

# COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

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

## AGENDA

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

March 17, 2015

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

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

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

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

### **6:00 P.M. OPEN SESSION**

A. Call to Order

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

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

D. Hearing of Public for items not on the Agenda

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

E. Reports:

1. Student's Report

2. Recognitions & Celebrations

3. President's Report

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

1. Acknowledge Receipt of Petitions

2. CRAF – Charles Yerxa

3. Friends of Music – Terry Bressler

4. Friends of Ag – Kelli Griffith-Garcia & Kathie Whitesell

5. SELPA – Terry Bressler & Kathie Whitesell

6. Grounds – Lincoln Forry & Terry Bressler

4. Superintendent's Report

a. Improving Achievement (*standing item*)

1. LCAP Progress Update

- b. Management (*standing item*)
  - 1. SELPA Update
- c. Budget (*standing item*)
  - 1. Budget Update
  - 2. Enrollment
- 5. Principal's Report (*standing item*) – Darren Brown
- F. CSEA (California School Employees Assn.) Representative's Report
- G. CEA (Colusa Educators Association) Representative's Report
- H. Information/Discussion/Possible Action Items
  - 1. Consider approval of Resolution #2014-15.10 – Authorizing Issuance of General Obligation Bonds, Election of 2014, Series 2015 and Approving the Form of the Following Documents:
    - a. Bond Purchase Agreement
    - b. Continuing Disclosure Certificate
    - c. Paying Agent Agreement
    - d. Preliminary Official Statement
  - 2. Consider approval of Architecture Firm Selection
  - 3. Consider approval of Hazmat Contract
  - 4. Consider approval of Delivery Methods
  - 5. BYOD/CWAN Network Use Policy
  - 6. Consider approval of Revisions to Emergency Response Plan
  - 7. Consider approval of Meal Price Increase
  - 8. Consider approval of Teachers Recommended for Tenure for 15-16 School Year
  - 9. Consider approval of Assistance for Friends of Music Travel
- I. Motion to Approve Items on the Consent Action Agenda
  - 1. Consider Approval of Consent Agenda: Regular and Customary Business Items:
    - a. February Payroll
    - b. Personnel Assignment Order #2014-2015 #7
    - c. Associated Student Body Fund
    - d. 15-16 School Calendar
    - e. 16-17 School Calendar
    - f. Warrants: Batch # 28-33
- J. Hearing of Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
  - 1. Student Matters:
    - a. Out-of-School Suspensions
    - b. Inter-District Transfers
    - c. Consider approval of AHP Recommendation of Expulsion Case #2014-15.03
  - 2. Personnel Matters:

- a. Public Employment
    - 1. New Hires 2014/2015
    - 2. Extended Leave Requests
    - 3. Consider approval of Tentative Agreement for CEA
    - 4. Consider approval of Tentative Agreement for CSEA
    - 5. Consider approval of Salary Increase for Unrepresented Employees
    - 6. Consider approval of Salary Increase for Superintendent
  - b. Public Employee Discipline/Dismissal/Release/Resignations
3. Negotiations:
- a. Instructions to District Negotiators (*Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives.*)
  - b.
- L. Reconvene Open Session and announce Action taken During closed Session
- 1. Announce possible action taken regarding AHP Recommendation of Expulsion Care #EH2014-15.10
- M. Information/Discussion/Possible Action Items:
- 1. Approve AB1200 Public Disclosure of Collective Bargaining Agreements
- N. Adjournment of the Meeting



**To the Colusa Unified School District:**

We the undersigned would like to greatly encourage the rehiring of Paul Theriault as the Head Football Coach at Colusa High School. We believe that Coach Theriault brings value to the Colusa High student that is irreplaceable. We believe that the recent uplift in the student body performance, as well as community involvement at Colusa High School is based in large part on the character and hard work of Coach Theriault.

Thank you for your time and consideration in this very important community matter.

PRINTED NAME	SIGNATURE	CITY	PHONE
Adler West	<i>Adler West</i>	Colusa	682-3354
Janis Fyles	<i>Janis Fyles</i>	Colusa	458-7462
Russell Nash	<i>Russell Nash</i>	Colusa	732-7609
William Harmon	<i>William Harmon</i>	Colusa	530-321-7173
Clinton Cole	<i>Clinton Cole</i>	Williams	530-777-8852
Gail Santiago	<i>Gail Santiago</i>	Colusa	530-777-8853
Amy Mangano	<i>Amy Mangano</i>	Colusa	530-216-6530
Shawna Erdman	<i>Shawna Erdman</i>	Colusa	916-308-2374
Michaela J...	<i>Michaela J...</i>	Colusa	458-7864
HAR TACKER	<i>HAR TACKER</i>	Colusa	458-4012
Tyler Strub...	<i>Tyler Strub...</i>	Colusa	
Linda L. Berry	<i>Linda L. Berry</i>	Colusa	332-0129
Cameron Larsen	<i>Cameron Larsen</i>	Colusa	
Brad Rubblon	<i>Brad Rubblon</i>	Colusa	
Janice Bell	<i>Janice Bell</i>	Colusa	458-0218
Joe Coble	<i>Joe Coble</i>	Colusa	713-6905
MICHAEL HICKEL	<i>Michael Hickel</i>	Williams	501-0122
THOMAS J. WINTON	<i>Thomas J. Winton</i>	Colusa	682-5742
Russell Chambers	<i>Russell Chambers</i>	Colusa	501-3763
Robin Arreguin	<i>Robin Arreguin</i>	Colusa	530-815-9776
Juan Arreguin	<i>Juan Arreguin</i>	Colusa CA	530-315-8840
	<i>[Signature]</i>	Colusa	530-216-6530









To the Colusa Unified School District:

And the parents + student body should be given the

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 REASONS FOR DISMISSAL !!

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PRINTED NAME	SIGNATURE	CITY	PHONE
DANIEL REISCHÉ		COLUSA	300-3648
DANA DREGLER		COLUSA	682-9796
Samuel Villa		Colusa	923-8463
Maria Perez		Colusa	845-0079
Jennifer Pulido		Colusa	619-9353
Tyler Stirling		Colusa	530-458-5841
Samantha Cull		Colusa	530-458-5678
Jessica Mahoney		COLUSA	530 635 2070
Ken Flagoor Jr		COLUSA	530-520-9501
MARK OTTENWALTER		COLUSA	530-681-9799
Valerie Stirling		Colusa	530-458-5841
Paul Stirling		Colusa	530-458-5841
Matt Reische		Colusa	530-682-7624
Sherry Featz		COLUSA	990-844-5858
Richard Ance		Colusa	530-458-5611
Paula Ance		Colusa	530-458-5611
Juan Ayala		Colusa	530-300-1873
Connor Herrick		COLUSA	530-713-5342
Ricardo W. Cervantes		COLUSA	530-458-8542
Greg Dowden		COLUSA	(530)682-6672
Adrian Garcia		Colusa	(530)933-7499
Maura Cervantes		Colusa	530-701-8547
Dave Tarr		Colusa	5304582306
Lina Cervantes		Colusa	530-458-8542
George Hulbert		Colusa	530-458-2074
Brandon Woodring		COLUSA	530-740-3126

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PRINTED NAME	SIGNATURE	CITY	PHONE
MAJOR, NATHAN		COLUSA	806-274-8096
Frank Miller		Colusa	458-7364
Kirsten Johns		Princeton	530-867-6710
DAVE LUNSFORD		GRIMS	530945-4085
Nicholas Reynoso		Colusa	530 682-8574
Andrea Armstrong		Williams	682-1614
TOM MARENGO		COLUSA	844-2947
LAUREN BOSS		COLUSA	210-8065
Emeralde Espinosa		Colusa	530-923-8840
DIANA FULTER		colusa	570 9088048
Shannon Curtis		Colusa	530 701 5470
Ramiro Solis		Colusa	530 713 2652
C.N. NICHOLAU		COLUSA	(530) 458-4202
Ric BURGESS		Colusa	530-458-5577
Brady Zumwalt		Colusa	530 458 8334
Bob Hope		COLUSA	530-230-8140
Barry Marvel		Colusa	530 458-7978
David Nelson		Colusa	458-7504
Gene McKasson		Colusa	530-330-0877
DOUG SMITH		COLUSA	530 458 8503
BOB ALVERNA		Williams	
Dennis R. Steinhoff		Williams	473-5551
Fred Southern		PRINCETON	527-1708
YOLLA JIMENEZ		COLUSA	530 518 0713
JANITERRA		COLUSA	(530) 920 2070
Nancy Martinez		Colusa	530 458-1234
Mel Smith		York	673 4333
Darrel Dickens		Colusa	530 703 8009
PAUL SANKEY		Colusa	530-458-2121

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PRINTED NAME	SIGNATURE	CITY	PHONE
Robert Cardenas	Robert Cardenas	COLUSA	530-682-2142
JESUS GUTIERREZ	Jesus Gutierrez	COLUSA	530-473-2094
Dona English	Dona English	Yuba City	530 908-2038
Georgia English	Georgia English	Yuba City	530 300-3528
Lina Preciosa	Lina Preciosa	Williams	(707) 816-6634
DANIEL GOMEZ	Daniel Gomez	ARBUCKLE	(530)632-4635
Ricardo Santana	Ricardo Santana Sr.	Colusa CA	(530)845-1877
Marco Badolle	Marco Badolle	Colusa CA	(530) 244-8419
Jose Varga	Jose Varga	Colusa CA	530 635-3829
Joe Jimenez	Joe Jimenez	Colusa CA	(916) 667-5174
KON BARTLETT	Kon Bartlett	MERIDIAN, CA	530 682-5081
Ashley Ornbach	Ashley Ornbach	COLUSA	530-515-9466
Jesus Ramirez	Jesus Ramirez	Colusa	530-788-8172
EMMANUEL SOTO	Emmanuel Soto	Colusa	(530) 635-6069
Vicente Ortega	Vicente Ortega	Colusa	530 5015824
Maxine Sotelo	Maxine Sotelo	Williams	473-2512
Alberto Cervantes	Alberto Cervantes	Colusa	(530)566-3086
Benny Hernandez	Benny Hernandez	COLUSA	530-330-0110
Kevin Kriebel	Kevin Kriebel	Colusa	530-519-2670
CHARLON HUBBERT	Charlon Hubbert	COLUSA	530 405-6775
Christina Mendida	Christina Mendida	COLUSA	530 570-2202
Daniel Mata	Daniel Mata	Colusa	530-682-6271
Monissa Locato	Monissa Locato	Williams	(707)208-5875
Scott Lunsford	Scott Lunsford	COLUSA	530-682-5660
Nicole Helms Lunsford	Nicole Helms Lunsford	Colusa	845-2859
Genoveva E.	Genoveva E.	Colusa	501-5730
Daniel	Daniel	Maxwell	530 3299093
LEONOR L. SOLIER III	Leonor L. Solier III	Williams	530 934-3646
Kathy Hichel	Kathy Hichel	COLUSA	458-2906

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PRINTED NAME	SIGNATURE	CITY	PHONE
WALT SEEVER	<i>Walt Seever</i>	COLUSA	530-458-7582
Branch Granados	<i>Branch Granados</i>	COLUSA	530 632 2455
Lizette Berry	<i>Lizette Berry</i>	COLUSA	530 623 1897
BILL TANNER	<i>Bill Tanner</i>	COLUSA	530-458-4545
Jasmine Savage	<i>Jasmine Savage</i>	COLUSA	530-849-3692
Chelsea Savage	<i>Chelsea Savage</i>	COLUSA	530-849-3168
Eriana Mendez	<i>Eriana Mendez</i>	COLUSA	530-329-4985
Madison Rainsberger	<i>Madison Rainsberger</i>	COLUSA	530-774-5726
Nahayla More	<i>Nahayla More</i>	COLUSA	530-849-3496
Tason Cruz	<i>Tason Cruz</i>	COLUSA	530-713-2179
Alex Morales	<i>Alex Morales</i>	COLUSA	530-614-9175
Reagan Smith	<i>Reagan Smith</i>	Colusa	530-458-8503
<del>Walter Mason</del>	<del>Walter Mason</del>	COLUSA	530-849-3885
<del>Stacy Manning</del>	<del>Stacy Manning</del>	COLUSA	530-849-3885
SPC ELISE GO	<i>Elise Go</i>	Williams	256-7636710
CHAD COUSE	<i>Chad Couse</i>	COLUSA	517-0650
AURORA RAMIREZ	<i>Aurora Ramirez</i>	Colusa	713-2117
Kathy Spencer	<i>Kathy Spencer</i>	Williams	519-2199
Jamie Hopper	<i>Jamie Hopper</i>	COLUSA	619-2060
RON J MCVIS	<i>Ron J McVis</i>	Colusa	701-1658
Esther Mund	<i>Esther Mund</i>	Colusa	458-2358
Emily Corvica	<i>Emily Corvica</i>	Colusa	
BARRON	<i>Barron</i>	COLUSA	501 5714
Favi Grayeta	<i>Favi Grayeta</i>	Colusa	530 867 7366
KAREN RINTOJA R	<i>Karen Rintoja R</i>	COLUSA	
MARZO JAMALOZA	<i>Marzo Jamaloza</i>	Gridley	
Jose LARGA	<i>Jose Larga</i>	Colusa	530-855-2222
Olive Keenan	<i>Olive Keenan</i>	Colusa	530 632 1447

