | 01-0000-0-4300-0000-7200-000-0000-0000 | NN   |      |      |            | 31.08    |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             | PV-000406                      | 10/09/2018 | INV #1856973                 |         |             |   |     |      | 01-0000-0-4300-0000-7200-000-0000-0000 | NN   |      |      |            | 160.90   |            |
|             |                                |            |                              |         |             |   |     |      | MATERIALS AND SUPPLIES                 |      |      |      |            |          |            |
|             |                                |            |                              |         |             |   |     |      | TOTAL PAYMENT AMOUNT                   |      |      |      | 365.63 *   |          | 365.63     |
|             |                                |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
| 006226/00   | RYLAND SCHOOL BUSINESS CONSULT |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
|             | PV-000407                      | 09/30/2018 | INV #2147                    |         |             |   |     |      | 01-0000-0-5800-0000-7200-000-0000-0000 | NY   |      |      |            | 2,200.00 |            |
|             |                                |            |                              |         |             |   |     |      | CONSULTING SERV/OPERATING EXP          |      |      |      |            |          |            |
|             |                                |            |                              |         |             |   |     |      | TOTAL PAYMENT AMOUNT                   |      |      |      | 2,200.00 * |          | 2,200.00   |
|             |                                |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
| 001040/00   | SEAVER, GAY                    |            |                              |         |             |   |     |      |  |      |      |      |            |          |            |
|             | PV-000408                      | 10/04/2018 | REIMBURSE PARKING FEE        |         |             |   |     |      | 01-7338-0-5800-1110-3110-000-0000-0000 | NN   |      |      |            | 9.00     |            |
|             |                                |            |                              |         |             |   |     |      | CONSULTING SERV/OPERATING EXP          |      |      |      |            |          |            |
|             |                                |            |                              |         |             |   |     |      | TOTAL PAYMENT AMOUNT                   |      |      |      | 9.00 *     |          | 9.00       |

| Vendor/Addr   | Remit name                 | Tax ID num                   | Deposit type                                  | ABA num    | Account num |            |  |  |  |
|---------------|----------------------------|------------------------------|---|------------|-------------|------------|--|--|--|
| Req Reference | Date                       | Description                  | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE         | T9MPS      | Liq Amt     | Net Amount |  |  |  |
| 005105/00     | SLOCUM, MELISSA            |                              |   |            |             |            |  |  |  |
| PO-190145     | 09/10/2018                 | REIMBURSE SUPPLIES PURCHASED | 1 01-0000-0-4300-1110-1000-100-1066-0000 NN P |            | 121.73      | 121.73     |  |  |  |
|               |                            |                              | MATERIALS AND SUPPLIES                        |            |             |            |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT         |   | 121.73 *   |             | 121.73     |  |  |  |
| 000427/00     | SORENSEN PEST CONTROL INC. |                              |   |            |             |            |  |  |  |
| PV-000409     | 09/12/2018                 | INV #1061228                 | 01-0000-0-5500-0000-8100-000-0000-0000 NN     |            |             | 25.00      |  |  |  |
|               |                            |                              | OPERATIONS & HOUSEKEEPING SERV                |            |             |            |  |  |  |
| PV-000409     | 09/12/2018                 | INV #1061264                 | 01-0000-0-5500-0000-8100-100-0000-0000 NN     |            |             | 60.00      |  |  |  |
|               |                            |                              | OPERATIONS & HOUSEKEEPING SERV                |            |             |            |  |  |  |
| PV-000409     | 09/12/2018                 | INV #1061388                 | 01-0000-0-5500-0000-8100-200-0000-0000 NN     |            |             | 60.00      |  |  |  |
|               |                            |                              | OPERATIONS & HOUSEKEEPING SERV                |            |             |            |  |  |  |
| PV-000409     | 09/12/2018                 | INV #1061880                 | 01-0000-0-5500-0000-8100-300-0000-0000 NN     |            |             | 75.00      |  |  |  |
|               |                            |                              | OPERATIONS & HOUSEKEEPING SERV                |            |             |            |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT         |   | 220.00 *   |             | 220.00     |  |  |  |
| 005159/00     | STANDARD INSURANCE COMPANY |                              |   |            |             |            |  |  |  |
| PV-000424     | 09/19/2018                 | OCTOBER 2018 PAYMENT         | 01-0000-0-9517-0000-0000-000-0000-0000 NN     |            |             | 1,873.73   |  |  |  |
|               |                            |                              | MEDICARE LIAB                                 |            |             |            |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT         |   | 1,873.73 * |             | 1,873.73   |  |  |  |
| 006010/00     | STORMWIND LLC              |                              |   |            |             |            |  |  |  |
| PV-000403     | 09/28/2018                 | INV #22460                   | 01-0000-0-5800-0000-7700-000-6120-0000 NY     |            |             | 2,990.00   |  |  |  |
|               |                            |                              | CONSULTING SERV/OPERATING EXP                 |            |             |            |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT         |   | 2,990.00 * |             | 2,990.00   |  |  |  |
| 000029/00     | SYSCO                      |                              |   |            |             |            |  |  |  |
| PV-000410     | 09/14/2018                 | INV #131935776               | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |            |             | 1,481.62   |  |  |  |
|               |                            |                              | FOOD  |            |             |            |  |  |  |
| PV-000411     | 09/14/2018                 | INV #131935778               | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |            |             | 1,093.43   |  |  |  |
|               |                            |                              | FOOD  |            |             |            |  |  |  |
| PV-000412     | 09/07/2018                 | INV #131926426               | 13-5310-0-4700-0000-3700-000-0000-0000 NN     |            |             | 795.10     |  |  |  |
|               |                            |                              | FOOD  |            |             |            |  |  |  |
|               |                            | TOTAL PAYMENT AMOUNT         |   | 3,370.15 * |             | 3,370.15   |  |  |  |

| Vendor/Addr   | Remit name           | Tax ID num           | Deposit type | ABA num                                | Account num |           |       |                    |
|---------------|----------------------|----------------------|--------------|--|-------------|-----------|-------|--------------------|
| Req Reference | Date                 | Description          | FD RESC Y    | OBJ GOAL                               | FUNC SCH    | BDRS TYPE | T9MPS | Liq Amt Net Amount |
| 005708/00     | TOP TIER DATACOM     |                      |              |  |             |           |       |                    |
|               | PV-000418 10/02/2018 | INV #3669            |              | 01-8100-0-6200-0000-8500-000-6500-0000 | NY          |           |       | 496.47             |
|               |                      |                      |              | NEW & IMPROVEMENT OF BUILDINGS         |             |           |       |                    |
|               |                      | TOTAL PAYMENT AMOUNT |              | 496.47 *                               |             |           |       | 496.47             |

005101/00 US BANK- CAL CARD

|           |            |                              |   |  |      |  |  |                 |
|-----------|------------|------------------------------|---|--|------|--|--|-----------------|
| PO-190055 | 08/09/2018 | USPS PRESTAMPED ENVELOPES    | 1 | 01-0000-0-4300-1110-1000-300-3100-0000 | NN P |  |  | 284.85 1,710.90 |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190071 | 08/16/2018 | STUDENT TEST                 | 1 | 01-7338-0-5800-1110-3110-000-0000-0000 | NN P |  |  | 64.50 64.50     |
|           |            |                              |   | CONSULTING SERV/OPERATING EXP          |      |  |  |                 |
| PO-190071 | 08/16/2018 | STUDENT TEST                 | 1 | 01-7338-0-5800-1110-3110-000-0000-0000 | NN P |  |  | 64.50 64.50     |
|           |            |                              |   | CONSULTING SERV/OPERATING EXP          |      |  |  |                 |
| PO-190071 | 09/07/2018 | STUDENT TEST                 | 1 | 01-7338-0-5800-1110-3110-000-0000-0000 | NN P |  |  | 64.50 64.50     |
|           |            |                              |   | CONSULTING SERV/OPERATING EXP          |      |  |  |                 |
| PO-190071 | 09/06/2018 | STUDENT TEST                 | 1 | 01-7338-0-5800-1110-3110-000-0000-0000 | NN P |  |  | 6.50 64.50      |
|           |            |                              |   | CONSULTING SERV/OPERATING EXP          |      |  |  |                 |
| PO-190080 | 08/23/2018 | AMAZON.COM (STORAGE SHELVES) | 1 | 01-7220-0-4300-1110-1000-300-3026-0000 | NN P |  |  | 595.17 595.17   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190082 | 08/17/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3620-0000 | YN P |  |  | 184.99 184.99   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190082 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3620-0000 | YN P |  |  | 435.52 435.52   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190083 | 08/20/2018 | ORDER #7725109               | 1 | 01-0000-0-4300-1110-1000-300-3620-0000 | NN F |  |  | 265.83 268.11   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190084 | 08/21/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3035-0000 | YN F |  |  | 413.78 413.78   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | NN P |  |  | 13.43 13.43     |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | NN P |  |  | 32.16 32.16     |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | YN P |  |  | 5.00 5.00       |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | YN P |  |  | 14.14 14.14     |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/22/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | YN P |  |  | 30.83 30.83     |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/24/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | YN P |  |  | 3.69 3.69       |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/26/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | NN P |  |  | 475.24 475.24   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/26/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | NN P |  |  | 105.25 105.25   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |
| PO-190123 | 08/26/2018 | AMAZON.COM (SUPPLIES)        | 1 | 01-0000-0-4300-1110-1000-300-3680-0000 | YN P |  |  | 246.00 246.00   |
|           |            |                              |   | MATERIALS AND SUPPLIES                 |      |  |  |                 |

| Vendor/Addr   | Remit name  | Tax ID num  | Deposit type                  | ABA num  | Account num                            |           |       |          |            |  |  |  |  |
|---------------|-------------|-------------|-------------------------------|----------|--|-----------|-------|----------|------------|--|--|--|--|
| Req Reference | Date        | Description | FD RESC Y                     | OBJ GOAL | FUNC SCH                               | BDRS TYPE | T9MPS | Liq Amt  | Net Amount |  |  |  |  |
| -----         |             |             |                               |          |  |           |       |          |            |  |  |  |  |
| 005101        | (CONTINUED) |             |                               |          |  |           |       |          |            |  |  |  |  |
|               | PO-190125   | 08/22/2018  | ORDER #H324455826             | 1        | 01-0000-0-4300-1110-1000-300-3563-0000 | NN P      |       | 214.49   | 214.49     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190126   | 08/24/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3100-0000 | NN F      |       | 50.00    | 52.50      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190128   | 08/24/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3700-0000 | NN F      |       | 377.24   | 601.42     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190131   | 08/22/2018  | ORDER #SO8691                 | 1        | 01-0000-0-4300-1110-1000-300-3564-0000 | YN P      |       | 1,657.00 | 1,657.00   |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190131   | 08/22/2018  | ORDER #SO8691 SHIPPING COST   | 1        | 01-0000-0-4300-1110-1000-300-3564-0000 | NN F      |       | 87.85    | 87.85      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190148   | 09/04/2018  | AMAZON.COM (SUPPLIES)         | 1        | 01-7010-0-4100-3800-1000-300-3530-0000 | YN P      |       | 129.98   | 129.98     |  |  |  |  |
|               |             |             |                               |          | TEXTBOOKS                              |           |       |          |            |  |  |  |  |
|               | PO-190148   | 09/04/2018  | AMAZON.COM (SUPPLIES)         | 1        | 01-7010-0-4100-3800-1000-300-3530-0000 | NN P      |       | 101.37   | 101.37     |  |  |  |  |
|               |             |             |                               |          | TEXTBOOKS                              |           |       |          |            |  |  |  |  |
|               | PO-190149   | 08/30/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3620-0000 | NN F      |       | 108.67   | 108.42     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190151   | 09/10/2018  | ORDER #SO-597252              | 1        | 01-0000-0-4300-0000-0000-300-0826-0000 | YN F      |       | 351.52   | 351.56     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190152   | 08/28/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3030-0000 | NN P      |       | 171.59   | 171.59     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190152   | 08/30/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3030-0000 | NN F      |       | 828.41   | 1,006.42   |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190153   | 09/06/2018  | CHANGED TO WALMART.COM        | 1        | 01-0000-0-4300-1110-1000-300-3560-0000 | NN F      |       | 26.86    | 21.40      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190154   | 08/31/2018  | AMAZON.COM (SUPPLIES)         | 1        | 01-0000-0-4300-1110-1000-300-3560-0000 | YN P      |       | 121.97   | 121.97     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190155   | 09/05/2018  | LITCHARTS ANNUAL SUBSCRIPTION | 1        | 01-0000-0-5300-1110-1000-300-3560-0000 | NN F      |       | 63.86    | 59.40      |  |  |  |  |
|               |             |             |                               |          | DUES AND MEMBERSHIPS                   |           |       |          |            |  |  |  |  |
|               | PO-190159   | 09/06/2018  | CUSTOMINK.COM (STUDENT STORE) | 1        | 95-0000-0-4300-0000-0000-300-0802-0000 | YN P      |       | 1,002.30 | 1,002.30   |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190159   | 09/06/2018  | CUSTOMINK.COM SHIPPING COSTS  | 1        | 95-0000-0-4300-0000-0000-300-0802-0000 | NN F      |       | 75.17    | 100.23     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190160   | 09/08/2018  | ORDER #19455128               | 1        | 01-0000-0-4300-1110-1000-300-3610-0000 | NN F      |       | 934.00   | 948.91     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190161   | 09/05/2018  | WALMART.COM (SUPPLIES)        | 1        | 01-0000-0-4300-1110-1000-300-3610-0000 | NN P      |       | 307.96   | 307.96     |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190161   | 09/05/2018  | WALMART.COM (SUPPLIES)        | 1        | 01-0000-0-4300-1110-1000-300-3610-0000 | NN P      |       | 1,078.82 | 1,078.82   |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190161   | 09/07/2018  | WALMART.COM (SUPPLIES)        | 1        | 01-0000-0-4300-1110-1000-300-3610-0000 | NN P      |       | 23.81    | 25.95      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190166   | 09/01/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3030-0000 | NN F      |       | 68.98    | 68.98      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190167   | 09/01/2018  | QUILL.COM (SUPPLIES)          | 1        | 01-0000-0-4300-1110-1000-300-3100-0000 | NN F      |       | 79.31    | 79.32      |  |  |  |  |
|               |             |             |                               |          | MATERIALS AND SUPPLIES                 |           |       |          |            |  |  |  |  |
|               | PO-190180   | 09/06/2018  | AMAZON.COM (SUPPLIES)         | 1        | 95-0865-0-4300-0000-0000-000-0000-0000 | NN F      |       | 152.20   | 151.84     |  |  |  |  |