**To the Colusa Unified School District:**

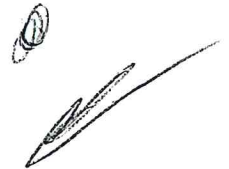
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PRINTED NAME	SIGNATURE	CITY	PHONE
Ben R Phillip	<i>[Signature]</i>	Colusa	682-7037
Josh Bailey	<i>[Signature]</i>	Colusa	
Rosaura Gutierrez	<i>[Signature]</i>	Colusa	530501-6016
JESUS LUGO	<i>[Signature]</i>	Colusa	530-210-0923
Jesus Lugo Sr	<i>[Signature]</i>	Colusa	530-501-3719
Maria Pineda	<i>[Signature]</i>	Colusa	
Jesse Miley	<i>[Signature]</i>	Colusa	
Drew Scrandine	<i>[Signature]</i>	Colusa	
SULLIAN PRON	<i>[Signature]</i>	Colusa	530
Steve Lewis	<i>[Signature]</i>	Colusa	
Jeanette Mexaez	<i>[Signature]</i>	Colusa	
Paul Theotatos	<i>[Signature]</i>	Colusa	
Isabelle Delgado	<i>[Signature]</i>	Colusa	
D. Moran	<i>[Signature]</i>	Colusa	
Jesse Garcia	<i>[Signature]</i>	Colusa	530-433-3481
Jim Faltt	<i>[Signature]</i>	Colusa	#
Caral Imhoff	<i>[Signature]</i>	Colusa	
Lucille Imhoff	<i>[Signature]</i>	Colusa	
Talyn Imhoff	<i>[Signature]</i>	Colusa	
JULISSA SILVA-GARCIA	<i>[Signature]</i>	COLUSA	458-41038
HENISH GHARMAI	<i>[Signature]</i>	COLUSA	530-501-6245
Alex Githy	<i>[Signature]</i>	Colusa	530-955-0509
Rod Angus	<i>[Signature]</i>	Colusa	501-6442
Cydney Steinmann	<i>[Signature]</i>	MB	
RICHARD HOSMER	<i>[Signature]</i>	Colusa	
Bertram Windsor	<i>[Signature]</i>	Colusa	530-501-0310
Andrew Duff	<i>[Signature]</i>	Colusa	(707) 628-4048
Omar Ramirez	<i>[Signature]</i>	Colusa	
Victor Silvas	<i>[Signature]</i>	Colusa	530

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PRINTED NAME	SIGNATURE	CITY	PHONE
Randy Watt	[Signature]	Colusa	908-5446
Taylor Herrick	[Signature]	Colusa	(930) 713-5341
Kiley Herrick	[Signature]	Colusa	530-682-6567
Mallory McGowan	[Signature]	Colusa	530-329-5228
Dorothy McGowan	[Signature]	Colusa	530-458-4159
Pat McGowan	[Signature]	Southern Pines, NC	910-690-5870
Bonnie McGowan	[Signature]	So Piver, NC	910-603-4346
Scotti McGowan	[Signature]	Southern Pines, NC	910-603-9637
Hannah [unclear]	[Signature]	Colusa	405-6066
Jerald Foster	[Signature]	Colusa	530-458-4231
James McGowan	[Signature]	Colusa	530-329-5324
Carli [unclear]	[Signature]	Colusa	(910) 04510444
Medhan Foster	[Signature]	Colusa	530 635 4093
Lexi Kraft	[Signature]	Colusa	530-458-2444
Gabriela Martin	[Signature]	Colusa	530-774-4653
Radee [unclear]	[Signature]	Colusa	(530) 368-9911
David Pearson	[Signature]	Colusa	(530) 790-5135
Brian Pearson	[Signature]	Colusa	(530)-933-0098
Dan [unclear]	[Signature]	Colusa	(530) 458-5486
Abraham Ochoa	[Signature]	Sutter	(530) 844-1005
Miriam Martinez	[Signature]	Colusa	530 301 0232
Pat Myers	[Signature]	Colusa	530-458-5795
Fred Cree	[Signature]	Colusa	530-300-0533
Rebecca R. Tyson	[Signature]	Colusa	530-458-5795
Paul Hurmi	[Signature]	Indianapolis, IN	219-608-5305
Molly [unclear]	[Signature]	Colusa	458 5795
Jessie [unclear]	[Signature]	Colusa	458 5795
Ash, Wm	[Signature]	Colusa	682-6675
Bernad [unclear]	[Signature]	Colusa	458-4273

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PRINTED NAME	SIGNATURE	CITY	PHONE
Mattie Myers	Mattie Myers	Colusa	530-701-1814
Breckin Townsend	<del>Breckin Townsend</del>	Colusa	530-870-6244
Jamie Myers	Jamie Myers	Colusa	530-701-8938
Rubi Dunham	Rubi Dunham	Colusa	530-701-0930
Erika Lynch	Erika Lynch	Colusa	530-329-6145
Angel Lutz	Angel Lutz	Colusa	530-458-7900
JAMES Lutz	James Lutz	Colusa	530-701-0875
Brian Myers	Brian Myers	Colusa	530-701-8937
Harryl King	Harryl King	Colusa	530-701-8398
Cindy King	Cindy King	Colusa	530-458-7480
Hollyce Ann King	Hollyce Ann King	Colusa	530-435-0752
<del>Paul Erisey</del>	<del>Paul Erisey</del>		
PAUL ERISEY	Paul Erisey	Colusa	(530)701-8721
JOE ERISEY	Joe Erisey	Colusa	(530)330-0461
Mica Lutz	Mica Lutz	Colusa	(530)358-701-7232
Randy Myers	Randy Myers	Colusa	(530)-305-0037
Stephanie Myers	Stephanie Myers	Colusa	530/237-6282
MCKENZIE BRASSER	MCKENZIE BRASSER	Colusa	770/300-3372
Shaune Myers	Shaune Myers	Colusa	530/237/6281
Tina Beckley	Tina Beckley	Colusa	530-713-5288
dadi Guinness	dadi Guinness	Colusa	530-617-2843
Sue Bailey	Sue Bailey	Colusa	530-458-3976
Marta Stegall	Marta Stegall	Colusa	530-713-1151
Earl Stymal	Earl Stymal	Colusa	530-701-8370
MICHAEL GUINNESS	MICHAEL GUINNESS	Colusa	530-682-3648
Heather Nail	Heather Nail	Colusa	530-701-8997
CHAD NAIL	Chad Nail	Colusa	530-701-5627
Rosemary Hicks	Rosemary Hicks	Colusa	530-933-3324
Paul Theriault	Paul Theriault	Colusa	530-913-6183

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PRINTED NAME	SIGNATURE	CITY	PHONE
Stephen Zilolar		Colusa	530 870 1140
Garrett Agnew		Colusa	530 870 1092
Erin Coran		Colusa	530-632-7767
Clara Mills		Princeton	530-482-2379
William Wolf		Colusa	530-682-4358
Josh Wolfe		Yuba City	530-701-2193
Jacob Christensen		Princeton	530-514-8778
Erin Coran		Willows	530632-3764
Davizl Howard			
Cipriano Bautista		Colusa	530 682-0580
Miguel Gonzalez		Colusa	510 344 66
Stephen Zilolar		Colusa	530 870 1140
Sean Caskey		Maxwell	530 438-2478
Jon Phillips		Colusa	530 682 8999
ALVIN HUNT		Colusa	5306820510
Jolly Codorniz		Colusa	530 619-0076
Diara Azevedo		Maxwell	530-304-2143
Kevin Myers		Colusa	530-867-0119
Armando Garza		Colusa	530-867-1918
Mike Shaw		Colusa	530-713-5287
Bonnie Emery		Colusa	530-4778
Wally Emery		Colusa	530-4778
Jason English		Colusa	530-748-7441
Ellen McGowan		Colusa	530-458-8661
Charles Lujan		Colusa	530-632-0237
Dennis Wilson		Colusa	530-902-8944
Carmen Santana		Colusa	530-415-0444
Crystal Fleming		Colusa	530-632-0775
KEA THOMPSON		Colusa	530 561-3027



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PRINTED NAME	SIGNATURE	CITY	PHONE
David A Silva		Colusa	(530) 923-0303
John Barron		Colusa	(530) 561-6667
Jose Gantane		Colusa	(530) 923-0065
Caleb Engraham		Colusa	530-617-2108
Bobby Bill		Colusa	530-491-9114
Will Kolisuch		Colusa	530-701-0720
Addie Taylor		Colusa	530-617-2524
Olive Keenan		Colusa	530-632-1447
Brian Berg		Maxwell	530-908-1394
Payton Schmidt (DE)		Maxwell	530-908-1606
Jordan Cole		Colusa	
Candace Newman		Sutter	
Catie Gravel		SUTTER	
Jelly Leena		Colusa	530 354 3480
Mallett Kumpfen		Colusa	530 632 2985
Lies Tausch		Colusa	530 705-1697
Dale Ferreira		Colusa	530-439-2543
Brandi Haven		Colusa	(530) 845-8004
Jeffrey J Winter		Colusa	(530) 682-7465
Drake Fusaro		Colusa	530 570 5960
GETS CHIATICARA		Colusa	530-458-7323
JAMES BALSDON		Colusa	458-3655
DAWN TALLEY		Colusa	320-2932
SCOTT SARGENT		Colusa	455-2a21
Margie Lumoso		Colusa	530 617 1805
Ron Anderson		Meridian	530 696 2619
Ron Stent		Meridian	530 788 2739
Robby Barsotti		Williams	(530) 635-2858
Neville Bynghise		Colusa	(530) 458 2564

**To the Colusa Unified School District:**

We the undersigned would like to greatly encourage the rehiring of Paul Theriault as the Head Football Coach at Colusa High School. We believe that Coach Theriault brings value to the Colusa High student that is irreplaceable. We believe that the recent uplift in the student body performance, as well as community involvement at Colusa High School is based in large part on the character and hard work of Coach Theriault.

Thank you for your time and consideration in this very important community matter.

PRINTED NAME	SIGNATURE	CITY	PHONE
Jessica Phillips		Colusa	530 682 7036
Ashley Ombauer		Colusa	530-515-9466
Dylan Fusaro		Colusa	530-845-3700
R.J. Phillips		Colusa	530-682-2481
Angela Phillips		Colusa	530-530-0046
Jan Phillips		Colusa	530-682-8999
Debby Beymer		Colusa	458-7633
Jessica Silva		Colusa	530-415-8474
Mariana Silva		Colusa	530 923-0327
Juno Mata		Colusa	530-458-5628
Opelia Mata		Colusa	530-458-5628
Neslie Hall		Colusa	530-458-5554
Pam Ernst		Colusa	530-401-1615
JAMES ERNST		Colusa	530-701-2147
Kellie Stutz		Colusa	530-701-9863
Jonah Cole		Colusa	530-454-2464
Wendy G... (unclear)		Colusa	530-8682-1602
Jim Pindrey		Colusa	530-682-9755
STEVE VICERA		Colusa	530 624-0367
Harvey McLean		Colusa	530-624-4973
CHUCK ANDERSON		COLUSA	530-458-2086
ARON ANDERSON		COLUSA	530-415-7197
John Smart		Colusa	925-408-4513
Pete Anderson		Colusa	(530) 342-2063
William D... (unclear)		Colusa	520 509-6649
MARY F. BIAMARINO		COLUSA	320-329-4031
Sharon... (unclear)		Colusa	530-329-4815
Wes Howard		Colusa	530-870-6722
Alan Reynolds		Colusa	530 682-9299

Colusa Unified School District  
745 Tenth St.  
Colusa, CA 95932  
**RESOLUTION NO. 2014-15.10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COLUSA UNIFIED SCHOOL DISTRICT  
PRESCRIBING THE TERMS AND AUTHORIZING THE ISSUANCE OF BONDS OF  
THE DISTRICT; APPROVING FORMS OF AND AUTHORIZING EXECUTION AND  
DELIVERY OF A PAYING AGENT AGREEMENT, A BOND PURCHASE  
AGREEMENT, A CONTINUING DISCLOSURE CERTIFICATE, AND AN OFFICIAL  
STATEMENT; AUTHORIZING DISTRIBUTION OF THE OFFICIAL STATEMENT  
AND SALE DOCUMENTS; AND AUTHORIZING EXECUTION OF NECESSARY  
CERTIFICATES AND RELATED ACTIONS**

WHEREAS, pursuant to California Education Code sections 5304, 5322 and 15264 et seq., Article XIII A, Section 1(b), and Article XVI, Section 18(b), of the California Constitution, the Board of Trustees (the "Board") of the Colusa Unified School District (the "District") adopted its Resolution No. 2013-14.15 on June 17, 2014, and reconfirmed by the Board on July 8, 2014 (the "Election Resolution"), ordering a school bond election, which was then regularly held in the District on November 4, 2014;

WHEREAS, the measure for incurring bonded indebtedness, which was fully described in the Election Resolution, was submitted to the voters at the election and abbreviated on the ballot as follows:

MEASURE A: "To improve Colusa students' math, science, reading, and writing skills, by repairing leaky roofs, deteriorating restrooms, plumbing, heating, wiring; providing modern computer technology; renovating outdated classrooms, libraries, agricultural/vocational facilities, science and computer labs; improving fire alarms and school safety; removing asbestos/hazardous materials; acquiring, renovating, constructing, equipping accessible classrooms, sites and facilities; shall Colusa Unified School District issue \$5,900,000 in bonds at legal rates, using independent citizen oversight, no money for administrators, all funds benefitting local schools?"

BONDS-YES

BONDS-NO

WHEREAS, the returns of the election were thereafter canvassed pursuant to law, the Certificate of Election received from the Registrar of Voters of the County of Colusa authenticated that more than 55% (the amount required for passage) of the votes cast were in favor of issuing the general obligation bonds (the "Bonds"), the Board entered that fact upon its minutes on

December 16, 2014, and thereafter certified the election proceedings to the Board of Supervisors (“Board of Supervisors”) of the County of Colusa (the “County”);

WHEREAS, the Board is in the process of establishing and appointing a Citizens’ Oversight Committee in accordance with Education Code Section 15278;

WHEREAS, the Board has determined that it is necessary and desirable to issue and sell the first series of the Bonds authorized by the electors, such series of the Bonds to be designated generally the “Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015” (the “Series 2015 Bonds”), in an aggregate principal amount set for the below, according to the terms and in the manner hereinafter set forth;

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of the Series 2015 Bonds of the District; and

WHEREAS, the indebtedness of the District, including the proposed issuance of the Series 2015 Bonds, is within all limits prescribed by law.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Colusa Unified School District, as follows:

**Section 1. Recitals.** The Board hereby finds and determines that the foregoing recitals are true and correct.

**Section 2. Series 2015 Bonds; Issue Authorized.** The Board hereby authorizes the issuance of the Series 2015 Bonds in an aggregate principal amount not to exceed \$5,900,000. The costs of issuance of the Series 2015 Bonds (including estimates of compensation for the underwriter) are estimated to be \$260,000. The premium for bond insurance, to be purchased by the underwriter of the Series 2015 Bonds at the underwriter’s option and expense only if financially efficient, is not expected to exceed \$60,000. The District is issuing the Series 2015 Bonds pursuant to the terms of Article 4.5, Chapter 3, Part 1, Division 1, Title 1 of the California Government Code (commencing with Section 53506). Other terms and conditions of the Series 2015 Bonds and their execution, issuance, and sale, not prescribed by Article 4.5 referred to above, shall be governed by the relevant provisions of the Government Code and Education Code.

**Section 3. Approval of Paying Agent Agreement.** The Board hereby approves the form of the Paying Agent Agreement (the “Paying Agent Agreement”) between the District and Zions First National Bank (the “Paying Agent”), as presented to this meeting and on file with the Secretary of the Board. The President, Clerk, and Secretary of the Board, the Superintendent, and the Chief Business Official (the “Designated Officers”), or their designees, and each of them individually, are hereby authorized for and in the name of and on behalf of the District, to execute and deliver to the Paying Agent, the Paying Agent Agreement in substantially that form, with such changes therein as the Designated Officer or Officers executing the Paying Agent Agreement, with the advice of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation (“Bond Counsel”), may require or approve. The execution of the Paying Agent Agreement by a Designated Officer or Officers shall constitute conclusive evidence of such officer’s or officers’ and the Board’s approval of such changes. The date, respective principal amounts of each

maturity, the interest rates, interest payment dates, denominations, form, registration privileges, place or places of payment, terms of redemption, and other terms of the Series 2015 Bonds shall be as provided in the Paying Agent Agreement, as finally executed.

**Section 4. Approval of Method of Sale and Bond Purchase Agreement.** The Board hereby approves and authorizes Government Financial Strategies inc. (the “Financial Advisor”) to conduct a negotiated sale of the Series 2015 Bonds following a competitive bidding process to select, with the approval of a Designated Officer, a firm to underwrite the Series 2015 Bonds. The Board hereby further authorizes the sale of the Series 2015 Bonds with an underwriter’s discount, net of the cost of bond insurance, if any, in an amount not to exceed 2.0% of the principal amount of the Series 2015 Bonds. The method of sale described above has been selected by the Board since it offers greater flexibility than a public sale process in setting and changing the time and terms of the sale. The Board hereby further approves the form of the Bond Purchase Agreement relating to the Series 2015 Bonds (the “Bond Purchase Agreement”) between the District and the underwriter to be designated in the Bond Purchase Agreement (the “Underwriter”), in the form as presented to this meeting, and on file with the Secretary of the Board. The Designated Officers, or their designees, and each of them individually, are hereby authorized for and in the name of and on behalf of the District, to negotiate the final terms of the sale of the Series 2015 Bonds with the Underwriter, selected by such Designated Officers, upon the recommendation of the District’s Financial Advisor, and based on a competitive bidding process conducted by the Financial Advisor. Further, the Designated Officers, or their designees, and each of them individually, are hereby authorized for and in the name of and on behalf of the District, to sell the Series 2015 Bonds pursuant to the Bond Purchase Agreement, and to execute and deliver to the Underwriter, the Bond Purchase Agreement in substantially that form, with such changes therein as the Designated Officer or Officers executing the Bond Purchase Agreement, with the advice of Bond Counsel, may require or approve. The execution of the Bond Purchase Agreement by a Designated Officer or Officers shall constitute conclusive evidence of such officer’s or officers’ and the Board’s approval of such changes.

**Section 5. Approval of Continuing Disclosure Certificate.** The Board hereby approves the form of the Continuing Disclosure Certificate relating to the Series 2015 Bonds (the “Continuing Disclosure Certificate”), as presented to this meeting and on file with the Secretary of the Board. The Designated Officers, or their designees, and each of them individually, are hereby authorized for and in the name of and on behalf of the District, to execute and deliver to the other parties thereto, the Continuing Disclosure Certificate in substantially that form, with such changes therein as the Designated Officer or Officers executing the Continuing Disclosure Certificate, with the advice of Bond Counsel, may require or approve. The execution of the Continuing Disclosure Certificate by a Designated Officer or Officers shall constitute conclusive evidence of such officer’s or officers’ and the Board’s approval of such changes.

**Section 6. Official Statement.** The Board hereby approves the form of the Preliminary Official Statement relating to the Series 2015 Bonds (the “Preliminary Official Statement”), with such additions, changes, and deletions as permitted hereunder and under applicable law (the “Official Statement”), presented to this meeting and on file with the Secretary of the Board. The Designated Officers, or their designees, and each of them individually, are hereby authorized and directed to execute the Official Statement in substantially that form, with such changes as the Designated Officer or Officers, upon the advice of Government Financial

Strategies inc. (the “Financial Advisor”) may require or approve. The execution of the Official Statement by a Designated Officer or Officers shall constitute conclusive evidence of such officer’s or officers’ and the Board’s approval of such changes. The Board hereby authorizes and directs the Financial Advisor to distribute copies of the Preliminary Official Statement to underwriters, who in turn may distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Series 2015 Bonds, and authorizes and directs the Underwriter to deliver copies of the final Official Statement to all purchasers of the Series 2015 Bonds. The Board hereby authorizes and directs the Designated Officer or Officers to deliver to the Underwriter certification to the effect that the Board deems the Preliminary Official Statement, with such changes approved by the Designated Officer or Officers, to be final and complete as of its date, except for certain final pricing and related information that may be omitted pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

**Section 7. Valid Obligations.** The Board hereby determines that all acts and conditions necessary to be performed by the District or to have been met precedent to and in the issuing of the Series 2015 Bonds in order to make them legal, valid, and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Series 2015 Bonds have been performed and have been met, in regular and due form as required by law; that the full faith and credit of the District are hereby pledged for the timely payment of the principal and interest on the Series 2015 Bonds; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Series 2015 Bonds.

**Section 8. Paying Agent’s Fees.** In accordance with Education Code section 15232, the District hereby requests the Board of Supervisors of the County to include within the annual tax levy for the Series 2015 Bonds the fees and expenses payable to the Paying Agent.

**Section 9. Building Fund and Tax Collection Fund.** (A) **Building Fund.** The District hereby requests that the Colusa County Treasurer/Tax Collector (the “Treasurer”) establish and create and/or maintain the “Colusa Unified School District, General Obligation Bonds, Election of 2014, Series 2015 Building Fund” (the “Building Fund”), and keep the fund separate and distinct from all other District and County funds. The District hereby further requests that the Treasurer deposit the proceeds of the sale of the Series 2015 Bonds (except any premium or accrued interest received from the sale) into the Building Fund for use by the District to pay the costs of the school facilities described in the bond measure approved by the voters of the District, and to pay costs of issuance of the Series 2015 Bonds.

(B) **Tax Collection Fund.** The District hereby requests that the Treasurer establish and create and/or maintain the “Colusa Unified School District, General Obligation Bonds, Election of 2014, Series 2015 Tax Collection Fund (the “Series 2015 Tax Collection Fund”), and keep the fund separate and distinct from all other District and County funds. The District hereby further requests that the Treasurer deposit any premium received from the sale of the Series 2015 Bonds into the Series 2015 Tax Collection Fund. The District hereby further requests that the Treasurer withdraw from the Series 2015 Tax Collection Fund and transfer to the Paying Agent at the times requested by the District the amounts required to pay debt service on the Series 2015 Bonds, and to pay the fees and expenses of the Paying Agent.

**Section 10. Identification of Professionals Involved.** The Board hereby approves the firm of Government Financial Strategies inc. to act as financial advisor; Zions First National Bank to act as Paying Agent; and the firm of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, to act as bond counsel to the District, with respect to the sale and delivery of the Series 2015 Bonds.

**Section 11. Designation as Qualified Tax Exempt Obligations.** The Board reasonably anticipates that the District and all subordinate entities and all entities that issue obligations on its behalf will not issue more than ten million dollars (\$10,000,000) of tax exempt obligations (excluding private activity bonds) during the current calendar year. The Board hereby designates the obligations represented by the Refunding Bonds as qualified tax exempt obligations within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code of 1986.

**Section 12. Official Intent.** The District intends to undertake the construction, repair and acquisition of school facilities and equipment, described in the bond measure, to serve the District (the "Improvements"). The District intends to use the proceeds of its Series 2015 Bonds described in this Resolution to finance the Improvements. The District expects to pay certain capital expenditures (the "Reimbursement Expenditures") in connection with the Improvements prior to the issuance by it of the indebtedness for the purpose of financing the costs of the Improvements on a long-term basis. The District reasonably expects that the Series 2015 Bonds debt obligations will be issued by it for the purpose of financing the cost of the Improvements on a long-term basis, and that certain of the proceeds of such debt obligations will be used to reimburse the District for the Reimbursement Expenditures.