MATERIALS AND SUPPLIES



| Vendor/Addr   | Remit name  | Tax ID num                     | Deposit type                                  | ABA num  | Account num |  |  |  |  |  |  |  |  |
|---------------|-------------|--------------------------------|---|----------|-------------|--|--|--|--|--|--|--|--|
| Req Reference | Date        | Description                    | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS   | Liq Amt  | Net Amount  |  |  |  |  |  |  |  |  |
| -----         |             |                                |   |          |             |  |  |  |  |  |  |  |  |
| 005101        | (CONTINUED) |                                |   |          |             |  |  |  |  |  |  |  |  |
| PO-190181     | 09/10/2018  | ORDER #SO-598798               | 1 01-0000-0-4300-0000-7200-000-0000-0000 YN F | 642.55   | 642.55      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190182     | 09/05/2018  | TABLE THROW                    | 1 95-0865-0-4300-0000-0000-000-0000-0000 YN F | 300.00   | 300.00      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190188     | 09/07/2018  | AMAZON.COM (STORAGE CABINET)   | 1 01-0000-0-4300-1110-1000-300-3035-0000 NN F | 354.48   | 381.48      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190189     | 09/09/2018  | WALMART.COM (SUPPLIES)         | 1 01-0000-0-4300-1110-1000-300-3620-0000 NN F | 21.43    | 27.42       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190190     | 09/10/2018  | SUPPLIES                       | 1 01-7338-0-5800-1110-3110-000-0000-0000 NN F | 29.18    | 39.87       |  |  |  |  |  |  |  |  |
|               |             |                                | CONSULTING SERV/OPERATING EXP                 |          |             |  |  |  |  |  |  |  |  |
| PO-190196     | 09/06/2018  | ORDER #5241851-496649          | 1 01-0000-0-4300-1110-1000-300-3610-0000 NN P | 276.63   | 276.63      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190197     | 09/10/2018  | SUPPLIES                       | 1 01-0000-0-4300-1110-1000-300-3610-0000 NN F | 475.94   | 501.86      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190202     | 09/17/2018  | SUPPLIES                       | 1 01-0000-0-4300-1110-1000-300-3100-0000 NN F | 29.50    | 31.64       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190205     | 09/14/2018  | INV #INV00337463               | 1 01-0000-0-4300-0000-0000-300-0826-0000 NN F | 350.00   | 350.00      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190207     | 09/14/2018  | ORDER #3018898                 | 1 95-0812-0-4300-0000-0000-000-0000-0000 NN F | 1,108.00 | 1,108.00    |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190208     | 10/15/2018  | SHAKESPEARE FESTIVAL ACCOM.    | 1 95-0812-0-5200-0000-0000-000-0000-0000 NN F | 912.34   | 928.74      |  |  |  |  |  |  |  |  |
|               |             |                                | TRAVEL AND CONFERENCE                         |          |             |  |  |  |  |  |  |  |  |
| PO-190209     | 09/19/2018  | ORDER #113400                  | 1 95-0865-0-4300-0000-0000-000-0000-0000 YN P | 64.95    | 64.95       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190209     |             | ORDER #113400 SHIPPING COST    | 1 95-0865-0-4300-0000-0000-000-0000-0000 NN P | 0.00     | 6.95        |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190210     | 09/16/2018  | LANYARDS/BADGES                | 1 95-0865-0-4300-0000-0000-000-0000-0000 YN F | 42.89    | 39.99       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190216     | 09/20/2018  | ORDER #9277976                 | 1 95-0000-0-4300-0000-0000-300-0800-0000 YN P | 366.75   | 366.75      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190216     | 09/20/2018  | ORDER #9277976 SHIPPING COST   | 1 95-0000-0-4300-0000-0000-300-0800-0000 NN F | 52.98    | 52.98       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190217     | 09/18/2018  | SUPPLIES (HOMECOMING)          | 1 95-0000-0-4300-0000-0000-300-0800-0000 YN P | 87.50    | 87.50       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190217     | 09/18/2018  | SUPPLIES (HOMECOMING) SHIPPING | 1 95-0000-0-4300-0000-0000-300-0800-0000 NN F | 29.43    | 22.87       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| PO-190219     | 09/20/2018  | ORDER #1002015698115           | 1 01-0000-0-4300-1110-1000-300-3610-0000 NN F | 36.44    | 51.87       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| RC-000050     | 10/15/2018  | 10.19.18 CHANGUS VISA CHARGES  | 01-0000-0-4300-1110-1000-300-3030-0000        |          | 169.44      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| RC-000050     | 10/15/2018  | 10.19.18 CHANGUS VISA CHARGES  | 01-0000-0-4300-1110-1000-300-3030-0000 N      |          | 33.69       |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| RC-000050     | 10/15/2018  | 10.19.18 CHANGUS VISA CHARGES  | 01-0000-0-4300-1110-1000-300-3030-0000 N      |          | 502.75      |  |  |  |  |  |  |  |  |
|               |             |                                | MATERIALS AND SUPPLIES                        |          |             |  |  |  |  |  |  |  |  |
| RC-000050     | 10/15/2018  | 10.19.18 CHANGUS VISA CHARGES  | 01-0000-0-4300-1110-1000-300-3030-0000 N      |          | 431.36      |  |  |  |  |  |  |  |  |

MATERIALS AND SUPPLIES

| Vendor/Addr | Remit name              |            | Tax ID num                    | Deposit type                           | ABA num | Account num |       |             |            |
|-------------|-------------------------|------------|-------------------------------|--|---------|-------------|-------|-------------|------------|
| Req         | Reference               | Date       | Description                   | FD                                     | RESC    | Y           | OBJ   | GOAL        | FUNC       |
|             |                         |            |                               | SCH                                    | BDRS    | TYPE        | T9MPS | Liq Amt     | Net Amount |
| -----       |                         |            |                               |  |         |             |       |             |            |
| 005101      | (CONTINUED)             |            |                               |  |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3002-0000 | N       |             |       |             | 183.47     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3570-0000 | N       |             |       |             | 144.54     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3030-0000 | N       |             |       |             | 27.57      |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3685-0000 | N       |             |       |             | 29.24      |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0001-0-4300-1110-1000-300-3669-0000 | N       |             |       |             | 603.98     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3660-0000 | N       |             |       |             | 572.96     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-4300-1110-1000-300-3030-0000 | N       |             |       |             | 2.00       |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-9519-0000-0000-000-0000-0000 | N       |             |       |             | -2.00      |
|             |                         |            |                               | SALES TAX LIABILITY                    |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0001-0-4300-1110-1000-300-3669-0000 | N       |             |       |             | 43.79      |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | RC-000050               | 10/15/2018 | 10.19.18 CHANGUS VISA CHARGES | 01-0000-0-9519-0000-0000-000-0000-0000 | N       |             |       |             | -43.79     |
|             |                         |            |                               | SALES TAX LIABILITY                    |         |             |       |             |            |
|             |                         |            |                               | TOTAL PAYMENT AMOUNT                   |         |             |       | 21,222.94 * |            |
|             |                         |            |                               | TOTAL USE TAX AMOUNT                   |         |             |       | 442.15      | 21,222.94  |
|             |                         |            |                               |  |         |             |       |             |            |
| 005385/00   | US FOOD SERVICE         |            |                               |  |         |             |       |             |            |
|             | PV-000415               | 09/20/2018 | INV #5532623                  | 95-0801-0-4300-0000-0000-000-0000-0000 | NN      |             |       |             | 705.91     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             | PV-000416               | 10/04/2018 | INV #5795776                  | 95-0801-0-4300-0000-0000-000-0000-0000 | NN      |             |       |             | 722.52     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             |                         |            |                               | TOTAL PAYMENT AMOUNT                   |         |             |       | 1,428.43 *  | 1,428.43   |
|             |                         |            |                               |  |         |             |       |             |            |
| 005719/00   | VERIZON WIRELESS        |            |                               |  |         |             |       |             |            |
|             | PV-000413               | 10/06/2018 | SEPTEMBER 2018 PAYMENT        | 01-0000-0-5500-0000-8100-000-0000-0000 | NN      |             |       |             | 152.04     |
|             |                         |            |                               | OPERATIONS & HOUSEKEEPING SERV         |         |             |       |             |            |
|             |                         |            |                               | TOTAL PAYMENT AMOUNT                   |         |             |       | 152.04 *    | 152.04     |
|             |                         |            |                               |  |         |             |       |             |            |
| 004984/00   | WEST VALLEY HIGH SCHOOL |            |                               |  |         |             |       |             |            |
|             | PV-000414               | 10/03/2018 | WEST VALLEY COED INVITATIONAL | 01-9099-0-4300-1110-4000-000-7260-0000 | NN      |             |       |             | 110.00     |
|             |                         |            |                               | MATERIALS AND SUPPLIES                 |         |             |       |             |            |
|             |                         |            |                               | TOTAL PAYMENT AMOUNT                   |         |             |       | 110.00 *    | 110.00     |



| Vendor/Addr   | Remit name | Tax ID num  | Deposit type | ABA num   | Account num |          |           |       |         |            |  |  |  |
|---------------|------------|-------------|--------------|-----------|-------------|----------|-----------|-------|---------|------------|--|--|--|
| Req Reference | Date       | Description |              | FD RESC Y | OBJ GOAL    | FUNC SCH | BDRS TYPE | T9MPS | Liq Amt | Net Amount |  |  |  |

006249/00 dba CA-SA STUDIO

|           |            |                            |  |  |                                |  |  |  |  |  |  |  |  |
|-----------|------------|----------------------------|--|--|--------------------------------|--|--|--|--|--|--|--|--|
| PV-000419 | 08/29/2018 | PROJECT #2018-028.00 (INS) |  | 01-0000-0-6200-0000-8500-300-0000-0000 | NN                             |  |  |  |  |  |  |  |  |
|           |            |                            |  |  | NEW & IMPROVEMENT OF BUILDINGS |  |  |  |  |  |  |  |  |
|           |            |                            |  |  | TOTAL PAYMENT AMOUNT           |  |  |  |  |  |  |  |  |
|           |            |                            |  |  |                                |  |  |  |  |  |  |  |  |

|  |  |  |  |  |                     |  |  |  |  |  |  |  |  |
|--|--|--|--|--|---------------------|--|--|--|--|--|--|--|--|
|  |  |  |  |  | TOTAL BATCH PAYMENT |  |  |  |  |  |  |  |  |
|  |  |  |  |  |                     |  |  |  |  |  |  |  |  |

|  |  |  |  |  |                        |  |  |  |  |  |  |  |  |
|--|--|--|--|--|------------------------|--|--|--|--|--|--|--|--|
|  |  |  |  |  | TOTAL DISTRICT PAYMENT |  |  |  |  |  |  |  |  |
|  |  |  |  |  |                        |  |  |  |  |  |  |  |  |

|  |  |  |  |  |                          |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--|
|  |  |  |  |  | TOTAL FOR ALL DISTRICTS: |  |  |  |  |  |  |  |  |
|  |  |  |  |  |                          |  |  |  |  |  |  |  |  |

Number of checks to be printed: 37, not counting voids due to stub overflows.  
 Number of zero dollar checks: 1, will be skipped.



Batch status: A All

From batch: 0017

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

012 COLUSA UNIFIED SCHOOL DISTRICT J81238  
Batch 17 Prelist

ACCOUNTS PAYABLE PRELIST  
BATCH: 0017 BATCH 17 - OCTOBER 26, 2018  
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| Vendor/Addr   | Remit name | Tax ID num                   | Deposit type | ABA num                                | Account num |      |     |      |      |       |          |            |
|---------------|------------|------------------------------|--------------|--|-------------|------|-----|------|------|-------|----------|------------|
| Req Reference | Date       | Description                  | FD RESC Y    | OBJ                                    | GOAL        | FUNC | SCH | BDRS | TYPE | T9MPS | Liq Amt  | Net Amount |
| 004456/00     |            | ADVANCED DOCUMENT CONCEPTS   | 941727222    |  |             |      |     |      |      |       |          |            |
| PV-000426     | 10/22/2018 | INV #CNIN700709              |              | 01-0000-0-5600-0000-7700-000-6000-0000 | NN          |      |     |      |      |       | 55.14    |            |
| PV-000426     | 10/22/2018 | INV #CNIN699575              |              | 01-0000-0-5600-0000-7700-000-6000-0000 | NN          |      |     |      |      |       | 32.60    |            |
| PV-000426     | 10/22/2018 | INV #CNIN700335              |              | 01-0000-0-5600-0000-7700-000-6000-0000 | NN          |      |     |      |      |       | 245.91   |            |
| PV-000426     | 10/22/2018 | INV #CNIN700331              |              | 01-0000-0-5600-0000-7200-000-0000-0000 | NN          |      |     |      |      |       | 1.97     |            |
| PV-000426     | 10/22/2018 | INV #CNIN700332              |              | 01-0000-0-5600-1110-1000-100-1027-0000 | NN          |      |     |      |      |       | 516.64   |            |
| PV-000426     | 10/22/2018 | INV #CNIN700333              |              | 01-0000-0-5600-1110-1000-200-2027-0000 | NN          |      |     |      |      |       | 539.89   |            |
| PV-000426     | 10/22/2018 | INV #CNIN700334              |              | 01-0000-0-5600-1110-1000-300-3027-0000 | NN          |      |     |      |      |       | 771.01   |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 2,163.16 |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 2,163.16   |
| 005113/00     |            | ALANIZ, JENNIFER             |              |  |             |      |     |      |      |       |          |            |
| PV-000427     | 10/11/2018 | REIMBURSE SUPPLIES PURCHASED |              | 95-0950-0-4300-0000-0000-000-0000-0000 | NN          |      |     |      |      |       | 25.88    |            |
| PV-000427     | 10/11/2018 | REIMBURSE SUPPLIES PURCHASED |              | 95-0950-0-4300-0000-0000-000-0000-0000 | NN          |      |     |      |      |       | 183.79   |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 209.67   |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 209.67     |
| 000377/00     |            | ALHAMBRA & SIERRA SPRINGS    |              |  |             |      |     |      |      |       |          |            |
| PV-000425     | 10/11/2018 | INV #5169282101118           |              | 01-8100-0-4300-0000-8100-000-6500-0000 | NN          |      |     |      |      |       | 102.55   |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 102.55   |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 102.55     |
| 006258/00     |            | ANDROS KAPEROS               |              |  |             |      |     |      |      |       |          |            |
| PV-000444     | 10/23/2018 | 8th Grade basketball tourney |              | 01-9099-0-4300-1110-4000-000-7331-0000 | NN          |      |     |      |      |       | 150.00   |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 150.00   |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 150.00     |
| 004764/00     |            | CIF STATE OFFICE             |              |  |             |      |     |      |      |       |          |            |
| PV-000430     | 08/20/2018 | INV #2998                    |              | 01-0000-0-4300-1110-1000-300-7150-0000 | NN          |      |     |      |      |       | 311.22   |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 311.22   |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 311.22     |
| 006259/00     |            | CLEANRITE-BUILDRITE          | 942623760    |  |             |      |     |      |      |       |          |            |
| PV-000428     | 08/08/2018 | AUG 2018 INSURANCE CLAIM     |              | 01-0000-0-6200-0000-8500-300-0000-0000 | NN          |      |     |      |      |       | 3,343.58 |            |
|               |            | TOTAL PAYMENT AMOUNT         |              |  |             |      |     |      |      |       | 3,343.58 |            |
|               |            |                              |              |  |             |      |     |      |      |       |          | 3,343.58   |

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ACCOUNTS PAYABLE PRELIST  
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| Vendor/Addr                        | Remit name | Tax ID num         | Deposit type                           | ABA num | Account num |            |  |  |
|------------------------------------|------------|--------------------|--|---------|-------------|------------|--|--|
| Req Reference                      | Date       | Description        | FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE  | T9MPS   | Liq Amt     | Net Amount |  |  |
| 000505 (CONTINUED)                 |            |                    |  |         |             |            |  |  |
| PV-000443                          | 10/15/2018 | INV #04186296      | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 619.60     |  |  |
| PV-000443                          | 10/15/2018 | INV #04183417      | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 367.20     |  |  |
| PV-000443                          | 10/15/2018 | INV #04187537      | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 646.05     |  |  |
| PV-000443                          | 10/15/2018 | INV #04188168      | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | 22.35      |  |  |
| PV-000443                          | 10/15/2018 | CM #00745591       | 13-5310-0-4700-0000-3700-000-0000-0000 | NN      |             | -22.35     |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 3,045.60 *  | 3,045.60   |  |  |
| 005669/00 HILL, LEASA              |            |                    |  |         |             |            |  |  |
| PV-000435                          | 10/22/2018 | REIMBURSE MILEAGE  | 13-5310-0-5200-0000-3700-000-0000-0000 | NN      |             | 244.71     |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 244.71 *    | 244.71     |  |  |
| 005779/00 MILLER, JEREMY           |            |                    |  |         |             |            |  |  |
| PV-000436                          | 10/22/2018 | REIMBURSE MILEAGE  | 01-0000-0-5200-0000-7700-000-6000-0000 | NN      |             | 68.23      |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 68.23 *     | 68.23      |  |  |
| 006261/00 MOBILE MODULAR 942579843 |            |                    |  |         |             |            |  |  |
| PV-000442                          | 09/04/2018 | INV #1748999 (INS) | 01-0000-0-6200-0000-8500-300-0000-0000 | NN      |             | 33,987.00  |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 33,987.00 * | 33,987.00  |  |  |
| 001354/00 PROGRESS PUBLICATIONS    |            |                    |  |         |             |            |  |  |
| PV-000438                          | 09/18/2018 | INV #48219346      | 01-0000-0-4300-1110-1000-100-1020-0000 | YN      |             | 825.00     |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 825.00 *    | 825.00     |  |  |
| TOTAL USE TAX AMOUNT               |            |                    |  |         | 59.81       |            |  |  |
| 006260/00 ROBIN MYERS              |            |                    |  |         |             |            |  |  |
| PV-000437                          | 10/12/2018 | REIMBURSE PARENT   | 95-0865-0-4300-0000-0000-000-0000-0000 | NN      |             | 35.00      |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 35.00 *     | 35.00      |  |  |
| 006108/00 SENTINEL FIRE 942354759  |            |                    |  |         |             |            |  |  |
| PV-000440                          | 09/24/2018 | INV #80671         | 13-5310-0-4700-0000-3700-000-0000-0000 | NY      |             | 153.96     |  |  |
| TOTAL PAYMENT AMOUNT               |            |                    |  |         | 153.96 *    | 153.96     |  |  |

012 COLUSA UNIFIED SCHOOL DISTRICT J81238  
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ACCOUNTS PAYABLE PRELIST  
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| Vendor/Addr   | Remit name | Description | Tax ID num | Deposit type       | ABA num  | Account num     | Liq Amt | Net Amount |
|---------------|------------|-------------|------------|--------------------|----------|-----------------|---------|------------|
| Req Reference | Date       |             |            | FD RESC Y OBJ GOAL | FUNC SCH | BDRS TYPE T9MPS |         |            |

|           |                |           |  |  |    |          |        |        |
|-----------|----------------|-----------|--|--|----|----------|--------|--------|
| 005628/00 | SIERRA FLOWERS |           |  |  |    |          |        |        |
| PV-000439 | 10/05/2018     | INV #6622 |  | 95-0000-0-4300-0000-0000-300-0800-0000 | NN |          | 100.00 |        |
|           |                |           |  | TOTAL PAYMENT AMOUNT                   |    | 100.00 * |        | 100.00 |

|           |            |           |           |  |    |            |          |          |
|-----------|------------|-----------|-----------|--|----|------------|----------|----------|
| 000432/00 | SPURR      |           | 680201558 |  |    |            |          |          |
| PV-000441 | 09/30/2019 | Inv 93315 |           | 01-0000-0-5500-0000-8100-000-0000-0000 | NN |            | 966.38   |          |
| PV-000441 | 09/30/2019 | Inv 94153 |           | 01-0000-0-5500-0000-8100-000-0000-0000 | NN |            | 1,052.10 |          |
|           |            |           |           | TOTAL PAYMENT AMOUNT                   |    | 2,018.48 * |          | 2,018.48 |

|           |                   |                    |           |  |      |        |        |      |
|-----------|-------------------|--------------------|-----------|--|------|--------|--------|------|
| 005101/00 | US BANK- CAL CARD |                    | 411558798 |  |      |        |        |      |
| PO-190162 | 10/22/2018        | PAY AS PAY VOUCHER |           | 1 01-0000-0-4300-1110-1000-100-1020-0000 | NN C |        | 900.00 | 0.00 |
|           |                   |                    |           | TOTAL PAYMENT AMOUNT                     |      | 0.00 * |        | 0.00 |

|                          |           |      |      |           |
|--------------------------|-----------|------|------|-----------|
| TOTAL BATCH PAYMENT      | 51,545.30 | ***  | 0.00 | 51,545.30 |
| TOTAL USE TAX AMOUNT     | 59.81     |      |      |           |
| TOTAL DISTRICT PAYMENT   | 51,545.30 | **** | 0.00 | 51,545.30 |
| TOTAL USE TAX AMOUNT     | 59.81     |      |      |           |
| TOTAL FOR ALL DISTRICTS: | 51,545.30 | **** | 0.00 | 51,545.30 |
| TOTAL USE TAX AMOUNT     | 59.81     |      |      |           |

Number of checks to be printed: 20, not counting voids due to stub overflows.  
Number of zero dollar checks: 1, will be skipped.



Batch 17 Prelist

No records found...

# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MRS. KATHIE WHITESELL  
MRS. KELLI GRIFFITH-GARCIA  
MR. CHARLES YERXA  
MRS. MELISSA YERXA ORTIZ  
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932  
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



## Notice of Intent

This is to serve as a public notice with the intent to employ the named person(s) below on the basis of Education Code 44256(b). This Education Code along with a Teacher Consent Form will allow the educator below to work with our TK-3<sup>rd</sup> grade students.

- |                 |                           |
|-----------------|---------------------------|
| Name:           | James Imhoff              |
| Subject:        | P.E. Teacher              |
| Grade Levels:   | TK-3rd Grade              |
| School Site(s): | Burchfield Primary School |

**Where is the event?**

Seattle, Washington. Doubletree Hotel, Seattle Airport

**Why do we need to go?**

WIBC (Wester International Band Clinic) Honor Band is an internationally recognized honor band comprising students from the Western Hemisphere. There are four band ensembles that are involved in this event. It is centered around a band clinic that will involve 6 internationally recognized band directors, composers, and educators from the United States.

**How are we getting there?**

Ms. Colligan will drive the two students to Sacramento and we will park in long term parking. We are flying from Sacramento International Honor Band to Seattle-Tacoma International Airport on Friday, November 15<sup>th</sup> at 12:45pm on flight on Alaskan Airlines flight 429 and arriving at 2:42pm. The event will have a shuttle from the airport to the hotel. Students will stay in the hotel for the entire event until we leave on Monday from Seattle to Sacramento on Alaskan Airlines 676 at 7:59pm and arrive in Sacramento to 9:55 and drive back to Colusa around 11:30pm

**When is the event?**

Friday, November 15<sup>th</sup>- Monday, November 19<sup>th</sup>

**Who gets to go?**

Ms. Mary Colligan, Sophomore Edgar Jaime Garcia, Freshman Emely Valdez

**Is there a cost to the district? If so, what?**

\$363 for each student (2) includes hotel and cost of the honor band. Flight costs \$716 for all three to travel. Costs are being covered by Friends of Music with fundraising help from the students and Ms. Colligan as well as the festivals and trips account. Ms. Colligan is covering the costs for herself of the hotel and the conference. The only cost to the district would be a sub for 2 days of school.