The Board hereby declares the District's official intent to use a portion of the proceeds of the proposed indebtedness to reimburse the District for the Reimbursement Expenditures. The foregoing statement is a declaration of official intent that is made under and only for the purpose of establishing compliance with the requirements of Treasury Regulations section 1.150-2 and Section 54A(d)(2)(D) of the Internal Revenue Code of 1986, as amended.

**Section 13. Authorization of Officers to Execute Documents.** The Board hereby authorizes and directs the Designated Officers or their respective designees, and each of them individually, to do any and all things, to take any and all actions, and to execute and deliver any and all documents that they may deem necessary or advisable, in order to complete the sale, issuance, and delivery of the Series 2015 Bonds, and otherwise to carry out, give effect to, and comply with the terms and intent of this Resolution. All actions heretofore taken by such officers and staff that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed, and approved in all respects.

**Section 14. Effective Date.** This resolution shall take effect immediately upon its passage.

*[Signature Page Follows]*

**APPROVED, PASSED, AND ADOPTED** on March 17, 2015, by the Colusa Unified School District Board of Trustees, by the following vote:

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSENT \_\_\_\_\_  
ABSTAIN \_\_\_\_\_

**COLUSA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

\_\_\_\_\_  
President of the Board of Trustees

**ATTEST:**

By: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Trustees



\$[PAR AMOUNT]  
**COLUSA UNIFIED SCHOOL DISTRICT  
COLUSA COUNTY, CALIFORNIA  
GENERAL OBLIGATION BONDS  
ELECTION OF 2014, SERIES 2015**

**BOND PURCHASE AGREEMENT**

[SALE DATE]

Board of Trustees  
Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932

Ladies and Gentlemen:

The undersigned authorized officer of [UNDERWRITER] (the “Underwriter”) hereby offers to enter into this Bond Purchase Agreement with the Colusa Unified School District (the “District”), which, upon acceptance of this offer by the District, will be binding upon the District and the Underwriter. This offer is made subject to the written acceptance of this Bond Purchase Agreement by execution by the Superintendent of the District, and the delivery of such acceptance to the Underwriter at or prior to 5:00 p.m., Pacific Time, on the date hereof; and, if not so accepted, will be subject to withdrawal by the Underwriter upon notice delivered to the District at any time prior to the acceptance hereof by the District.

**1. Definitions.** All capitalized terms not defined herein shall have the meaning ascribed to them in the Preliminary Official Statement, dated \_\_\_\_\_, 2015, of the District with respect to the public offering of the Bonds, unless a different meaning clearly appears from the context, and the following words and terms shall have the following meanings, respectively:

**Bonds** means the Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015, issued pursuant to the Paying Agent Agreement.

**Bond Purchase Agreement** means this Bond Purchase Agreement.

**Business Day** means a day on which banks located in California are not required or authorized by law to be closed and the New York Stock Exchange is not closed.

**Closing Date** means the date of payment for and delivery of the Bonds as established pursuant to Section 6 (Closing) hereof.

**Closing Time** means the time at which payment for and delivery of the Bonds shall occur, as established pursuant to Section 6 (Closing) hereof.

**Continuing Disclosure Certificate** means that certain Continuing Disclosure Certificate dated as of the Closing Date executed by the District.

**County** means the County of Colusa, California.

**District Documents** means the Paying Agent Agreement, this Bond Purchase Agreement, and the Continuing Disclosure Certificate.

**Good Faith Deposit** means the amount of \$59,000 wired to and deposited with the Paying Agent before or within two Business Days of [SALE DATE], for the purchase of the Bonds as established pursuant to Section 13 (Good Faith Deposit) hereof.

**Official Statement** means the final Official Statement of the District, dated the date hereof, relating to the Bonds, together with the cover page thereof and all appendices, exhibits, amendments and supplements thereto, provided by the District.

**Paying Agent** means Zions First National Bank.

**Paying Agent Agreement** means that certain Paying Agent Agreement, entered into between the District and the Paying Agent, dated May 1, 2015, as amended and supplemented from time to time.

**Preliminary Official Statement** means the Preliminary Official Statement of the District, dated \_\_\_\_\_, 2015, relating to the Bonds, together with the cover page thereof and all appendices, exhibits, amendments, and supplements thereto provided by the District.

**Resolution** means the Resolution No. [2014-15.\_\_\_\_, adopted on March 17, 2015], by the District's Board of Trustees.

**State** means the State of California.

**Treasurer/Tax Collector** means the Treasurer/Tax Collector of Colusa County.

## **2. Purchase, Sale, and Delivery of the Bonds.**

(a) Purchase and Sale of the Bonds. Upon the terms and conditions and in reliance upon the representations, warranties, and agreements set forth herein, the Underwriter hereby agrees to purchase from the District for offering to the public, and the District hereby agrees to execute and deliver to or upon the order of the Underwriter all (but not less than all) of the Bonds, duly authenticated by the Paying Agent, dated their date of delivery, in the aggregate principal amount of \$[PAR AMOUNT]. The Bonds shall bear interest at the rates, shall mature in the years, and shall be subject to redemption as shown on **Exhibit A** hereto, which is incorporated herein by this reference. The purchase price to be paid by the Underwriter for the Bonds shall be \$\_\_\_\_\_ (which is equal to the principal amount of the Bonds of \$[PAR AMOUNT], plus/less \$\_\_\_\_\_ original issue premium/discount, less an underwriter's discount of \$\_\_\_\_\_). A portion of the purchase price will be used to pay costs of issuance. Payment for the Bonds shall be made in federal funds or through wire transfer of federal funds payable to the Paying Agent for the account of the District. The Bonds shall be released by the District to the Underwriter through the Depository Trust Company ("DTC") no later than the Closing Time.

(b) Delivery of the Bonds. The Bonds shall be released for delivery by the District to the Underwriter, and the Underwriter will accept delivery of the Bonds, through DTC in accordance with the terms of its Fast Automated Securities Transfer ("FAST") program, no later than the Closing Time. The Bonds are to be initially registered in the name of Cede & Co.,

as nominee for DTC. The Bonds will be in such authorized denominations as DTC and the Underwriter shall require, as described in the Official Statement. CUSIP identification numbers will be printed on the Bonds.

**3. Terms of the Bonds.** The Bonds shall be substantially in the form described in, shall be issued and secured pursuant to, shall be dated and be payable as provided in, and shall be subject to redemption as provided in the Paying Agent Agreement.

**4. Official Statement.**

(a) Preliminary Official Statement. The District confirms that the Preliminary Official Statement was deemed final for purposes of Rule 15c2-12 adopted under the Securities Exchange Act of 1934, as amended (“Rule 15c2-12”), as of its date, except for final information as to the offering prices, interest rates, selling compensation, amount of proceeds, delivery dates, other terms of the Bonds depending on such factors, and other information permitted to be omitted under Rule 15c2-12.

(b) Final Official Statement. The District agrees to deliver to the Underwriter up to 150 copies of the final Official Statement, which includes the information omitted from the Preliminary Official Statement in accordance with Rule 15c2-12, and any supplements or amendments thereto as have been approved by the Underwriter. The District agrees to deliver such Official Statements within seven business days after the execution hereof (or earlier if necessary to accompany any confirmation that requires payment from any customer).

(c) End of the Underwriting Period. The Underwriter shall give notice to the District on the date after which no participating underwriter, as such term is defined in Rule 15c2-12, remains obligated to deliver final Official Statements pursuant to paragraph (b)(4) of Rule 15c2-12.

(d) Amendments or Supplements to Official Statement. If at any time prior to the receipt of notice from the Underwriter pursuant to Section 4(c) (End of the Underwriting Period) hereof that final Official Statements are no longer required to be delivered under Rule 15c2-12, any event occurs as a result of which it may be necessary to supplement the Official Statement in order to make the statements therein relating to the District, in light of the circumstances existing at such time, not misleading, the District shall forthwith notify the Underwriter in writing of any such event of which it has knowledge and, if in the opinion of the Underwriter such event requires an amendment or supplement to the Official Statement, the District will at its expense amend or supplement the Official Statement in a form and manner approved by the Underwriter. Any information supplied by the District for inclusion in any amendments or supplements to the Official Statement will not contain any untrue or misleading statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

**5. Public Offering of the Bonds.** The Underwriter agrees to offer the Bonds for sale to the public at the initial public offering price or prices (or yield or yields) set forth on **Exhibit A** attached hereto and made a part hereof; provided, however, that the Underwriter reserves the right to change such initial public offering prices or yields as the Underwriter deems necessary or desirable, in its sole discretion in connection with the marketing of the Bonds, and to sell the Bonds to certain dealers (including dealers depositing the Bonds into investment trusts) and others

at prices lower than the initial offering prices or higher than the yields set forth in the Official Statement. The Underwriter also reserves the right (a) to over-allot or effect transactions that stabilize or maintain the market price of the Bonds at a level above that which might otherwise prevail in the open market; and (b) to discontinue such stabilizing, if commenced, at any time. A public offering shall include an offering to a representative number of institutional investors or registered investment companies, regardless of the number of such investors to which the Bonds are sold.

The District acknowledges and agrees that (i) the purchase and sale of the Bonds pursuant to this Bond Purchase Agreement is an arm's-length commercial transaction between the District and the Underwriter, (ii) in connection with such transaction, the Underwriter has not assumed a fiduciary responsibility in favor of the District with respect to (x) the offering of the Bonds or the process leading thereto (whether or not the Underwriter has advised or is currently advising the District on other matters) or (y) any other obligation to the District except the obligations expressly set forth in this Bond Purchase Agreement, and (iii) the District has consulted with its own legal and other professional advisors to the extent it deemed appropriate in connection with the offering of the Bonds.

**6. Closing.** The Closing Time shall be no later than 9:00 a.m., Pacific Time, on [CLOSING DATE], or at such earlier or later time or on such earlier date as shall have been mutually agreed upon by the District and the Underwriter. The documents described in Section 8(e) (Receipt of Documents) hereof shall be delivered to the Underwriter at the Closing Time; and the Underwriter will accept delivery of such documents and pay the purchase price for the Bonds as described above (credit being given for the amount of good faith deposit specified herein). Delivery of such documents shall be made at the offices of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, 400 Capitol Mall, 27<sup>th</sup> Floor, Sacramento, California, or at such other place as shall have been mutually agreed upon by the District and the Underwriter.

**7. Representations, Warranties and Agreements of the District.** The District hereby represents, warrants and agrees with the Underwriter that:

(a) Valid Existence. The District is a school district duly organized and validly existing under the laws of the State.

(b) Authority. The District has full legal right, power and authority under the laws of the State (i) to enter into the District Documents; (ii) to approve and execute the Official Statement; (iii) to issue, execute, sell, and deliver the Bonds to the Underwriter as provided herein; (iv) to perform its obligations under the District Documents; and (v) to consummate the transactions as described in the District Documents and the Official Statement.

(c) Official Action. By all necessary action, the District has duly approved the Preliminary Official Statement and authorized: (i) the execution and delivery of the District Documents and the issuance, sale, execution, and delivery of the Bonds; (ii) approval of the final Official Statement and the signing of the Official Statement by the District's Superintendent or another designated officer of the District; (iii) distribution of the Preliminary Official Statement and the Official Statement by the Underwriter; and (iv) the performance of the District's obligations under the District Documents and the consummation of the transactions to be consummated on its part as described therein and in the Official Statement.

(d) Validity of Documents. Assuming due authorization, execution, and delivery by the other parties thereto, this Bond Purchase Agreement is in full force and effect as of the date hereof and the other District Documents and the Bonds, upon execution thereof, will each constitute valid and binding agreements or obligations of the District, enforceable in accordance with their terms, except as the enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium, or similar laws relating to or limiting creditors' rights generally or by equitable principles.

(e) Government Approvals. All consents, approvals, authorizations, orders, licenses, or permits of any governmental authority, legislative body, board, agency, or commission having jurisdiction of the matter (i) that are required for the due authorization by, or (ii) that would constitute a condition precedent to, or the absence of which would materially adversely affect, the issuance, sale, or delivery of the Bonds or the due performance by the District of its obligations under the District Documents, have been duly obtained (except for such approvals, consents, and orders as may be required under the Blue Sky or other securities laws of any state in connection with the offering and sale of the Bonds, as to which no representation is made).

(f) No Violation of Law. The issuance, sale, and delivery of the Bonds, the execution and delivery of the District Documents, and compliance with the District's obligations therein will not violate any such constitutional provision, law, administrative regulation, judgment, or decree.

(g) No Breach of Contracts. The issuance, sale, and delivery of the Bonds, the execution and delivery of the District Documents, and compliance with the District's obligations therein will not result in a breach of or constitute a default under any loan agreement, indenture, bond, note, resolution, agreement, mortgage, lease, or other instrument to which the District is a party or by which it is bound.

(h) No Litigation. As of the date hereof and except as may be described in the Official Statement, no action or proceeding is pending before any court, governmental agency or arbitrator or overtly threatened in writing against the District: (i) in any way affecting the existence of the District or in any way challenging the respective powers of the Board of Trustees of the District or any officer of the District who is required to act with respect to the issuance, execution, sale, and delivery of the Bonds or the execution and delivery of the District Documents; (ii) affecting or seeking to prohibit, restrain, or enjoin the issuance, sale, execution, or delivery of the Bonds, the application of the proceeds of the sale of the Bonds, or the levy of any taxes contemplated by the Paying Agent Agreement; (iii) in any way contesting or affecting the validity or enforceability of the Bonds or the District Documents, the powers of the District, or its authority with respect to the issuance, sale, or delivery of the Bonds or the execution and delivery of the District Documents; (iv) in any way contesting the completeness or accuracy of the Preliminary Official Statement or the Official Statement; (v) in any way contesting or challenging the consummation of the transactions contemplated by the Official Statement or the District Documents; or (vi) in which a final adverse decision could materially adversely affect the operations of the District or adversely affect the exclusion of interest on the Bonds from gross income for federal income tax purposes and the exemption of such interest from California personal income taxes.

(i) No Debt Issues. Between the date hereof and the Closing Time, without the consent of the Underwriter, which consent will not be unreasonably withheld, the District will not offer or issue (or request the County to issue on its behalf) any bonds, notes, or other obligations for borrowed money, or incur any material liabilities, direct or contingent, except in the course of normal business operations of the District or as described in the Official Statement.

(j) “Blue Sky” Qualification. The District will furnish such information, execute such instruments, and take such other action in cooperation with the Underwriter as the Underwriter may reasonably request in order (i) to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations of such states and other jurisdictions of the United States as the Underwriter may designate, and (ii) to determine the eligibility of the Bonds for investment under the laws of such states and other jurisdictions, and will use its best efforts to continue such qualifications in effect so long as required for distribution of the Bonds; provided, however, that the District shall not be required to register as a broker-dealer in any state or other jurisdiction of the United States.

(k) Accuracy of Preliminary Official Statement. As of the date thereof, and at the time of the District’s acceptance hereof, the Preliminary Official Statement (except for any information about any bond insurer or DTC) did not and does not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements in the Preliminary Official Statement, in light of the circumstances under which they were made, not misleading.

(l) Accuracy of Official Statement. As of the date hereof, and (unless an event occurs of the nature described in Section 4(d) (Amendments or Supplements to Official Statement)) at all times subsequent hereto, up to and including the end of the underwriting period as described in Section 4(c) (End of the Underwriting Period), the Official Statement (except for any information about any bond insurer or DTC) does not and will not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements in the Official Statement, in light of the circumstances under which they are made, not misleading.

(m) Accuracy of Supplemented Official Statement. If the Official Statement is supplemented or amended pursuant to Section 4(d) (Amendments or Supplements to Official Statement), at the time of each supplement or amendment thereto and (unless subsequently again supplemented or amended pursuant to such Section) at all times subsequent thereto up to and including the end of the underwriting period as described in Section 4(c) (End of the Underwriting Period), the Official Statement as so supplemented or amended (except for any information about any bond insurer or DTC) will not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

(n) Officers’ Certificates. Any certificate signed by any officer or representative of the District with respect to the Bonds or the District Documents and delivered to the Underwriter shall be deemed a representation and warranty by the District to the Underwriter as to the statements made therein.

(o) Income Tax Exemptions. The District shall not take any action or fail to take any action, or permit any action or omission with regard to which the District may exercise

control, if any such action or failure to act could adversely affect the exclusion from gross income for federal income tax purposes or the exemption from California taxes of interest on the Bonds.

(p) No Arbitrage Bonds. The District shall not take any action or fail to take any action, or permit any action or omission with regard to which the District may exercise control, with respect to the proceeds of the Bonds, which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Bonds would have caused the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code, as modified by Section 54A(d)(4) of the Code, including the Treasury Regulations with respect thereto.

(q) Continuing Disclosure. In accordance with the requirements of Rule 15c2-12, at or prior to the Closing, the District shall have duly authorized, executed, and delivered the Continuing Disclosure Certificate on behalf of each obligated person for which financial and/or operating data is presented in the Official Statement. The Continuing Disclosure Certificate shall comply with the provisions of Rule 15c2-12 and be substantially in the form attached to the Official Statement in Appendix C. Except as otherwise disclosed in the Official Statement, to the best knowledge of the District’s current administrative staff, the District has never failed to comply in all material respects with any previous undertakings with regard to said Rule 15c2-12 to provide annual reports or notices of material events with respect to the last five years.

**8. Conditions to the Underwriter’s Obligations.** The Underwriter has entered into this Bond Purchase Agreement in reliance upon the representations, warranties, and obligations of the District contained herein, in the other District Documents, and in the other documents and instruments to be delivered on the Closing Date. Accordingly, the Underwriter’s obligations under this Bond Purchase Agreement shall be subject to the following conditions:

(a) Representations and Warranties. The representations and warranties of the District contained herein shall be true, complete, and correct in all material respects at the date hereof and at and as of the Closing Time, as if made at and as of the Closing Time and will be confirmed by a certificate or certificates of the appropriate District officer or officers dated the Closing Date; the statements made in all Bonds and other documents delivered to the Underwriter at the Closing Time pursuant hereto shall be true, complete, and correct in all material respects at the Closing Time; and the District shall be in compliance with each of the warranties, agreements, and covenants made by it in the District Documents.

(b) Actions and Obligations. (i) At the Closing Time all actions that, in the opinion of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, bond counsel, are necessary in connection with the transactions contemplated hereby shall have been duly taken and shall be in full force and effect; and (ii) the District shall perform or have performed all of their respective obligations required under or specified in the District Documents to be performed at or prior to the Closing Time.

(c) Actions Relating to Documents. As of the date hereof and at the Closing Time, all necessary actions of the District relating to the District Documents and the Official Statement, and all other matters with respect to authorization, issuance, execution, sale, and delivery of the Bonds shall have been taken and shall be in full force and effect and shall not have

been amended, modified, or supplemented in any material respect, except as agreed to in writing by the Underwriter.

(d) No Material Change. Subsequent to the date hereof and up to and including the Closing Time, there shall not have occurred any change in the financial position, results of operations, or condition, financial or otherwise, of the District; or any change in any of the District Documents, as the foregoing matters are described in the Official Statement, that in the reasonable judgment of the Underwriter would materially impair the investment quality of the Bonds.

(e) Receipt of Documents. At or prior to Closing Date, the Underwriter shall receive a transcript of all proceedings relating to the authorization, issuance, execution, sale, and delivery of the Bonds, certified by such officer or officers of the District as shall be satisfactory to the Underwriter, specifically including copies of each of the following documents:

i. Official Statement. The Official Statement delivered in accordance with Section 4 (Official Statement) hereof and each supplement or amendment, if any, each executed by the Superintendent of the District or another authorized officer of the District.

ii. Final Opinion of Bond Counsel. An approving legal opinion of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, bond counsel, dated the Closing Date, in the form of Appendix A to the Official Statement, and a letter from bond counsel addressed to the Underwriter authorizing the Underwriter to rely on that opinion.

iii. Supplemental Opinion of Bond Counsel. A supplemental opinion of bond counsel in form and substance satisfactory to the Underwriter, dated the Closing Date and addressed to the District and the Underwriter, to the effect that:

(1) the description of the Bonds and the security for the Bonds and statements in the Official Statement on the cover page thereof and under the captions “INTRODUCTION,” “THE BONDS,” and “LEGAL MATTERS – Tax Matters,” to the extent they purport to summarize certain provisions of the Resolution (defined below) and the Continuing Disclosure Certificate, fairly and accurately summarize the matters purported to be summarized therein;

(2) assuming due authorization, execution and delivery by all the parties thereto, the District Documents have each been duly authorized, executed and delivered by the respective parties thereto and constitute legal, valid and binding agreements of the District and are enforceable in accordance with their respective terms, except as enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws relating to or affecting generally the enforcement of creditors’ rights and except as their enforcement may be subject to the application of equitable principles and the exercise of judicial discretion in appropriate cases if equitable remedies are sought; and

(3) the Bonds are exempt from registration pursuant to the Securities Act of 1933, as amended, and the Resolution (defined below) is exempt from qualification as an indenture pursuant to the Trust Indenture Act of 1939, as amended.

iv. District Resolution. The resolution of the Board of Trustees of the District (“Resolution”) authorizing the execution and delivery of the Bonds and the execution and



delivery of the District Documents, approving the Preliminary Official Statement, and authorizing execution of the Official Statement and distribution of the Preliminary Official Statement and the Official Statement, certified by the Secretary of the Board of Trustees.

v. Tax Certificate. A Tax Certificate of the District in form satisfactory to bond counsel, signed by such officers of the District as shall be satisfactory to bond counsel and the Underwriter.

vi. District's Certificate. A certificate, dated the Closing Date and signed by such officers of the District as shall be satisfactory to the Underwriter, to the effect that:

(1) the representations and warranties of the District contained herein are true and correct in all material respects on and as of the Closing Time with the same effect as if made at the Closing Time;

(2) the resolution of the Board of Trustees of the District authorizing the issuance, execution, sale, and delivery of the Bonds and the execution and delivery of the District Documents, approving the Preliminary Official Statement, and authorizing execution of the Official Statement and distribution of the Preliminary Official Statement and the Official Statement is in full force and effect at the Closing Time and has not been amended, modified, or supplemented, except as agreed to in writing by the Underwriter;

(3) there has not been any adverse change of a material nature in the financial position, results of operations, or condition, financial or otherwise, of the District since the date of this Bond Purchase Agreement;

(4) the District has complied with all the agreements and satisfied all the conditions on its part to be performed or satisfied at or prior to the Closing Time; and

(5) no consent is required for the inclusion of the District's 2013-2014 Audited Financial Statement as an appendix to the Official Statement.

vii. Paying Agent's Certificate. A certificate dated the Closing Date of an authorized officer of the Paying Agent to the effect that:

(1) the Paying Agent has duly accepted its duties under the Paying Agent Agreement;

(2) the Paying Agent Agreement was duly executed and delivered and the Bonds were duly authenticated in the name and on behalf of the Paying Agent by authorized signatories of the Paying Agent; and

(3) there are no actions or proceedings against the Paying Agent pending (service of process having been accomplished) before any court, governmental agency, or arbitrator, or overtly threatened in writing, that a) seek to restrain or enjoin the execution and delivery of the Paying Agent Agreement or the delivery of the Bonds or b) seek to affect the validity of the Bonds or the Paying Agent Agreement.

viii. Agreements. Fully executed copies of the Paying Agent Agreement and the Continuing Disclosure Certificate.

ix. Rating Letter. Letter from Standard & Poor's Ratings Services evidencing that the underlying rating of the Bonds is "\_\_\_\_" and that such rating is in full force and effect and has not been withdrawn or downgraded for any reason.

x. Other Legal Opinions and Documents. Such additional legal opinions, certificates, proceedings, instruments, and other documents as the Underwriter or bond counsel may reasonably request to evidence compliance by the District and the Paying Agent with all legal requirements with respect to the issuance, sale, execution and delivery of the Bonds and the due performance or satisfaction by the District at or prior to such time of all agreements then to be performed and all conditions then to be satisfied by the District.