# Board Policy

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0415(a)

### EQUITY

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

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

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

*(cf. 6173 - Education for Homeless Children)*

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

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

*(cf. 6175 - Migrant Education Program)*

*(cf. 9000 - Role of the Board)*

*(cf. 9310 - Board Policies)*

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 6162.5 - Student Assessment)*

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3100 - Budget)*  
*(cf. 4113 - Assignment)*  
*(cf. 7110 - Facilities Master Plan)*

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

*(cf. 6141.4 - International Baccalaureate Program)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6152.1 - Placement in Mathematics Courses)*

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

*(cf. 5137 - Positive School Climate)*

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6179 - Supplemental Instruction)*

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices



(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on **all** indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

*Legal Reference:*

EDUCATION CODE

200-262.4 Educational equity  
52077 Local control and accountability plan  
60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions  
11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime  
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act  
1681-1688 Discrimination based on sex or blindness, Title IX  
2301-2415 Carl D. Perkins Vocational and Applied Technology Act  
6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

*Management Resources:*

CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

*African-American Students in Focus: Demographics and Achievement of California's African-American Students*, 2016

*Latino Students in California's K-12 Public Schools*, 2016

*Research-Supported Strategies to Improve the Accuracy and Fairness of Grades*, 2016

*Climate for Achievement Governance Brief Series*, 2015

*Math Misplacement*, 2015

*CENTER FOR URBAN EDUCATION PUBLICATIONS*

*Protocol for Assessing Equity-Mindedness in State Policy*, 2017

*WEB SITES*

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

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

Center for Urban Education: <https://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

# CSBA Sample

## Board Policy

### Business and Noninstructional Operations

BP 3515.21(a)

#### UNMANNED AIRCRAFT SYSTEMS (DRONES)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

*(cf. 1330 - Use of School Facilities)*

*(cf. 1330.1 - Joint Use Agreements)*

*(cf. 5142 - Safety)*

A small *unmanned aircraft system* or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over district property under the supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over district property, including a district employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a district employee or student, who is requesting or operating a drone on or over district property shall agree to hold the district harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

*(cf. 3530 - Risk Management/Insurance)*

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.

Any person authorized to use a drone on district property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the district's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The district reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on district property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with district activity, creates electronic interference, or poses unacceptable risks to individuals or property.

*(cf. 3515.2 - Disruptions)*

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

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

*(cf. 5144 - Discipline)*

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

*Legal Reference:*

UNITED STATES CODE, TITLE 49

*40101 Note Unmanned aircraft systems*

CODE OF FEDERAL REGULATIONS, TITLE 14

*107.1-107.205 Small unmanned aircraft systems, especially:*

*107.12 Requirement for a remote pilot certificate with a small UAS rating*

*107.15-107.51 Operating rules; safety*

*107.53-107.79 Remote pilot certification*

*Management Resources:*

*FEDERAL AVIATION ADMINISTRATION PUBLICATIONS*

*Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016*

*WEB SITES*

*Federal Aviation Administration: <https://www.faa.gov/uas>*



# Administrative Regulation

All Personnel

AR 4157.2(a)

4257.2

ERGONOMICS

4357.2

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

~~To minimize employee's risk of repetitive motion injuries (RMIs), the Superintendent or designee shall implement an ergonomics program whenever two or more RMIs from an identical work activity have been reported by district employees within a 12-month period beginning July 3, 1997. In addition, all reported injuries must satisfy all of the following conditions: (8 CCR 5110)~~

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

- ~~1. The RMIs were predominantly caused (i.e., 50 percent or more) by a repetitive job, process or operation.~~
- ~~2. The employees incurring the RMIs were performing a job process or operation of identical work activity. Identical work activity means that the employees were performing the same repetitive motion task, such as similar word processing, assembly or loading tasks.~~
- ~~3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.~~

~~The Superintendent or designee shall ensure that the ergonomics program be designed to minimize RMIs in accordance with law. The program shall be composed of the following components: (8 CCR 5110)~~

1. **Worksite evaluation**

**Evaluate** each job, process, or operation of identical work activity **at the worksite**, or a representative number of such jobs, processes, or operations of identical **work** activities, ~~shall be evaluated~~ for exposures which have caused RMIs.

2. **Control of exposures which have caused RMIs**

**Correct in a timely manner, or minimize to the extent feasible if correction is not possible,** ~~Any exposures that have caused RMIs, shall, in a timely manner, be corrected or, if not capable of being corrected, be minimized to the extent feasible. The district shall consider~~ **taking into consideration** engineering controls, such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job **station rotation**, work pacing, or work breaks.

3. **Training**

~~Employees shall be provided~~ **Provide staff** training that includes an explanation of:

- a. The district's **ergonomics** program
- b. The exposures that have been associated with RMIs
- c. The symptoms and consequences of injuries caused by repetitive motion
- d. The importance of reporting symptoms and injuries to the **employer district**
- e. Methods used by the district to minimize RMIs

**Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.**

(cf. 4157 /4257/4357 - Employee Safety)

~~(cf. 4157.1/4257.1/4357.1 - Work Related Injuries)~~

*Legal Reference:*

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

GOVERNMENT CODE

21153 Employer not to separate for disability members eligible to retire

LABOR CODE

142.3 Adoption, amendment or repeal of standards and orders

3200-4855 Workers' compensation, especially:

3550-3553 Employee **Notice**

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 *Provision of medical and hospital treatment by employer*  
4906 *Disclosures and statements*  
5400-5404 *Notice of injury or death*  
6303 *Place of employment; employment*  
6305 *Occupational safety and health standards; special orders*  
6310 *Retaliation for filing complaint prohibited*  
6357 *Standards for workplace ergonomics*  
6401.7 *Injury prevention programs*  
6409.1 *Reports*  
CODE OF REGULATIONS, TITLE 8  
3203 *Injury and Illness Prevention Program*  
5110 *Repetitive motion injuries*

**Management Resources:**

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF  
OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS**

**Ergonomic Hazards, Fact Sheet H**

**Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011**

**WEB SITES**

**California Department of Industrial Relations, Division of Occupational Safety and Health:**  
**<http://www.dir.ca.gov/dosh>**

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**CHARTER SCHOOL RENEWAL**

The Governing Board believes that the ongoing operation of a charter school ~~established within the district~~ should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. **The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.**

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0420.41 - Charter School Oversight)*

*(cf. 0420.43 - Charter School Revocation)*

*(cf. 0500 - Accountability)*

**No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)**

**The Board recommends that a ~~A~~ charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter is due to expire to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.**

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

**Submission of Renewal Petition**

~~A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.~~

~~The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)~~

~~The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)~~

**Criteria for Granting or Denying Renewal**

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, **except that the signature requirement for**

**new petitions is not applicable to petitions for renewal.** The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider **the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement.** Increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, **as shall be** the most important factor. (Education Code 47607; **5 CCR 11966.4**)

The Board shall **not** deny a renewal petition ~~only if~~ **unless** it makes a written factual findings, **specific to the particular petition,** setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to **demonstrate that it** meets at least one of the following criteria of academic performance:
  - a. ~~Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.~~
  - b. ~~An API ranking in deciles 4-10 in the prior year or in two of the last three years.~~
  - c. ~~An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.~~
  - a. **Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052**



- d. b.** Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

**Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for**

**demographically similar student populations in comparison schools; and information submitted by the charter school.** The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. **The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.**

~~In determining whether the charter school satisfies this criterion, the Board shall base its decision on:~~

~~(1) Documented clear and convincing data~~

~~(2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools~~

~~(3) Information submitted by the charter school~~

*(cf. 6162.51 - State Academic Achievement Tests)*

- e-c.** Qualification for **an the state's** alternative accountability system **established pursuant to Education Code 52052(h) for schools that serve high-risk students**

### **Timelines for Board Action**

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

~~If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)~~

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the

absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. ~~If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.~~ (Education Code 47605, 47607.5)

*Legal Reference:*

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 ~~Alternative accountability system; d~~Definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

*Management Resources:*

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Guide for Governance Teams, rev. 2016

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.charterauthorizers.org>

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

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# Board Policy

## Community Relations

BP 1100(a)

### COMMUNICATION WITH THE PUBLIC

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

*(cf. 1112 - Media Relations)*

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

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 9005 - Governance Standards)*

*(cf. 9010 - Public Statements)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Superintendent or designee shall utilize a variety of **communications** methods **in order** to provide **information to** the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social **networking pages** **media**, **or other online communications technologies**, **direct email** **electronic** communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

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

*(cf. 1020 - Youth Services)*

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

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

The Superintendent or designee shall ensure that staff members are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff members with professional development in their "customer service" role as needed to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 1260 - Educational Foundation)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 6020 - Parent Involvement)*

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

*(cf. 9323 - Meeting Conduct)*

### **Prohibition Against Mass Mailings at Public Expense**

~~Any n~~Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

*(cf. 1160 - Political Processes)*

~~No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901 shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)~~

~~Any newsletter or mass mailing regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.~~

~~*(cf. 1160 - Political Processes)*~~

**A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)**

- 1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box**
- 2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.**
- 3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.**
- 4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.**

**The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)**

- 1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member**
- 2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support**
- 3. A business card that contains only one mention of the Board member's name and no photograph of the Board member**

**However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)**

*Legal Reference:*

**EDUCATION CODE**

*7054 Use of district property or funds re: ballot measures and candidates*

*35145.5 Board meetings, public participation*

*35172 Promotional activities*

*38130-38138 Civic Center Act*

*48980-48985 Parental notifications*

**GOVERNMENT CODE**

*54957.5 Meeting agendas and materials*

*82041.5 Mass mailing*

*89001-**89003** Newsletter or mass mailing*

**CODE OF REGULATIONS, TITLE 2**



~~18901 Mass mailings sent at public expense~~

18901.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

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# Board Policy

## Business and Noninstructional Operations

BP 3290(a)

### GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, ~~private agency or~~ organization, **foundation**, or ~~other~~ public **or private** agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

*(cf. 0100 - Philosophy)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0415 - Equity)*  
*(cf. 1260 - Educational Foundation)*  
*(cf. 9270 - Conflict of Interest)*

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

*(cf. 0000 - Vision)*  
*(cf. 0100 - Philosophy)*

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol ~~or the violation of any law or district policy~~

*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.62 - Tobacco)*

4. **Advertise or endorse the use of non-nutritious food or beverages during the school day**

*(cf. 5030 - Student Wellness)*

5. **Encourage or enable the violation of any law or district policy**

- ~~4.~~ 6. **Imply endorsement of any business or product or unduly commercialize or politicize the school environment**

*(cf. 1325 - Advertising and Promotion)*

Any gift of books **and or** instructional materials **shall may only** be accepted **only** if they meet **regular** district criteria for selection of instructional materials.