**9. Termination**. If the District shall be unable to satisfy the conditions to the Underwriter's obligations contained in this Bond Purchase Agreement or if the Underwriter's obligations shall be terminated for any reason permitted by this Bond Purchase Agreement, this Bond Purchase Agreement may be cancelled by the Underwriter at, or at any time prior to, the Closing Time. Notice of such cancellation shall be given to the District in writing, or by telephone or telegraph confirmed in writing. Notwithstanding any provision herein to the contrary, the performance of any and all obligations of the District hereunder and the performance of any and all conditions contained herein for the benefit of the Underwriter may be waived in writing by the Underwriter at its sole discretion. The Underwriter shall also have the right to cancel its obligations to purchase the Bonds, by written notice to the District, if between the date hereof and the Closing Time: Inaccuracy of Official Statement. Any event occurs or information becomes known that, in the reasonable judgment of the Underwriter, makes untrue any statement of a material fact set forth in the Official Statement or results in an omission to state a material fact necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading;

(b) Change in Law Affecting Bonds. Any legislation, resolution, ordinance, rule, or regulation shall be introduced in or be enacted by any governmental body, department or agency in the State, or a decision by any court of competent jurisdiction within the State shall be rendered, or any action taken by any department or agency of the State or federal government that, in the reasonable opinion of the Underwriter, materially adversely affects the market price of the Bonds;

(c) Change in Law Affecting Tax Exemption. The market for the Bonds or the market price of the Bonds or the ability of the Underwriter to enforce contracts for the sale of the Bonds shall have been materially and adversely affected, in the reasonable professional judgment of the Underwriter, by legislation enacted by the Congress of the United States, or passed by either House of the Congress, or favorably reported for passage to either House of the Congress by any Committee of such House to which such legislation has been referred for consideration, or by the legislature of the State; or a decision rendered by a court of the United States or the State or by the United States Tax Court, or a ruling, order, or regulation (final or temporary) made by the Treasury Department of the United States or the Internal Revenue Service or other federal or State authority, that would have the effect of changing, directly or indirectly, the federal income tax consequences or State income tax consequences of the receipt of interest paid with respect to obligations of the general character of the Bonds;

(d) Administrative Action Affecting Securities Law Status. A stop order, ruling, regulation, or official statement by, or on behalf of, the Securities and Exchange Commission (including a no-action or interpretive letter of the staff thereof) or any other governmental agency having jurisdiction of the subject matter shall be issued or made to the effect that the issuance, execution, sale, or delivery of obligations of the general character of the Bonds, including any underlying or related arrangements, as contemplated hereby or by the Official Statement, is in violation of (or would be in violation unless registered or otherwise qualified under) any provision of the Securities Act of 1933, as amended and as then in effect (the “Securities Act”), or the Bonds, including any underlying or related arrangements, are required to be registered under the Securities Exchange Act of 1934, as amended and as then in effect (the “Exchange Act”), or the Paying Agent Agreement is required to be qualified under the Trust Indenture Act of 1939, as amended and as then in effect (the “Trust Indenture Act”);

(e) Change in Law Affecting Securities Law Status. Legislation shall be introduced in or enacted by the Congress of the United States of America, or a decision by a court of the United States of America shall be rendered, to the effect that obligations of the general character of the Bonds, including any underlying or related arrangements, are not or would not be exempt from registration, qualification, or the other requirements of the Securities Act or the Exchange Act that are not now applicable to the Bonds and any underlying or related arrangements or that the Paying Agent Agreement is not exempt from qualification under or other requirements of the Trust Indenture Act;

(f) Change in Capital Requirements. Any national securities exchange, or any governmental authority, shall impose, as to the Bonds, or obligations of the general character of the Bonds, any material restrictions not now in force, or increase materially those now in force, with respect to the extension of credit by, or the charge to the net capital requirements of, the Underwriter;

(g) Banking Moratorium. A general banking moratorium shall have been established by federal, New York, or State authorities;

(h) National Emergency. A war involving the United States of America shall have been declared, or any conflict involving the armed forces of the United States of America shall have escalated, or any other national emergency relating to the effective operation of government or the financial community shall have occurred (regardless of the circumstances, if any, that exist as to such events as of the date hereof) that, in the reasonable opinion of the Underwriter, materially adversely affects the market price of the Bonds;

(i) Suspension of Trading. A general suspension of trading on the New York Stock Exchange shall be in force;

(j) Trading Restrictions. Additional material restrictions not in force or not being enforced as of the date hereof shall have been imposed upon trading in securities generally by any governmental authority or by any national securities exchange that, in the professional opinion of the Underwriter, materially and adversely affects the market price for the Bonds;

(k) Litigation. Any litigation shall be instituted or be pending at the Closing Time to restrain or enjoin the issuance, execution, or delivery of the Bonds or in any way

contesting or affecting any authority for or the validity of the proceedings authorizing and approving the Bonds, the District Documents, or the existence or powers of the District; or

(l) Ratings Change. The withdrawal or downgrading of any underlying rating of the District's outstanding general obligation indebtedness by a national rating agency.

If the Underwriter terminates its obligations to purchase the Bonds because the conditions specified in this Bond Purchase Agreement shall not have been fulfilled at or before the Closing Time, such termination shall not result in any liability on the part of the Underwriter.

**10. Conditions to Obligations of the District**. The performance by the District of its obligations hereunder is conditioned upon (i) the performance by the Underwriter of its obligations hereunder at or prior to the Closing Date, and (ii) the following additional conditions:

(a) Continued Legality. No order, decree, injunction, ruling, or regulation of any court, regulatory agency, public board, or body shall have been issued, nor shall any legislation have been enacted, with the purpose or effect, directly or indirectly, of prohibiting the issuance, offering, sale, execution, or delivery of the Bonds as contemplated hereby or by the Official Statement; and

(b) Opinions and Certificates. The opinions and certificates required to be delivered at the Closing Time under Section 8(e) (Receipt of Documents) of this Bond Purchase Agreement by persons and entities other than the District shall have been delivered to the District in form and substance satisfactory to bond counsel.

**11. Expenses**. The Underwriter shall pay all of the expenses that it incurs, including but not limited to:

(a) all expenses incurred by the Underwriter in connection with the public offering and distribution of the Bonds, including all advertising expenses and “blue sky” filing fees;

(b) the cost of preparation and printing (and/or word processing and reproduction) of the “blue sky” and legal investment memoranda, if any;

(c) the expense of providing immediately available funds in accordance with Section 6 (Closing);

(d) the premium for any policy of bond insurance that it obtains for the Bonds;

(e) the fees of CUSIP and CDIAC in connection with the Bonds;

(f) any MSRB or SIFMA fees in connection with the Bonds; and

(g) the fees of The Depository Trust Company in connection with the Bonds.

**12. Continuing Disclosure**. The District will undertake, pursuant to the Continuing Disclosure Certificate, to provide certain annual financial information and notices of the occurrence of certain events, if material. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the Official Statement.

**13. Good Faith Deposit.** The Good Faith Deposit in the amount of \$59,000.00 has been, or within two (2) business days hereof will be, wired to the District's account as security for the performance by the Underwriter of its obligation to accept and pay for the Bonds at the Closing, as provided in Section 2 (Purchase, Sale, and Delivery of the Bonds) hereof. If the Underwriter complies with such obligations, the Good Faith Deposit shall be credited toward the payment of the purchase price of the Bonds by the Underwriter at the Closing, as provided in Section 2 (Purchase, Sale, and Delivery of the Bonds) hereof. If the District does not accept this offer, the Good Faith Deposit shall be promptly returned to the Underwriter. If the District fails to deliver the Bonds at the Closing, or if the District shall be unable to satisfy the conditions of the obligation of the Underwriter to purchase and accept delivery of the Bonds as set forth in this Bond Purchase Agreement, or if the obligation of the Underwriter with respect to the Bonds shall be terminated for any reason permitted by this Bond Purchase Agreement, this Bond Purchase Agreement shall terminate and neither the Underwriter nor the District shall be under further obligation hereunder, except that the amounts of the Good Faith Deposit shall immediately be paid to the Underwriter and the respective obligations of the District and the Underwriter for the payment of expenses, as provided in Section 11 (Expenses), shall continue in full force and effect. If the Underwriter fails (other than for a reason permitted hereunder) to accept and pay for the Bonds at the Closing as herein provided, the amount of the Good Faith Deposit shall be retained by the District as full liquidated damages for such failure and for any defaults hereunder on the Underwriter's part and shall constitute a full release and discharge of all claims and damages for such failure and for such defaults. The Underwriter understands that District's actual damages may be greater or may be less than the amount of the Good Faith Deposit. Accordingly, the Underwriter hereby waives any right to claim that the District's actual damages are less than such sum, and the District's acceptance of this offer shall constitute a waiver of any right the District may have to additional damages from the Underwriter. Any interest or other income from the investment of the Good Faith Deposit by the District shall belong to the District.

**14. Notices.** Any notice or other communication to be given under this Bond Purchase Agreement (other than the acceptance hereof as specified in the first paragraph hereof) may be given by delivering the same in writing, if to the District, addressed to:

Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932  
Attention: Superintendent

or if to the Underwriter, addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

**15. Parties in Interest.** This Bond Purchase Agreement when accepted by the District in writing as heretofore specified, shall constitute the entire agreement between the District and the Underwriter and is made solely for the benefit of the District and the Underwriter (including the successors of the Underwriter). No other person shall acquire or have any right hereunder or by virtue hereof.

**16. Survival of Representations and Warranties.** All representations, warranties, and agreements of the District in this Bond Purchase Agreement shall survive regardless of (a) any investigation of any statement in respect thereof made by or on behalf of the Underwriter; (b) delivery of and payment by the Underwriter for the Bonds hereunder; and (c) any termination of this Bond Purchase Agreement.

**17. Section Headings and References.** The headings or titles of the sections and subsections of this Bond Purchase Agreement are solely for convenience of reference and shall not affect the meaning, construction, or effect of any provision of this Bond Purchase Agreement.

**18. Execution in Counterparts.** This Bond Purchase Agreement may be executed in several counterparts and by each of the parties hereto in separate counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document.

**19. Applicable Law.** This Bond Purchase Agreement shall be interpreted, governed and enforced in accordance with the laws of the State of California.

**20. Effective Date.** This Bond Purchase Agreement shall become effective and binding upon the respective parties hereto upon the execution of the acceptance hereof by the District and shall be valid and enforceable as of the time of such acceptance.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the parties hereto have duly executed this Bond Purchase Agreement as of the date first written above.

**[UNDERWRITER]**

By:

\_\_\_\_\_

\_\_\_\_\_

Authorized Officer

**COLUSA UNIFIED SCHOOL DISTRICT**

By:

\_\_\_\_\_

\_\_\_\_\_

Sheryl Parker, Chief Business Official

The above is hereby agreed to and accepted as  
of \_\_\_\_\_, 2015, at \_\_\_\_:\_\_\_\_  
a.m./p.m. Pacific Time.

**EXHIBIT A**

**DESCRIPTION OF THE BONDS**

<b><u>Maturity Date</u></b> <b><u>(May 1)</u></b>	<b><u>Principal</u></b> <b><u>Amount</u></b>	<b><u>Interest</u></b> <b><u>Rate</u></b>	<b><u>Price</u></b>
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## APPENDIX B

COLUSA UNIFIED SCHOOL DISTRICT  
COLUSA COUNTY, CALIFORNIA  
GENERAL OBLIGATION BONDS  
ELECTION OF 2014, SERIES 2015

**CONTINUING DISCLOSURE CERTIFICATE**

[Closing Date]

This Continuing Disclosure Certificate (this “Disclosure Certificate”) is executed and delivered by the Colusa Unified District (the “District”) in connection with the issuance of \_\_\_\_\_ dollars (\$\_\_\_\_\_) aggregate principal amount of Colusa Unified District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015 (the “Bonds”). The Bonds are being issued pursuant to a Paying Agent Agreement dated May 1, 2015 (the “Paying Agent Agreement”), between the District and Zions First National Bank (the “Paying Agent”). The District covenants and agrees as follows:

**Section 1. Purpose of the Disclosure Certificate.** This Disclosure Certificate is being delivered by the District for the benefit of the holders and beneficial owners of the Bonds, and to assist the Participating Underwriter, as defined below, in complying with S.E.C. Rule 15c2-12(b)(5).

**Section 2. Definitions.** In addition to the definitions set forth in the Paying Agent Agreement, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

**Annual Report** means any report provided by the District pursuant to, and as described in, Sections 3 (Provision of Annual Reports) and 4 (Content of Annual Reports) of this Disclosure Certificate.

**Beneficial Owner** means any person who (a) has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries); or (b) is treated as the owner of any Bonds for federal income tax purposes.