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, **classroom, or teacher**. At the Superintendent or designee's discretion, a gift may be used at a particular school **or classroom**.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

*(cf. 3430 - Investing)*

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

*(cf. 3440 - Inventories)*

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

## **Appreciation**

~~The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.~~

~~*(cf. 1150 - Commendations and Awards)*~~

~~*(cf. 7310 - Naming of Facility)*~~

## **Corporate Sponsorship**

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 3312 - Contracts)*

*(cf. 6145.2 - Athletic Competition)*

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications **in**

**accordance with BP 1325 - Advertising and Promotion.** ~~No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or district policy shall be allowed.~~

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed;
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services;
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information **and the requirement that the sponsor obtain prior approval of the Board before using such information.** ~~The sponsor's use of such information shall require prior approval of the Board.~~
- ~~5.~~ **4.** The prohibition against the collection **or distribution** of students' personal information except as allowed by law.
- ~~4.~~ **5.** The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with **the** district's vision, mission, or goals or the sponsor engages in any prohibited activity;
- ~~5.~~ ~~The prohibition against the collection of students' personal information except as allowed by law.~~

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

### **Online Fundraising**

**Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.**

**Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.**

**Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.**

### **Appreciation**

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

*(cf. 1150 - Commendations and Awards)*

*(cf. 7310 - Naming of Facility)*

#### *Legal Reference:*

##### EDUCATION CODE

*1834 Acquisition of materials and apparatus*

*35160 Powers and duties*

*35162 Power to sue, be sued, hold and convey property*

*41030 School district may invest surplus monies from bequest or gifts*

*41031 Special fund or account in county treasury*

*41032 Authority of school board to accept gift or bequest; investments; gift of land requirements*

*41035 Advisory committee*

*41036 Function of advisory committee*

*41037 Rules and regulations*

*41038 Applicability of other provisions of chapter*

#### *Management Resources:*

##### WEB SITES

*California Consortium of Education Foundations: <http://www.cceflink.org>*

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3320(a)

### CLAIMS AND ACTIONS AGAINST THE DISTRICT

#### Time Limitations

The following time limitations apply to claims against the district:

1. **Claims for money or damages relating to any cause of action which is governed by a statute or regulation, including childhood sexual abuse and other causes of action specifically excepted from the Government Claims Act by Government Code 905, shall be filed in accordance with the governing statute or regulation. (Government Code 905, 935)**
- ~~1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)~~
- ~~2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)~~
- 3.2. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which **are relate to any cause of action** specifically ~~exempted~~ **excepted** from the Government Claims Act by Government Code 905 **and but which** are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, ~~911.2~~, 935)
- ~~1. 3. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)~~
- ~~2. 4. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above relating to any other cause of action shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)~~

#### Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)



Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

### **Review of Contents of the Claim**

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case.
7. The signature of the claimant or the person acting on his/her behalf

### **Notice of Claim Insufficiency**

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

### **Amendment to Claims**

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

### **Late Claims**

For claims under items **s #1 #2** and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

### **Action on Claims**

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3460(a)

### FINANCIAL REPORTS AND ACCOUNTABILITY

#### Interim Reports

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

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

*(cf. 3100 - Budget)*

*(cf. 3220.1 - Lottery Funds)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3314 - Payment for Goods and Services)*

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

*(cf. 3110 - Transfer of Funds)*

#### Audit Report

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

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

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an

audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

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

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3430 - Investing)*

*(cf. 3451 - Petty Cash Funds)*

*(cf. 3452 - Student Activity Funds)*

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

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

*(cf. 5117 - Interdistrict Attendance)*

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

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

### **Report on Expenditures of State Facilities Funds**

**When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)**

**Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)**

- 1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district**
- 2. Three years from the date of the final fund release for an elementary school project**

### **3. Four years from the date of the final fund release for a middle or high school project**

#### **Fund Balance**

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

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

#### **Negative Balance Report**

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

#### **Non-Voter-Approved Debt Report**

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

*(cf. 3470 - Debt Issuance and Management)*

*(cf. 7214 - General Obligation Bonds)*

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated



effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

### **Other Postemployment Benefits Report**

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

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

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

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# Board Policy

## Certificated Personnel

BP 4114(a)

### TRANSFERS

The Governing Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of district students, and satisfies staffing requirements at each school. The Superintendent or designee is authorized to assign certificated staff in accordance with district policy and/or the collective bargaining agreement as applicable.

*(cf. 0415 - Equity)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4113 - Assignment)*

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

Subject to the approval of the Governing Board, the Superintendent or designee may transfer a teacher from one district school to another when he/she determines the transfer is in the best interest of the district. (Education Code 35035)

~~*(cf. 4030 - Nondiscrimination in Employment)*~~

~~*(cf. 4113 - Assignment)*~~

~~Such transfers shall be determined in accordance with the district's collective bargaining agreement with certificated employees.~~

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

### Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon receipt of a written transfer request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of students and the school(s), the academic performance of the requested school, and opportunities for the professional growth of the teacher.

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

~~However, if the principal of a school ranked in deciles 1-3 on the Academic Performance Index refuses to accept a transfer request, the Superintendent or designee shall not transfer the teacher. (Education Code 35036)~~

~~(cf. 0500—Accountability)~~

After April 15 prior to the school year that a transfer would become effective, no teacher who requests to be transferred to another school shall have priority over other qualified teachers who have applied for positions requiring certification qualifications at that school. (Education Code 35036)

### **Involuntary Transfers**

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, or when otherwise required in order to accommodate the school's staffing needs.

*(cf. 4117.3 - Personnel Reduction)*

If a teacher objects to a transfer, he/she may request a meeting with the Superintendent or designee and the principal. If dissatisfied with the results of this meeting, the teacher may appeal to the Board. The Board's decision shall be final.

#### *Legal Reference:*

##### EDUCATION CODE

35035 Additional powers and duties of superintendent, transfer authority

35036 Voluntary transfers

35186 Complaint process, teacher vacancy or misassignment

37616 Assignment of teachers to year-round schools

##### GOVERNMENT CODE

3543.2 Scope of representation

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# Board Policy

## Students

BP 5144.1(a)

### SUSPENSION AND EXPULSION/DUE PROCESS

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

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

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

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

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

*(cf. 5112.5 - Open/Closed Campus)*

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

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

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

### Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

~~*(cf. 1020 - Youth Services)*~~

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

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

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

### **On-Campus Suspension**

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

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

### **Authority to Expel**

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

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

### **Due Process**

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

*(cf. 5119 - Students Expelled from Other Districts)*

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

### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall annually present to the Board a report of the maintain outcome data **related to student suspensions and expulsions in accordance with which the district is required to collect pursuant to** Education Code 48900.8 and 48916.1, including, **but not limited to,** the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. **For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.**



In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

*Legal Reference:*

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

**8239.1 Prohibition against expulsion of preschool student**

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

**64000-64001 Consolidated application**

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 ~~Discharge or discrimination against employee for taking~~ **Employee** time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors, or stun guns  
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

*Management Resources:*

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

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

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<https://www2.ed.gov/about/offices/list/oese/oshs>

# Administrative Regulation

Students

AR 5144.1(a)

## SUSPENSION AND EXPULSION/DUE PROCESS

### Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

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

### Notice of Regulations

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

### Grounds for Suspension and Expulsion: Grades K-12

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

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

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

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(cf. 5131.6 - Alcohol and Other Drugs)

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

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

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

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

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

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

*Electronic act* means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

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

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

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

### **Additional Grounds for Suspension and Expulsion: Grades 4-12**

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

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

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

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

(cf. 5145.7 - Sexual Harassment)

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

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

(cf. 5145.9 - Hate-Motivated Behavior)



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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Suspension from Class by a Teacher**

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

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

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

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

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

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

### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy

under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

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

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

*(cf. 5125 - Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

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

*(cf. 6184 - Continuation Education)*

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

### **Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

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

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to

the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

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

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

In addition, the notice may state the date and time when the student may return to school.

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

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
  - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger

persons or property or threaten to disrupt the instructional process. (Education Code 48911)

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

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

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 - Education for Homeless Children)*

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

### **Suspension by the Board**

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

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

*(cf. 9321 - Closed Session Purposes and Agendas)*

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

### **On-Campus Suspension**

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

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

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

### **Superintendent or Principal's Authority to Recommend Expulsion**

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

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

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

### **Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

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

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

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

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

### **Stipulated Expulsion**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

### **Rights of Complaining Witness**

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

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



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

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

### **Written Notice of the Expulsion Hearing**

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

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

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

*(cf. 5119 - Students Expelled from Other Districts)*

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

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

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

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

## **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

## **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

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

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure

1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

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

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

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

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

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

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.

- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
    - (3) The person conducting the hearing may:
      - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
      - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
      - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of

three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement

of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

### **Final Action by the Board**

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

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any **"mandatory**

**recommendation and mandatory expulsion"** act listed ~~under "Mandatory Recommendation and Mandatory Expulsion"~~ **above in the section "Authority to Expel" in the accompanying Board policy**, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

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

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

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

### **Written Notice to Expel**

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**



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

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

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

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

## Appeal

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

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

## Notification to Law Enforcement Authorities

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

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

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate **city or** county **or district** law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

## Placement During Expulsion

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

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

*(cf. 6158 - Independent Study)*

*(cf. 6185 - Community Day School)*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for

Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

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

### **Readmission After Expulsion**

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

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

### **Maintenance of Records**

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

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

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

*(cf. 5119 - Students Expelled from Other Districts)*

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# Board Policy

## Instruction

BP 6142.3(a)

### CIVIC EDUCATION

The Governing Board recognizes that **citizen** involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, **engaged, and** responsible citizenship.

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. He/she **also** shall **also** encourage the integration of civic education into other subjects as appropriate.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches. **Instruction ~~also~~ should **also** promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.**

~~To develop a sense of political effectiveness, instruction should develop students' understanding of the importance of civic participation in a democratic society.~~ Service learning, extracurricular and cocurricular activities, class and school elections, **simulations of government, student-led debates, voter education,** and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 9150 - Student Board Members)*

Instruction also should promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.

Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.

(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6144 - Controversial Issues)

### **Constitution/Citizenship Day**

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; P.L. 108-447, Sec. 111 **36 USC 106 Note**)

(cf. 6115 - Ceremonies and Observances)

BP 6142.3(c)

## **CIVIC EDUCATION (continued)**

### **Student Voter Registration**

To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.

The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)

The designated employee shall determine the most effective means of distributing voter registration forms provided by the Secretary of State, which may include, but are not limited to, distributing the forms at the start of the school year with orientation materials, placing voter registration forms at central locations, including voter registration forms with graduation materials, and/or providing links and the web site address of the Secretary of State's online voter registration system on the district's web site and in email notices sent to students.



The principal or designee may appoint one or more students enrolled at each high school to serve as voter outreach coordinators at that school. The voter outreach coordinator(s) may coordinate voter registration activities at the school to encourage eligible persons to register to vote. With the approval of the principal or designee, the voter outreach coordinator(s) may also coordinate election-related activities on campus, including voter registration drives, mock elections, debates, and other election-related student outreach activities. (Education Code 49041)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.13 - Response to Immigration Enforcement)

During the last two full weeks in April and September, in areas on each high school campus that are reasonably accessible to all students as designated by the principal or designee, the county elections official shall be allowed to register students and school personnel to vote. (Education Code 49040)

*Legal Reference:*

EDUCATION CODE

**54 Student service on boards and commissions**

233.5 Teaching of principles

33540 Standards for government and civics instruction

37221 Commemorative exercises including anniversary of U.S. Constitution

48205 Absence from school for jury duty or precinct board service

**49040-49041 Student voter registration**

51210 Courses of study, grades 1-6

51220 Courses of study, grades 7-12

**51470-51474 State Seal of Civic Engagement**

ELECTIONS CODE

**2146 Student voter registration**

**2148 Student voter registration, contact person**

12302 Precinct boards, appointment of students

UNITED STATES CODE, TITLE 20

6711-6716 Education for Democracy Act

UNITED STATES CODE, TITLE 36

101-144 Patriotic observances

*Management Resources:*

CSBA PUBLICATIONS

School Board Leadership: The Role and Function of California's School Boards, 1996

FEDERAL REGISTER

77 Fed. Reg. 29727 Constitution Day and Citizenship Day

AMERICAN BAR ASSOCIATION PUBLICATIONS

Essentials of Law-Related Education, rev. 2003

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Content Standards

**History-Social Science Framework for California Public Schools**

CENTER FOR CIVIC EDUCATION PUBLICATIONS

Education for Democracy: California Civic Education Scope & Sequence, 2003

National Standards for Civics and Government, 1994

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) PUBLICATIONS

1998 Civics Report Card for the Nation, November 18, 1999

**Civics Assessment**

WEB SITES

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

American Bar Association, Law-Related Education Projects : <http://www.abanet.org/publiced/lre>

[https://www.americanbar.org/groups/public\\_education.html](https://www.americanbar.org/groups/public_education.html)

*Management Resources: (continued)*

WEB SITES (continued)

*American Political Science Association: <http://www.apsanet.org>*

*Bill of Rights Institute: <http://www.billofrightsinstitute.org>*

*California Association of Student Leaders: <http://www.casl1.org>*

*California Council for the Social Studies: <http://www.ccss.org>*

***California Secretary of State Online Voter Registration: <https://registertovote.ca.gov>***

*Center for California Studies: <http://www.csus.edu/calst>*

*Center for Civic Education: <http://www.civiced.org>*

*Center for Information and Research on Civic Learning and Engagement: <http://www.civicyouth.org>*

***Center for Youth Citizenship: <http://www.youthcitizenship.org>***

*Constitutional Rights Foundation: <http://www.crf-usa.org>*

*National Assessment of Educational Progress (NAEP), Civics Assessment:  
<https://nces.ed.gov/nationsreportcard/civics>*

*National Council for the Social Studies: <http://www.ncss.org>*

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# Board Policy

## Instruction

BP 6145.2(a)

### ATHLETIC COMPETITION

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

*(cf. 3541.1 - Transportation for School-Related Trips)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 7110 - Facilities Master Plan)*

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

*(cf. 1260 - Educational Foundation)*  
*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 1325 - Advertising and Promotion)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 3290 - Gifts, Grants and Bequests)*

### Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

Any complaint **regarding alleging discrimination in** the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **California Interscholastic Federation**

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

*(cf. 0500 - Accountability)*

## **Student Eligibility**

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

*(cf. 3260 - Fees and Charges)*  
*(cf. 5143 - Insurance)*

## **Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness,

respect, responsibility, fairness, caring, and good citizenship, and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

*(cf. 3515.2 - Disruptions)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

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

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5144 - Discipline)*

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

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

## **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5141.7 - Sun Safety)*

~~*(cf. 5143 - Insurance)*~~

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

*(cf. 5142 - Safety)*

**The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)**

In the event of **an a serious** injury or a perceived imminent risk to a student's health, **such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest,** during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)  
(cf. 5141.22 - Infectious Diseases)

Whenever **an a serious** injury **or illness** is suffered by a student **athlete**, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury **or illness** suffered by the student and any actions taken to treat the student.

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination  
17578 Cleaning and sterilizing of football equipment  
17580-17581 Football equipment  
32220-32224 Insurance for athletic teams, especially:  
32221.5 Required insurance for athletic activities  
33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program  
33354 California Department of Education authority over interscholastic athletics  
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act  
35160.5 District policies; rules and regulations  
35179 Interscholastic athletics  
35179.1 California High School Coaching Education and Training Program  
**35179.4 Emergency action plan**  
35179.5 Interscholastic athletics; limitation on full-contact practices  
**35179.6 Automated external defibrillator, athletic activities**  
48850 Interscholastic athletics; students in foster care and homeless students  
48900 Grounds for suspension and expulsion  
48930-48938 Student organizations  
49010-49013 Student fees  
49020-49023 Athletic programs; legislative intent, equal opportunity  
49030-49034 Performance-enhancing substances  
49458 Health examinations, interscholastic athletic program  
49475 Health and safety, concussions and head injuries  
49700-49701 Education of children of military families  
51242 Exemption from physical education for high school students in interscholastic athletic program

HEALTH AND SAFETY CODE

**1797.196 Automated external defibrillator**

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:  
4920-4922 Nondiscrimination in intramural, interscholastic, and club activities  
5531 Supervision of extracurricular activities of students  
5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities  
106.33 Comparable facilities  
106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 602 F. 3d 957  
McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275  
Kahn v. East Side Union High School District, (2003) 31 Cal. 4th 990  
Hartzell v. Connell, (1984) 35 Cal. 3d 899

*Management Resources:*

CSBA PUBLICATIONS



Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

**Athletic Department Emergency Action Plan: Response Teams**

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

**Event Emergency Guidelines, 2013**

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

**NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS**

**Emergency Action Planning Guide for After-School Practices and Events**

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

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

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# Administrative Regulation

## Instruction

AR 6145.2(a)

### ATHLETIC COMPETITION

#### Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of ~~actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law~~ **any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities**. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Note: Pursuant to Education Code 221.5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with his/her gender identity, regardless of the gender listed in the student's records; see BP/AR 5145.3 - Nondiscrimination/Harassment. The California Interscholastic Federation's (CIF) bylaws and Guidelines for Gender Identity Participation contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports. Also see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively

accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
  - b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
  - c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
  3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
  4. Travel and per diem allowances
  5. Opportunities to receive coaching and academic tutoring
  6. Assignment and compensation of coaches and tutors
  7. Provision of locker rooms, practice facilities, and competitive facilities
  8. Provision of medical and training facilities and services
  9. Provision of housing and dining facilities and services
  10. Publicity
  11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender

3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

### **Concussions and Head Injuries**

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student's initiates practice or competition. (Education Code 49475)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

If a student 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. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

|   |
|---|
| Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district. |
|---|

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, *full-contact practice* means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

### **Heat Illness**

**The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat**

**illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)**

**To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.**

### **Sudden Cardiac Arrest**

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

### **Automated External Defibrillators**

**The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)**

*(cf. 5141 - Health Care and Emergencies)*

**The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)**

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# Board Policy

## Instruction

BP 6152.1(a)

### PLACEMENT IN MATHEMATICS COURSES

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling careers. To the extent possible, all district students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

(cf. 6141.5 - Advanced Placement)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop a well-articulated sequence of mathematics courses and consistent protocols for placing students in mathematics courses offered at district high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, statewide mathematics assessments, including state interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. (Education Code 51224.7)

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

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions any characteristic specified in BP 0410 - Nondiscrimination in District Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity.

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

(cf. 0415 - Equity)

(cf. 6174 - Education for English Learners)

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.

When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

The placement protocols shall ~~specify a time~~ **provide for at least one reevaluation** within the first month of the school year ~~when students shall be reevaluated~~ to ensure that ~~they~~ **students** are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

**If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.**

~~Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.~~

*(cf. 5123—Promotion/Acceleration/Retention)*

~~District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.~~

*(cf. 0410—Nondiscrimination in District Programs and Activities)*

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

*(cf. 4131 - Staff Development)*

~~Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.~~

~~This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)~~

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

**Annually,** ~~†~~The Board and the Superintendent or designee shall **annually** review student data related to placement ~~and advancement in the~~ mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not **being** held back in a disproportionate manner on the basis of ~~their race, ethnicity, gender, or socioeconomic background~~ **any subjective or discriminatory basis, and shall develop strategies.** ~~The Board and Superintendent shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.~~ **The Superintendent or designee shall also report on the percentage of district students who have successfully**



**completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University.**

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

(cf. 0500 - *Accountability*)

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

**52060-52077 Local control and accountability plan**

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

60605.8 Common Core standards

**60640-60649 California Assessment of Student Performance and Progress**

*Management Resources:*

CSBA PUBLICATIONS

*Math Misplacement, Governance Brief, September 2015*

~~*Governing to the Core, Governance Briefs*~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

*California Common Core State Standards: Mathematics, January 2013*

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

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

LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

*Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, 2013*

WEB SITES

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

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

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

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

**Northwest Evaluation Association, Measures of Academic Progress: <http://www.nwea.org>**

**University of California, Mathematics Diagnostic Testing Project: <http://mdtp.ucsd.edu>**

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# Administrative Regulation

Instruction

AR 6152.1(a)

## PLACEMENT IN MATHEMATICS COURSES

### Placement Protocols

In determining student placement in mathematics courses for students entering grade 9, the Superintendent or designee shall assess whether each student has the prerequisite skills for success in the course and consider student and parent/guardian requests. Such determinations shall be based on multiple measures, including, but not limited to, the following:

1. Interim and summative grade 8 mathematics assessments from the California Assessment of Student Performance and Progress
2. For students with disabilities, an alternate test or other measures when designated in a student's individualized education program (IEP)
3. Other assessments such as Measures of Academic Progress, the readiness tests of the University of California's Mathematics Diagnosis Testing Project, and/or district benchmark assessments
4. The student's grades in his/her previous mathematics course
5. The final mathematics grade on the end-of-year report card

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

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Individual student performance data shall be analyzed each spring prior to scheduling and placing students into secondary mathematics courses. Students and parents/guardians shall be notified in writing by the end of the school year as to the mathematics course in which the student has been placed.

No student shall be required to repeat a mathematics course which he/she has successfully completed in accordance with district's placement protocols.

When a student does not qualify to be enrolled in a particular mathematics course based on a consideration of the objective measures specified in the placement protocol, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

Students who exhibit deficits in knowledge and skills needed to advance to a higher level mathematics course may receive supplemental instruction to improve achievement of mathematic content standards.

*(cf. 6011 - Academic Standards)*  
*(cf. 6179 - Supplemental Instruction)*

### **Reevaluation**

Within the first month of the school year, mathematics course placements shall be individually reevaluated to ensure placement in the most rigorous mathematics course for which the student has the potential for success.

Criteria for reevaluating each student's placement shall include, but are not limited to, course preassessment results, attendance, and student performance in the first month of the school year as determined by teacher observation and grades on assignments and tests. Student and parent/guardian request for course placement may also be considered.

### **Notification of Placement Protocol**

The district's policy and protocols related to student placement in mathematics courses shall be posted on the district's web site. (Education Code 51224.7)

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

The Superintendent or designee shall also make the district's placement policy, protocols, and course sequence readily accessible to students, parents/guardians, and staff at school sites and/or in student handbooks.

### **Appeals**

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal.

# Board Policy

## Instruction

BP 6170.1(a)

### TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

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

## Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other

explanatory information about the effect of early admittance. (Education Code 48000)

## **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6011 - Academic Standards)*

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

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

**TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)**

## **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure

that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

### **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

### **Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

#### *Legal Reference:*

##### EDUCATION CODE

##### **8235 California State Preschool Program**

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

#### *Management Resources:*

##### CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

**California Preschool Curriculum Framework, Vol. 3, 2013**

**California Preschool Learning Foundations, Vol. 3, 2012**

**California Preschool Curriculum Framework, Vol. 2, 2011**

**California Preschool Learning Foundations, Vol. 2, 2010**

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

**WEB SITES**

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

(10/15 10/17) 10/18



# Board Policy

## Instruction

BP 6178(a)

### CAREER TECHNICAL EDUCATION

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with ~~a strong~~ **practical** experience and understanding of all aspects of an industry.

*(cf. 6143 - Courses of Study)*

*(cf. 6200 - Adult Education)*

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs **(ROC/Ps)**, ~~tech prep programs~~, charter schools, small learning communities, **magnet programs**, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

**The Superintendent or designee shall explore available funding sources that may be used to support CTE programs.** The Board shall review and approve all district plans and applications for the use of **district**, state, and/or federal funds supporting CTE.

*(cf. 3230 - Federal Grant Funds)*

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE **classes courses** to determine the degree to which each **class course** may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the

district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she **also** shall **also** work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 5113.2 - Work Permits)*  
*(cf. 6178.1 - Work-Based Learning)*

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 - Citizen Advisory Committees)*

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized **career guidance** ~~and~~ academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6164.2 - Guidance/Counseling Services)*

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills

will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.8 **Appendix B**, 104.8, 106.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she ~~also~~ shall **also** provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

~~Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act. (20 USC 2397)~~

Note: The following paragraph is **optional**. Education Code 17078.72 provides funding for improving and expanding CTE programs through construction of new facilities, remodeling of existing facilities, and/or purchase of equipment.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)  
(cf. 3440 - Inventories)  
(cf. 3512 - Equipment)  
(cf. 7110 - Facilities Master Plan)

### **Nondiscrimination**

~~The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. *Special populations* include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. *Nontraditional fields* include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for~~

which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B, 104.8, 106.9)

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

*(cf. 1312.3 Uniform Complaint Procedures)*

## **School and Community Involvement**

Note: Education Code 8070 requires the Board to appoint an advisory committee composed of representatives from specified groups, as detailed below. During the FPM process, CDE staff will review whether the district has appointed such a committee.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 Citizen Advisory Committees)*

Note: The following paragraph is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. 20 USC 2354 requires that the persons specified below be involved in the development, implementation, and evaluation of CTE programs funded by Perkins IV. One way of accomplishing this is to include representatives of these groups on the CTE advisory committee described above. Pursuant to the 2008-2012 State Plan for Career Technical Education, the district must hold at least one annual business and industry advisory committee meeting.