**Bondholders** means either the registered owners of the Bonds, or, if the Bonds are registered in the name of The Depository Trust Company or another recognized depository, any Beneficial Owner or applicable participant in its depository system.

**Dissemination Agent** means the District, or any successor Dissemination Agent designated in writing by the District, and which has filed with the District a written acceptance of such designation.

**EMMA or Electronic Municipal Market Access** means the centralized online repository for documents filed with the MSRB, such as official statements and disclosure information relating to municipal bonds, notes and other securities as issued by state and local governments.

**Listed Events** means any of the events listed in Section 5(a) (Reporting of Significant Events – Significant Events) of this Disclosure Certificate.

**MSRB** means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for purposes of the Rule, or any other repository of disclosure information, which may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

**Official Statement** means the final Official Statement dated \_\_\_\_\_, 2015, relating to the Bonds.

**Opinion of Bond Counsel** means a written opinion of a law firm or attorney experienced in matters relating to obligations the interest on which is excludable from gross income for federal income tax purposes.

**Participating Underwriter** means the original underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

**Repository** means MSRB or any other repository of disclosure information that may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

**Rule** means Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

**State** means the State of California.

### **Section 3. Provision of Annual Reports.**

a. Delivery of Annual Report to Repositories. The District shall, or shall cause the Dissemination Agent to, not later than nine (9) months after the end of each fiscal year, commencing with the report for the 2014-2015 Fiscal Year, due March 31, 2016, provide to the Repository an Annual Report that is consistent with the requirements of Section 4 (Content of Annual Reports) of this Disclosure Certificate. The Annual Report may be submitted as a single document or as a package of separate documents and may include by cross-reference other information as provided in Section 4 (Content of Annual Reports) of this Disclosure Certificate; provided that the audited financial statements of the District may be submitted separately from the balance of the Annual Report and later than the date required above for the filing of the Annual Report if they are not available by that date. If the District's Fiscal Year changes, it shall give notice of such change in the same manner as for a Listed Event under Section 5(d).

If the District does not provide, or cause the Dissemination Agent to provide, an Annual Report by the date required above, the Dissemination Agent shall provide to the MSRB,

in an electronic format as prescribed by the MSRB, a notice in substantially the form attached as Exhibit A.

b. The Dissemination Agent shall:

(1) determine each year prior to the Annual Report Date the then-applicable rules and electronic format prescribed by the MSRB for the filing of annual continuing disclosure reports; and

(2) if the Dissemination Agent is other than the District, file a report with the District certifying that the Annual Report has been provided pursuant to this Disclosure Certificate, and stating the date it was provided.

**Section 4. Content of Annual Reports.** The District's Annual Report shall contain or include by reference the following:

a. Audited financial statements prepared in accordance with the generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the District's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.

b. Other Financial Information and Operating Data. Material financial information and operating data with respect to the District of the type included in the Official Statement in the following categories (to the extent not included in the District's audited financial statements):

- (1) State funding received by the District for the last completed fiscal year;
- (2) Enrollment of the District for the last completed fiscal year;
- (3) Outstanding District indebtedness;
- (4) Assessed valuation for real property located in the District for last completed fiscal year;
- (5) List of ten largest taxpayers, together with their assessed valuation and percentage of total assessed valuation of the District for last completed fiscal year, to the extent such information is provided by Colusa County at no additional cost to the District; and
- (6) Summary financial information on revenues, expenditures and fund balances for the District's general fund reflecting adopted budget for the current fiscal year.

Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the District or related public entities that have been submitted to each of the Repositories or the Securities and Exchange Commission. If the document included by reference is a final official statement, it must be available from the Municipal Securities Rulemaking Board. The District shall clearly identify each such other document so included by reference.

**Section 5. Reporting of Significant Events.**

a. Significant Events. Pursuant to the provisions of this Section, the District shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) the issuance by the Internal Revenue Service of proposed or final determinations of taxability, or Notices of Proposed Issue (IRS Form 5701-TEB);
- (7) unless described in subsection (a)(6) above, adverse tax opinions or other material notices or determinations by the Internal Revenue Service with respect to the tax status of the Bonds or other material events affecting the tax-exempt status of the Bonds;
- (8) modifications to rights of Bondholders, if material;
- (9) Bond calls, if material;
- (10) tender offers;
- (11) defeasances;
- (12) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (13) rating changes;
- (14) bankruptcy, insolvency, receivership or similar event of the District;
- (15) the consummation of a merger, consolidation, or acquisition, or certain asset sales, involving the District, or entry into or termination of a definitive agreement relating to the foregoing, if material;
- (16) appointment of a successor or additional trustee or paying agent, or the change of name of the trustee or paying agent, if material.

b. Determination of Materiality. Whenever the District obtains knowledge of one of the foregoing events notice of which must be given only if material, the District shall immediately determine if such event would be material under applicable federal securities laws.

c. Notice to Dissemination Agent. If the District has determined an occurrence of a Listed Event under applicable federal securities laws, the District shall promptly notify the Dissemination Agent (if other than the District) in writing. Such notice shall instruct

the Dissemination Agent to report the occurrence pursuant to subsection (d) (Notice of Listed Events).

d. Notice of Listed Events. The District shall file, or cause the Dissemination Agent to file, with the Repository, in an electronic format prescribed by the MSRB, a notice of the occurrence of a Listed Event to provide notice of specified events in a timely manner not in excess of ten (10) business days after the event's occurrence. Notwithstanding the foregoing, notice of Listed Events described in subsection (a)(9) (Bond calls) need not be given under this subsection any earlier than the notice (if any) given to Bondholders of affected Bonds pursuant to the Paying Agent Agreement.

**Section 6. Identifying Information for Filings with MSRB.** All documents provided to the MSRB under this Disclosure Certificate shall be filed in a readable PDF or other electronic format as prescribed by the MSRB and shall be accompanied by identifying information as prescribed by the MSRB.

**Section 7. Termination of Reporting Obligation.** The District's obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption, or payment in full of all of the Bonds. If such termination occurs prior to the final maturity of the Bonds, the District shall give notice of such termination in the same manner as for a Listed Event under Section 5(d) (Notice of Listed Events).

**Section 8. Dissemination Agent.** The District may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Dissemination Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent will be the District.

**Section 9. Amendment; Waiver.** Notwithstanding any other provision of this Disclosure Certificate, the District may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

a. if the amendment or waiver relates to the provisions of Sections 3(a), 4 or 5(a), it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of an obligated person with respect to the Bonds, or type of business conducted;

b. the undertakings herein, as proposed to be amended or waived, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

c. the proposed amendment or waiver either (i) is approved by holders of the Bonds in the manner provided in the Paying Agent Agreement for amendments to the Paying Agent Agreement with the consent of holders, or (ii) does not, in the opinion of the Paying Agent or nationally recognized bond counsel, materially impair the interests of the holders or beneficial owners of the Bonds.

If the annual financial information or operating data to be provided in the Annual Report is amended pursuant to the provisions hereof, the first annual financial information filed pursuant hereto containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided.

If an amendment is made to the undertaking specifying the accounting principles to be followed in preparing financial statements, the annual financial information for the year in which the change is made shall present a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. The comparison shall include a qualitative discussion of the differences in the accounting principles and the impact of the change in the accounting principles on the presentation of the financial information, in order to provide information to investors to enable them to evaluate the ability of the District to meet its obligations. To the extent reasonably feasible, the comparison shall be quantitative. A notice of the change in the accounting principles shall be filed in the same manner as for a Listed Event under Section 5(d).

**Section 10. Additional Information.** Nothing in this Disclosure Certificate shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the District shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

**Section 11. Default.** If the District fails to comply with any provision of this Disclosure Certificate, any Bondholder of the Bonds may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an Event of Default under the Paying Agent Agreement, and the sole remedy under this Disclosure Certificate if the District fails to comply with this Disclosure Certificate shall be an action to compel performance.

**Section 12. Duties, Immunities and Liabilities of Dissemination Agent.** The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the District agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The Dissemination Agent shall have no duty or obligation to review any information provided to it hereunder and shall not be deemed to be acting in any fiduciary capacity for the District, the Bondholders, or any other party. The obligations of the District under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

**Section 13. Beneficiaries.** This Disclosure Certificate shall inure solely to the benefit of the District, the Paying Agent, the Dissemination Agent, the Participating Underwriter and holders and beneficial owners from time to time of the Bonds, and shall create no rights in any other person or entity.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the District has caused this Continuing Disclosure Certificate to be executed by its authorized officer as of the day and year first above written.

**COLUSA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dwayne Newman, Superintendent



**EXHIBIT A**

**FORM OF NOTICE TO REPOSITORIES OF FAILURE TO FILE ANNUAL REPORT**

Name of District: Colusa Unified School District

Name of Bonds: COLUSA UNIFIED SCHOOL DISTRICT  
COLUSA COUNTY, CALIFORNIA  
GENERAL OBLIGATION BONDS  
ELECTION OF 2014, SERIES 2015

Date of Delivery: [CLOSING DATE]

NOTICE IS HEREBY GIVEN that the Colusa Unified School District (the “District”) has not provided an Annual Report with respect to the above-named Bonds as required by a Continuing Disclosure Certificate executed [CLOSING DATE], with respect to the above-captioned bond issue. The District anticipates that the Annual Report will be filed by \_\_\_\_\_.

Dated: \_\_\_\_\_

COLUSA UNIFIED SCHOOL DISTRICT

*[SAMPLE ONLY]*

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**PAYING AGENT AGREEMENT**

**between**

**COLUSA UNIFIED SCHOOL DISTRICT**

**and**

**ZIONS FIRST NATIONAL BANK**

**as Paying Agent**

**Dated May 1, 2015**

**COLUSA UNIFIED SCHOOL DISTRICT  
COLUSA COUNTY, CALIFORNIA  
GENERAL OBLIGATION BONDS  
ELECTION OF 2014 , SERIES 2015**

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**PAYING AGENT AGREEMENT**

This PAYING AGENT AGREEMENT, dated May 1, 2015 (this “Paying Agent Agreement”), is by and between the COLUSA UNIFIED SCHOOL DISTRICT, a school district duly established and existing under the laws of the State of California (the “District”), and ZIONS FIRST NATIONAL BANK, a national banking association duly organized and existing pursuant to the laws of the United States of America (the “Paying Agent”).

W I T N E S S E T H:

**WHEREAS**, the District is authorized pursuant to Education Code sections 15264 *et seq.* and Government Code sections 53506 *et seq.* and the approving vote of its qualified electors at an election held on November 4, 2014 (the “2014 Election”), to issue or have issued on its behalf general obligation bonds (the “Election 2014 Bonds”) in an aggregate principal amount not exceeding \$5,900,000;

**WHEREAS**, the District intends to issue its first series of Election 2014 Bonds (the “Series 2015 Bonds”) in an aggregate principal amount not exceeding Five Million Nine Hundred Thousand Dollars (\$5,900,000.00), pursuant to Government Code sections 53506 *et seq.*, to pay the cost of the acquisition, construction, and completion of improvements described in the measure approved in the 2014 Election, including (i) all necessary legal, financial, engineering, and contingent costs in connection therewith; and (ii) certain legal, accounting, and financing expenses incurred in connection with the issuance of the Series 2015 Bonds;

**WHEREAS**, the District and the Paying Agent have determined to enter into this Paying Agent Agreement in order to provide for the authentication and delivery of the Series 2015 Bonds, to establish and declare the terms and conditions upon which the Series 2015 Bonds shall be issued and secured, and to secure the payment of the principal thereof and premium (if any) and interest thereon;

**WHEREAS**, the District has designated the Series 2015 Bonds as qualified tax-exempt obligations within the meaning of Section 265(b)(3)(B) of the Code, as hereinafter defined;

**WHEREAS**, the execution and delivery of this Paying Agent Agreement have in all respects been duly and validly authorized by a resolution duly passed and approved by the District; and

**WHEREAS**, the District has determined that all acts, conditions, and things required by law to exist, to have happened, and to have been performed precedent to and in connection with the execution and the entering into of this Paying Agent Agreement do exist, have happened, and have been performed in regular and due time, form, and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this Paying Agent Agreement.