The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC 2354)

## **Program Evaluation**

Note: The following section is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. paragraph may be revised to reflect requirements applicable to programs offered by the district. Pursuant to Education Code 52060, the district must annually review its progress toward the goals identified in its local control and accountability plan, including, when applicable, measures of student achievement such as the percentage of students who have successfully completed courses that satisfy the requirements for CTE sequences or programs of study that align with state CTE standards and frameworks. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes measures of CTE pathway completion within the college/career readiness indicator.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

*Legal Reference:*

EDUCATION CODE

1205 Classification of counties

8006-8155 Career technical education

17078.70-17078.72 Career technical education facilities

33430-33432 Health science and medical technology grants

35168 Inventory of equipment

41540-41544 Targeted instructional improvement block grant

44257.3 CTC recognition of study in linked learning teaching methods

44260-44260.1 Designated subjects career technical education credential

44260.9 Designated subjects career technical education credential

48430 Legislative intent; continuation education schools and classes

48980 Parental notifications

51220-51229 Courses of study, grades 7-12

51760-51769.5 Work experience education

**52060-52077 Local control and accountability plan**

52300-52499.66 Career technical education

52519-52520 Adult education, occupational training

**53010-53016 California Career Pathways Trust**

**53070-53076.4 The California Career Technical Education Incentive Grant Program**

~~53080-53084 School to career initiatives~~

53086 California Career Resource Network

54690-54699.1 California Partnership Academies

54750-54760 California Partnership Academies, green technology and goods movement occupations

56363 Related services for students with disabilities; specially designed career technical education

66205.5-66205.9 Approval of career technical education courses for admission to California colleges

88500-88551 Community college economic and workforce development program

GOVERNMENT CODE

54950-54963 Brown Act

LABOR CODE

3070-3099.5 Apprenticeships

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education  
3051.14 Specially designed career technical education for students with disabilities  
10070-10075 Work experience education  
10080-10092 Community classrooms  
10100-10111 Cooperative vocational education  
11500-11508 Regional occupational centers and programs  
11535-11538 Career technical education contracts with private postsecondary schools  
11610-11611 Regional adult and vocational education councils

CODE OF REGULATIONS, TITLE 8

200-240 Apprenticeships

UNITED STATES CODE, TITLE 20

2301-2414 ~~Carl D. Perkins Career and Technical Education Act of 2006~~ **Strengthening Career and Technical Education for the 21st Century Act**

6301-6578 Improving the Academic Achievement of the Disadvantaged

CODE OF FEDERAL REGULATIONS, TITLE 34

100-~~B~~ Appendix B Guidelines for eliminating discrimination in career technical education programs  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

**A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014**

**The Linked Learning Approach to High School Reform, Governance Brief, January 2014**

**Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005 January 2013**

**2008-2012 State Plan for Career Technical Education**

**Multiple Pathways to Student Success: Envisioning the New California High School, 2010**

**Regional Occupational Centers and Programs Operations Handbook March 2008**

**Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007**

**Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007**

**California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005**

**Management of Vocational Education Equipment, April 2000**

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS PUBLICATIONS**

**Orientation to Apprenticeships: A Guide for Educators, January 2004**

WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Career Resource Network: <http://www.californiacareers.info>

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Development Board: <http://www.cwdb.ca.gov>

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

University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

U.S. Department of Education, Office of Vocational and Adult Education: <http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

# Administrative Regulation

Instruction

AR 6178(a)

## CAREER TECHNICAL EDUCATION

### **Perkins Basic Federal Grants for Career Technical Education (Perkins)**

For any district program of career technical education (CTE) funded through a basic grant of the federal Carl D. Perkins Career and Technical Education Act, ~~the district shall submit to the California Department of Education a districtwide plan~~ **an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. The application shall address** ~~addressing~~ the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. ~~The multi-year district plan shall cover the same time period covered by the state plan.~~ (20 USC 2354)

*(cf. 3230 - Federal Grant Funds)*

**The district shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of district CTE programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)**

**To meet the needs identified in the needs assessment, the Superintendent or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)**

~~The district shall offer at least one CTE program of study which shall: (20 USC 2342, 2354, 2355)~~

- ~~1. — Improve the academic and career technical skills of participating students by integrating coherent and rigorous academic content and relevant CTE programs~~

*(cf. 6011—Academic Standards)*

*(cf. 6143—Courses of Study)*

- 2. — Link CTE at the secondary and postsecondary levels through at least one of the strategies specified in 20 USC 2342**

*(cf. 6172.1—Concurrent Enrollment in College Classes)*

- 3. — Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences**



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

~~4. Develop, improve, or expand the use of technology in CTE~~

~~(cf. 0440 District Technology Plan)~~

~~5. Provide professional development to teachers, administrators, and career guidance and academic counselors who are involved with integrated CTE programs~~

~~(cf. 4131 Staff Development)~~  
~~(cf. 4331 Staff Development)~~  
~~(cf. 6164.2 Guidance/Counseling Services)~~

~~6. Develop and implement program evaluations, including an assessment of how the needs of special populations, as defined in 20 USC 2302 and Board policy, are being met~~

~~(cf. 0500 Accountability)~~  
~~(cf. 6190 Evaluation of the Instructional Program)~~

~~7. Initiate, improve, expand, and modernize quality CTE programs, including relevant technology~~

~~8. Provide services and activities that are of sufficient size, scope, and quality to be effective~~

~~9. Provide activities to prepare special populations for high skill, high wage, or high-demand occupations that will lead to self sufficiency~~

**1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:**

**a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields**

**b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors**

**c. Programs and activities related to the development of student graduation and career plans**

**d. Career guidance and academic counselors who provide information on postsecondary education and career options**

- e. Any other activity that advances knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including nontraditional fields
- f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry

(cf. 6143 - Courses of Study)

- 2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

- 3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards

- 4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6164.2 - Guidance/Counseling Services)

- 5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.

- 6. Develop and implement evaluations of the activities funded by the grant

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

~~The district's program shall consist of at least two full-year CTE courses with a combined duration of at least 300 hours, or a single multiple-hour course which provides sequential units of instruction and has a duration of at least 300 hours. At least 50 percent of course curriculum and content shall be directly related to the development of career knowledge and skills.~~

The district's program shall provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency. Special populations shall be provided with equal access to CTE programs and shall not be unlawfully discriminated against students who are members of special populations. Special populations include, but are not limited to, students with disabilities, students from economically disadvantaged families, including foster youth, single parents

and single pregnant females; **pregnant and parenting students**, displaced homemakers **out-of-work individuals**; ~~students with limited English proficiency~~ **English learners**, **homeless students**, **foster youth**, **children of military families**; and students preparing for nontraditional fields. *Nontraditional fields* include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

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

(cf. 0415 - Equity)

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded ~~under the federal Carl D. Perkins Career and Technical Education Act~~ **pursuant to 20 USC 2301-2414**. To the extent practicable, the Superintendent or designee ~~also~~ **also**, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through ~~the Perkins Act~~ **such grants**. (20 USC 2397)

### **Tech Prep Programs**

Note: ~~The following **optional** section is for use by districts that offer technical preparation (tech prep) programs pursuant to Perkins IV (20 USC 2371-2376). Tech prep education is a planned sequence of study in a technical field or pathway which includes at least two years of secondary education (sometimes beginning as early as grade 9) and extends through two or more years of postsecondary education or through an apprenticeship program of at least two years following high school. The sequence culminates in an associate's degree, a certificate, and/or a bachelor's degree. Districts apply for program funding as a consortium with a postsecondary institution and may include businesses in the consortium.~~

~~During the FPM process, CDE staff will review whether tech prep programs funded by Perkins IV include the components listed in 20 USC 2373(e).~~

~~The district shall, under an articulation agreement with an institution of postsecondary education and other consortium partners as appropriate, offer a technical preparation (tech prep) program in accordance with 20 USC 2371-2376. The program shall: (20 USC 2373)~~

1. ~~Consist of a program of study that:~~

- a. ~~Combines at least two years of tech prep at the secondary level which is linked to at least two years of either postsecondary education in a sequential, nonduplicative course of study or an apprenticeship program~~
- b. ~~Integrates academic and career technical instruction and utilizes work-based and work site learning experiences as appropriate and available~~
- c. ~~Provides technical preparation in a career field, including high-skill, high-wage, or high-demand occupations~~

- d. Builds student competence in technical skills and in core academic subjects, as appropriate, through applied, contextual, and integrated instruction in a coherent sequence of courses
  - e. Leads to technical skill proficiency, an industry recognized credential, a certificate, or a degree in a specific career field
  - f. Leads to placement in high skill or high wage employment or to further education
  - g. Utilizes CTE programs of study, to the extent practicable
  - h. Meets state academic standards
  - i. Investigates opportunities for tech prep students to enroll concurrently in secondary education and postsecondary education courses
- 2. Uses educational technology and distance learning, as appropriate, to involve consortium partners more fully in the development and operation of programs
  - 3. Includes inservice professional development for teachers, administrators, and counselors that addresses the goals identified in 20 USC 2373
  - 4. Provides equal access to the full range of tech prep programs to individuals who are members of special populations, as defined in 20 USC 2302 and Board policy, including the development of tech prep program services appropriate to the needs of special populations
  - 5. Provides for preparatory services that assist participating students
  - 6. Coordinates with activities conducted under Title I of the No Child Left Behind Act

*(cf. 6171 Title I Programs)*

## Partnership Academies

The district shall operate one or more partnership academies as a school-within-a-school focused on a broad career theme. The program shall be available to students in grades 10-12, at least half of whom shall be students who are at risk of dropping out of school as indicated by three or more of the following criteria: (Education Code 54690-54692 **54691**)

- 1. Past record of irregular attendance, with absence from school 20 percent or more of the school year

*(cf. 5113.1 - Chronic Absence and Truancy)*

2. Past record of underachievement in which the student is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits achieved
3. Past record of low motivation or disinterest in the regular school program
4. Economic disadvantage
5. Scores below basic or far below basic on the mathematics or English language arts test of the ~~Standardized Testing and Reporting program~~ **California Assessment of Student Performance and Progress**
6. A grade point average of 2.2 or below or the equivalent of a C minus

**Ninth-grade teachers and counselors shall identify students eligible to participate in a partnership academy. Participating students shall be selected by academy staff from among those who have expressed an interest in the academy and whose parents/guardians have approved the student's participation. (Education Code 54695)**

The district's program shall provide: (Education Code 54692)

1. During each regular school term, instruction in at least three academic subjects that:
  - a. Prepares students for a regular high school diploma
  - b. Where possible and appropriate, prepares students to meet subject requirements for admission to the California State University and University of California
  - c. Contributes to an understanding of the occupational field of the academy
2. CTE courses offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and meets the criteria specified in Education Code 54692
3. Classes that are block scheduled in a cluster whenever possible to provide flexibility to academy teachers and which may vary in number during grade 12
4. A mentor from the business community for students during grade 11
5. An employer-based internship or work experience that occurs during the summer following grade 11 or during grade 12
6. Additional motivational activities with private sector involvement to encourage academic and occupational preparation

Attendance in academy classes shall be limited to students enrolled in the academy. (Education Code 54692)

The Superintendent or designee shall establish an advisory committee consisting of individuals involved in academy operations, including district and school administrators, lead teachers, and representatives of the private sector. (Education Code 54692)

### **Regional Occupational Center/Program**

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses ~~independently or in support of tech prep programs~~, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

*(cf. 6178.2 - Regional Occupational Center/Program)*

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

### **Student Organizations**

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

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# Board Policy

## Instruction

BP 6190(a)

### EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to **improve identify strategies for improving** student achievement.

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

*(cf. 0500 - Accountability)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

The Superintendent or designee shall provide the Board and the community with regular reports ~~on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for~~ **on student achievement. The reports shall include data for** each district school and for **every each** numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

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

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

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*(cf. 6173 - Education for Homeless Children)*

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

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

**In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.**

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education ~~that~~ **provided to** district students **receive**.

### Annual **Monitoring Evaluation** of Consolidated Application Programs

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable



criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students **participating in the program** and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, **Title I local educational agency plan**, and/or other applicable district or school plans.

### **Federal Program Monitoring**

To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

*(cf. 0410—Nondiscrimination in District Programs and Activities)*  
*(cf. 0420—School Plans/Site Councils)*  
*(cf. 1312.3—Uniform Complaint Procedures)*  
*(cf. 1312.4—Williams Uniform Complaint Procedures)*  
*(cf. 4131—Staff Development)*  
*(cf. 5020—Parent Rights and Responsibilities)*  
*(cf. 5148—Child Care and Development Programs)*  
*(cf. 5148.2—Before/After School Programs)*  
*(cf. 5148.3—Preschool/Early Childhood Education)*  
*(cf. 6020—Parent Involvement)*  
*(cf. 6142.7—Physical Education and Activity)*  
*(cf. 6171—Title I Programs)*  
*(cf. 6173—Education for Homeless Children)*  
*(cf. 6175—Migrant Education Program)*  
*(cf. 6178—Career Technical Education)*  
*(cf. 6178.1—Work Based Learning)*  
*(cf. 6200—Adult Education)*

Note: According to the CDE's **FPM Frequently Asked Questions**, available on its web site, if the review results in a finding of noncompliance with legal requirements, the district must submit a Proposed Resolution of Findings through the CMT within 45 days of the date that the district was notified of the finding. The resolution agreement will specify a time period, not to exceed 225 calendar days from the last day of the review, to resolve the finding. The district may request additional resolution time if needed, and the CDE program monitor will determine whether to grant or adjust the request.

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

### **Western Association of Schools and Colleges (WASC) Accreditation**

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

**Not later than 60 days after receiving the results of any inspection of a school by WASC, or any other the accrediting agency, the Superintendent or designee shall be published not later than 60 days after the results are made available to the school. Publication shall be by notifying each parents/guardians in writing of the inspection results and/or by shall posting the information on the district's or school's web site, as determined by the Superintendent or designee.** (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

*Legal Reference:*

EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052 ~~52052.1 Academic Performance Index Accountability~~; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 ~~Adequate yearly progress~~ **State plans**

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

*Focus on Learning: Joint ACS WASC/CDE Process Guide, 2014 2017*

WEB SITES

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

California Department of Education, ~~Testing and Accountability~~: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:  
<http://www.acswasc.org>

(3/07 10/15) 10/18

# Board Bylaw

## Board Bylaws

BB 9110(a)

### TERMS OF OFFICE

The Governing Board shall consist of five (5) members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each ~~odd-numbered~~ year **in which the Board's elections are regularly held. (Education Code 35012)**

*(cf. 9220 - Governing Board Elections)*

**Note: AB 2449 (Ch. 146, Statutes of 2018) amended Education Code 5017 to change the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Although Education Code 5000 still states that a board member's four-year term expires on the first Friday in December, Education Code 5017 requires board members to continue to discharge their duties until their successor has qualified by taking the oath of office. Therefore, the following paragraph reflects the date specified in Education Code 5017.**

The term of office for **Board** members elected in regular elections shall be four years, commencing on the ~~first~~ **second** Friday in December ~~next-succeeding~~ **following** their election. (Education Code 5017)

*(cf. 9223 - Filling Vacancies)*

*(cf. 9224 - Oath or Affirmation)*

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

~~Board member terms expire four years after their initial election on the first Friday in December following the election of new members.~~

~~A member whose term has~~ **Board members whose terms have** expired shall continue to discharge the duties of ~~the~~ office until ~~his/her successor has~~ **their successors have** qualified by taking the oath of office. (**Education Code 5017; Government Code 1302, 1360; Education Code 5017**)

~~*(cf. 9220 - Governing Board Elections)*~~

~~*(cf. 9223 - Filling Vacancies)*~~

~~*(cf. 9224 - Oath or Affirmation)*~~

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

**If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)**

*Legal Reference:*

EDUCATION CODE

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

**ELECTIONS CODE**

***1302 Local elections, school district election***

***10400-10418 Consolidation of elections***

***14050-14057 California Voter Participation Rights Act***

**GOVERNMENT CODE**

*1302 Continuance in office until qualification of successor*

*1303 Exercising functions of office without having qualified*

*1360 Necessity of taking constitutional oath*

*Management Resources:*

**WEB SITES**

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

(12/92 3/93) 10/18

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**OFFICIAL MINUTES**

Board of Trustees Board Meeting

October 15, 2018

|   |  |
|---|--|
| CALL TO ORDER                                     | The meeting was called to order at 5:15 p.m. in the District Office Board Room by Charles Yerxa, who established a quorum was present. Attending were Melissa Ortiz, Kathie Whitesell, Kelli Griffith-Garcia and Michael Phenicie. Superintendent Dwayne Newman and various staff members were also present.   |
| PLEDGE OF ALLEGIANCE                              | Erika Lemenager led the pledge of allegiance.  |
| HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA     | No information presented.  |
| HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA | No information presented.  |
| RECOGNITIONS & CELEBRATIONS                       | Kathie Whitesell recognized Rebecca Changus for her work with the Career Technical Education Facilities Program Application.   |
| PRESIDENT'S REPORT                                | <p>CRAF – No information was presented.</p> <p>FOM – Mr. Phenicie reported that Spaghetti dinner fundraiser tickets are available for the October 31, 2018 FOM fundraiser.</p> <p>SELPA – No SELPA meeting had occurred.</p> <p>DELAC – NO DELAC meeting had occurred.</p> <p>FFA- Twenty members recently received their Greenhand degree. Three CUSD students showed at the Cow Palace and twenty-five students are signed up to volunteer at the Pumpkin Village for their Community Service hours for their state FFA degree.</p> <p><b>Monthly Activities Report</b></p> <p>Kathie Whitesell attended an assembly at CHS, various sport activities, and the Community Meeting.</p> <p>Michael Phenicie attended the Community Meeting. He also went to each school site for observations. He was very pleased with the amount of focus that was taking place. Mr. Phenicie also attended a California School Board Association training.</p> <p>Melissa Yerxa Ortiz attended the Community Meeting and the California School Board Association training.</p> <p>Kelli Griffith-Garcia attended various sporting events.</p> |

Board of Trustees Meeting  
October 15, 2018

|                         |   |
|-------------------------|---|
|                         | Dwayne Newman attended various sporting events. He also attended Pond Day with the ESA students from CHS and encouraged the board members to attend this event next year.   |
| SUPERINTENDENT'S REPORT | <p>Budget Update – Mr. Newman reported out on the recently implemented purchasing procedures. He also presented information on General Accounting Standards Board guidance for tracking fund balances. The topic will be revisited in November and December. Interim CBO, Mr. Lantsberger suggests that any amount by which the district underspends during a year, should automatically be assigned into the Technology, Vehicle, and Curriculum (TVC) reserve. That will help meet the TVC reserve needs, and meet the GASB guidance. There was also a brief discussion about possibly increasing the Economic Uncertainty reserve percentage. As mandated PERS and STRS contributions grow, a 5% reserve may not be sufficient depending on the district's cash flow.</p> <p>Local Control Accountability Plan Dashboard – A review of the dashboard occurred. As part of the LCAP engagement process, the district surveyed staff to get a pulse on various aspects of district-wide academic standards implementation and professional development activities.</p> |
| ACTION ITEM #181937     | <p>Motion was made by Michael Phenicie, seconded by Melissa Yerxa Ortiz to approve the Warrants #10-13.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Abstain</p> <p>Vote: (4 Ayes, 1 Abstain)</p>   |
| ACTION ITEM #181938     | <p>Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve Resolution #2018-19.06 – Authorizing Participation in the Rural School Bus Pilot Project.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>  |
| ACTION ITEM #181939     | <p>Motion was made by Michael Phenicie, seconded by Kathie Whitesell to approve the Career Technical Education Facilities Program Application.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye</p>   |



Board of Trustees Meeting  
October 15, 2018

|                      |   |
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|                      | <p>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>   |
| ACTION ITEM #181940  | <p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the second of three readings for the following policies:</p> <p>BP 0415 – Equity<br/>BP 3515.21 – Unmanned Aircraft Systems (Drones)<br/>AR 4157.2, 4257.2, 4357.2 – Ergonomics</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p> |
| ACTION ITEMS #181941 | <p>Motion was made Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 1330 &amp; AR 1330 – Use of School Facilities.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>  |
| ACTION ITEM #181942  | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 1400 – Relations Between Other Governmental Agencies and Schools.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>  |
| ACTION ITEM #181943  | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading BP 2210 – Administrative Discretion Regarding Board Policy.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye</p>   |

Board of Trustees Meeting  
October 15, 2018

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|                     | <p>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>   |
| ACTION ITEM #181944 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 3312.2 – Educational Travel Program Contracts.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p> |
| ACTION ITEM #181945 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 4140, 4240, 4340 – Bargaining Units.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>           |
| ACTION ITEM #181946 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 4161.3 – Professional Leaves (Certificated).</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>   |
| ACTION ITEM #181947 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 4261.3 – Professional Leaves (Classified).</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p>                              |

Board of Trustees Meeting  
October 15, 2018

|                     |   |
|---------------------|---|
|                     | Vote: (Unanimous)   |
| ACTION ITEM #181948 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 5112.5 – Open/Closed Campus.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>                         |
| ACTION ITEM #181949 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of 5141.32 – Health Screening for School Entry.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>            |
| ACTION ITEM #181950 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 6174 &amp; AR 6174 – Education for English Learners.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p> |
| ACTION ITEM #181951 | <p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BB 9310 – Board Policies.</p> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p>                               |
| ACTION ITEM #181952 | <p>Motion was made by Melissa Ortiz, seconded by Kathie Whitesell to approve the following consent agenda items:</p>  |

Board of Trustees Meeting  
October 15, 2018

|  |   |   |
|--|---|---|
|  |   | <ol style="list-style-type: none"> <li>1. September 17, 2018 Board Meeting Minutes</li> <li>2. September Payroll</li> <li>3. Personnel Assignment Order</li> <li>4. 2018-2019 Annual Credentialing Report</li> <li>5. Challenge Day Agreement</li> <li>6. James Marta &amp; Company Financial Audit Agreement</li> <li>7. Document Tracking Service Invoice</li> <li>8. Williams Uniform Complaint Procedure</li> </ol> <p>Yerxa – Aye<br/>Griffith-Garcia – Aye<br/>Ortiz - Aye<br/>Phenicie – Aye<br/>Whitesell –Aye</p> <p>Vote: (Unanimous)</p> |
|  | HEARING OF THE PUBLIC FOR ITEMS ON<br>CLOSED SESSION AGENDA | None.   |
|  |   | <p>The board adjourned to closed session at 6:45 PM to consider and/or take action upon the following items:</p> <ol style="list-style-type: none"> <li>1. Personnel Matter Pursuant to Government Code 54957</li> </ol> <p>Administration Representatives: Dwayne Newman, Superintendent</p>   |
|  |   | The board reconvened from Closed Session at 7:14 PM. No action was taken.   |
|  | ADJOURNMENT   | The meeting adjourned at 7:15 PM.   |

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

APPROVED BY:



**Payroll Totals  
Consent Agenda  
November 19, 2018**

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Month of October, 2018

Issued 10/10/2018 (Supplemental):                      \$ 21,68.74  
Total paid:                      52

Issued 10/31/2018 (End of Month)                      \$ 807,330.23  
Total paid:                      194

September Payroll Total:                      \$ 828,498.97  
Total paid:                      246



**Personnel Assignment Order  
Consent Agenda  
November 19, 2018**

**Employment – Resignations – Retirement – Leaves – Transfers – Terminations**

**CERTIFICATED**

| <u>Name</u>                           | <u>Position</u>                             | <u>Status</u> | <u>Salary</u> | <u>Date</u> |
|---------------------------------------|---|---------------|---------------|-------------|
| <b><i>Employment Appointments</i></b> |   |               |               |             |
| Daniel Kalisuch                       | 7 <sup>th</sup> Grade Boys Basketball Coach |               | \$1755.00     | 10/12/2018  |

***Resignations***

***Transfers/Reassignment***

**CLASSIFIED**

| <u>Name</u>                           | <u>Position</u>                                      | <u>Status</u> | <u>Salary</u> | <u>Date</u> |
|---------------------------------------|--|---------------|---------------|-------------|
| <b><i>Employment Appointments</i></b> |  |               |               |             |
| Teddy Cummins                         | EMS Yard Duty Substitute                             |               | \$13.60       | 10/10/2018  |
| Grant Mayberry                        | Custodian Substitute                                 |               | \$16.47       | 10/11/2018  |
| Tatum Carrere                         | BPS ASES Student Worker Substitute                   |               | \$11.00       | 10/12/2018  |
| Ron Bruggman                          | 8 <sup>th</sup> Grade Boys Basketball Coach          |               | \$1755.00     | 10/12/2018  |
| James Raj                             | Custodian Substitute                                 |               | \$16.47       | 10/12/2018  |
| Perry Taylor                          | JV Softball Head Coach                               |               | \$2410.00     | 10/18/2018  |
| Jada Garcia                           | EMS Yard Duty  | Probationary  | \$13.60       | 10/23/2018  |
| Jamie Lay                             | MOT Director   | Probationary  | \$28.87       | 11/2/2018   |
| Ron Rogers                            | Transportation Coordinator/Utility Worker/Bus Driver |               | \$21.52       | 11/7/2018   |
| Brandon Ruiz                          | Utility Worker/Bus Driver                            | Probationary  | \$17.11       | Unknown     |

***Resignations***

|            |  |         |           |
|------------|--|---------|-----------|
| Ron Rogers | MOT Director   | \$33.42 | 11/6/2018 |
| Jamie Lay  | Transportation Coordinator/Utility Worker/Bus Driver | \$21.52 | 11/1/2018 |

***Transfers/Reassignment***

|                 |   |         |            |
|-----------------|---|---------|------------|
| Nancy Montejano | Fr: EMS ASES Paraeducator<br>To: EMS Paraeducator | \$16.47 | 10/29/2018 |
|-----------------|---|---------|------------|

***Position Increase***

|                                      |  |         |           |
|--------------------------------------|--|---------|-----------|
| EMS Cafeteria II<br>Cristina Vazquez | Fr: 5.5 hours per day<br>To: 6.5 hours per day | \$17.78 | 10/3/2018 |
|--------------------------------------|--|---------|-----------|

| <u>Name</u>          | <u>Type</u> | <u>Salary</u> | <u>Return Date</u> |
|----------------------|-------------|---------------|--------------------|
| <b><i>Leaves</i></b> |             |               |                    |