**NOW, THEREFORE, THIS PAYING AGENT AGREEMENT WITNESSETH** that, in order to secure the payment of the principal of and the interest on all Series 2015 Bonds at any time issued, authenticated, and delivered hereunder, and to provide the terms and conditions under which all property, rights, and interests hereby assigned and pledged are to be dealt with and disposed of, and to secure performance and observance of the terms, conditions, covenants, and

agreements hereinafter expressed, and in consideration of the promises and of the material covenants herein contained, and of the purchase and acceptance of the Series 2015 Bonds by the Owners (as defined herein) thereof, and for other valuable consideration, the receipt of which is hereby acknowledged, the District does hereby agree and covenant with the Paying Agent for the benefit of the respective Owners, from time to time, of the Series 2015 Bonds, or any part thereof, as follows:

**ARTICLE 1**  
**DEFINITIONS AND OTHER PROVISIONS OF GENERAL APPLICABILITY**

**Section 1.1. Definitions.**

(A) General Principles of Interpretation. For all purposes of this Paying Agent Agreement and of any Supplemental Paying Agent Agreement and of any certificate, opinion, or other document herein mentioned, unless the context otherwise requires:

1. The terms defined in this Section shall have the meanings herein specified and include the plural as well as the singular.

2. All accounting terms not otherwise defined herein have the meanings assigned to them, and all computations herein provided for shall be made, in accordance with generally accepted accounting principles.

3. All references herein to “generally accepted accounting principles” refer to such principles as they exist at the date of applicability thereof.

4. All references herein to “Articles,” “Sections,” and other subdivisions are to the designated Articles, Sections, and other subdivisions of this Paying Agent Agreement as originally executed.

5. The words “herein,” “hereof,” “hereby,” “hereunder,” and other words of similar import refer to this Paying Agent Agreement as a whole and not to any particular Article, Section, or other subdivision.

6. Words of any gender shall mean and include words of all other genders.

7. Unless otherwise defined in this Paying Agent Agreement, all terms used herein shall have the meanings assigned to such terms in the Bond Law.

(B) Specific Definitions. For all purposes of this Paying Agent Agreement and of any Supplemental Paying Agent Agreement and of any certificate, opinion, or other document herein mentioned, unless the context otherwise requires, the following terms have the meanings herein specified:

**Authorized District Representative** means the Superintendent or the Chief Business Official of the District, and any other designee of the Superintendent or the Board, acting with the authority of the Superintendent.

**Board** means the governing board of trustees of the District.

**Bond or Bonds** means the Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, authorized by, and at any time Outstanding pursuant to, this Paying Agent Agreement, or any supplement hereto.

**Bond Law** means Sections 15100 et seq. and Sections 15264 et seq. of the California Education Code, Government Code sections 53506 et seq., Government Code sections 53550 et seq., and other provisions of California law concerning the issuance of debt payable from ad valorem property taxes, as now in effect and as such statutes may from time to time hereafter be amended or supplemented.

**Bond Register** has the meaning stated in Section 2.6 (Registration, Transfer, and Exchange).

**Building Fund** means the building fund of the District established pursuant to Education Code section 15146 and the request of the District.

**Business Day** means any day other than a Saturday, Sunday, or a day on which banking institutions in the State are authorized or obligated by law or executive order to be closed.

**Certificate, Statement, Request, Requisition, and Order of the District** mean, respectively, a written certificate, statement, request, requisition, or order signed in the name of the District by its Superintendent or any other person authorized by the Superintendent to execute such instrument. Any such instrument and supporting opinions or representations, if any, may, but need not, be combined in a single instrument with any other instrument, opinion, or representation, and the two or more so combined shall be read and construed as a single instrument. If and to the extent required by Section 1.6 (Form and Content of Certificates and Opinions), each such instrument shall include the statements provided for in Section 1.6 (Form and Content of Certificates and Opinions).

**Closing Date**, with respect to a Series of Bonds, means the date of delivery of the Bonds of such Series to the initial purchaser thereof.

**Code** means the Internal Revenue Code of 1986, as amended, and the regulations applicable to or issued thereunder.

**Continuing Disclosure Certificate** means, the certificate or agreement delivered on the Closing Date related to the Series 2015 Bonds concerning the District's undertakings made to allow the "Participating Underwriters" to fulfill their responsibilities under Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as such certificate or agreement was originally executed by the District or as it may from time to time be supplemented or amended in accordance with its terms.

**Costs of Issuance** means all items of expense directly or indirectly payable by or reimbursable to the District and related to the original authorization, execution, sale, and delivery of the Bonds, including, but not limited to, advertising and printing costs, costs of preparation and reproduction of documents, costs of printing and distribution of the preliminary and final official



statements, filing and recording fees, initial fees and charges of the Paying Agent, legal fees and charges, fees and disbursements of consultants and professionals, financial advisor fees and expenses, rating agency fees, premiums and other fees for municipal bond insurance and other credit enhancement, fees and charges for preparation, execution, transportation, and safekeeping of the Bonds, and any other cost, charge, or fee in connection with the original delivery of the Bonds.

**Costs of Issuance Fund** means the fund held by the Paying Agent for the purposes of paying Costs of Issuance.

**County** means Colusa County, State of California.

**DTC** means The Depository Trust Company, a New York corporation.

**Debt Service Fund** means the fund by that name established pursuant to and governed by Section 6.2 (Payment of Debt Service).

**Defeasance Securities** means (1) cash (fully insured by the Federal Deposit Insurance Corporation or an alternate form of insurance acceptable to the District); (2) direct obligations (other than an obligation subject to variation in principal repayment) of the United States of America (“U.S. Treasury Obligations”); (3) obligations fully and unconditionally guaranteed as to timely payment of principal and interest by the United States of America; (4) obligations fully and unconditionally guaranteed as to timely payment of principal and interest by any agency or instrumentality of the United States of America when such obligations are backed by the full faith and credit of the United States of America; or (5) evidences of ownership of proportionate interests in future interest and principal payments on obligations described above held by a bank or trust company as custodian, under which the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor and the underlying government obligations are not available to any person claiming through the custodian or to whom the custodian may be obligated.

**District** means the Colusa Unified School District, a school district of the State of California, duly organized and existing under the Constitution and laws of the State.

**Event of Default** means any of the events specified in Section 8.1 (Events of Default).

**Fiscal Year** means the period beginning on July 1 of each year and ending on the next succeeding June 30, or any other twelve (12) month period hereafter selected and designated as the official fiscal year period of the District.

**Information Service** means the Municipal Securities Rulemaking Board (“MSRB”) through its Electronic Municipal Market Access (“EMMA”) website, or, in accordance with then-current guidelines of the Securities and Exchange Commission, such other addresses and/or such other services providing information with respect to called bonds, or no such services, as the District may designate in a Request of the District delivered to the Paying Agent.

**Interest Payment Date** with respect to the Bonds means May 1 and November 1 of each year. The first Interest Payment Date shall be May 1, 2016.

**Investment Securities** means the following:

1. (a) Cash (fully insured by the Federal Deposit Insurance Corporation or an alternate form of insurance acceptable to the District); (b) direct obligations (other than an obligation subject to variation in principal repayment) of the United States of America (“U.S. Treasury Obligations”); (c) obligations fully and unconditionally guaranteed as to timely payment of principal and interest by the United States of America; (d) obligations fully and unconditionally guaranteed as to timely payment of principal and interest by any agency or instrumentality of the United States of America when such obligations are backed by the full faith and credit of the United States of America; or (e) evidences of ownership of proportionate interests in future interest and principal payments on obligations described above held by a bank or trust company as custodian, under which the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor and the underlying government obligations are not available to any person claiming through the custodian or to whom the custodian may be obligated. THE ABOVE REFERENCED OBLIGATIONS MAY CONSTITUTE DEFEASANCE OBLIGATIONS.

Any security used for defeasance must provide for the timely payment of principal and interest and cannot be callable or prepayable prior to maturity or earlier redemption of the rated debt (excluding securities that do not have a fixed par value and/or whose terms do not promise a fixed dollar amount at maturity or call date).

2. Federal Housing Administration debentures.

3. The listed obligations of government-sponsored agencies which are not backed by the full faith and credit of the United States of America:

(a) Federal Home Loan Mortgage Corporation (FHLMC) senior debt obligations and bonds (excluded are stripped mortgage securities which are purchased at prices exceeding their principal amounts);

(b) Farm Credit System (formerly Federal Land Banks, Federal Intermediate Credit Banks and Banks for Cooperatives) consolidated system-wide bonds and notes;

(c) Federal Home Loan Banks (FHL Banks) consolidated debt obligations; or

(d) Federal National Mortgage Association (FNMA) senior debt obligations and mortgage-backed securities (excluded are stripped mortgage securities which are purchased at prices exceeding their principal amounts).

4. Interest-bearing deposit accounts (including certificates of deposit) and bankers’ acceptance in federal or State chartered savings and loan associations or in federal or State of California banks (including the Paying Agent), provided that: (i) the unsecured obligations of such commercial bank or savings and loan association are rated AA or better by S&P; or (ii) such deposits are fully insured by the Federal Deposit Insurance Corporation; or (iii) deposits (including those of the Paying Agent, its parent and its affiliates) secured at all times by collateral that may be used by a national bank for purposes of satisfying its obligations to collateralize under federal

law, which are issued by commercial banks, savings and loan associations or mutual savings banks whose short-term obligations are rated A-1 or better by S&P.

5. Commercial paper (having original maturities of not more than 270 days) rated “A-1+” by S&P and “Prime-1” by Moody’s. Entities that may issue commercial paper shall be consistent with California Government Code section 53601 or its equivalent.

6. Money market funds rated “Aam” or “AAm-G” by S&P, or better and if rated by Moody’s rated “Aa2” or better.

7. “State Obligations”, which means:

(a) Direct general obligations of any state of the United States of America or any subdivision or agency thereof to which is pledged the full faith and credit of a state the unsecured general obligation debt of which is rated at least “A3” by Moody’s and at least “A-” by S&P, or any obligation fully and unconditionally guaranteed by any state, subdivision or agency whose unsecured general obligation debt is so rated.

(b) Direct general short-term obligations of any state agency or subdivision or agency thereof described in (a) above and rated “A-1+” by S&P and “MIG-1” by Moody’s.

(c) Special Revenue Bonds (as defined in the United States Bankruptcy Code) of any state or state agency described in (b) above and rated “AA-” or better by S&P and “Aa3” or better by Moody’s.

8. Pre-refunded municipal obligations rated “AAA” by S&P and “Aaa” by Moody’s meeting the following requirements:

(a) the municipal obligations are (1) not subject to redemption prior to maturity or (2) the paying agent for the municipal obligations has been given irrevocable instructions concerning their call and redemption and the issuer of the municipal obligations has covenanted not to redeem such municipal obligations other than as set forth in such instructions;

(b) the municipal obligations are secured by cash or U.S. Treasury Obligations which may be applied only to payment of the principal of, interest and premium on such municipal obligations;

(c) the principal of and interest on the U.S. Treasury Obligations (plus any cash in the escrow) has been verified by the report of independent certified public accountants to be sufficient to pay in full all principal of, interest, and premium, if any, due and to become due on the municipal obligations (“Verification Report”);

(d) the cash or U.S. Treasury Obligations serving as security for the municipal obligations are held by an escrow agent or Paying Agent in trust for owners of the municipal obligations;

(e) no substitution of a U.S. Treasury Obligation shall be permitted except with another U.S. Treasury Obligation and upon delivery of a new Verification Report; and

(f) the cash or U.S. Treasury Obligations are not available to satisfy any other claims, including those by or against the Paying Agent or escrow agent.

9. Repurchase agreements: with (1) any domestic bank, or domestic branch of a foreign bank, the long term debt of which is rated at least “A-” by S&P and “A3” by Moody’s; or (2) any broker-dealer with “retail customers” or a related affiliate thereof which broker-dealer has, or the parent company (which guarantees the provider) of which has, long-term debt rated at least “A-” by S&P and “A3” by Moody’s, which broker-dealer falls under the jurisdiction of the Securities Investors Protection Corporation; or (3) any other entity rated at least “A-” by S&P and “A3” by Moody’s (each an “Eligible Provider”), provided that:

(a) (i) permitted collateral shall include U.S. Treasury Obligations, or senior debt obligations of GNMA, FNMA or FHLMC (no collateralized mortgage obligations shall be permitted for these providers), and (ii) collateral levels must be at least 102% of the total principal when the collateral type is U.S. Treasury Obligations, 103% of the total principal when the collateral type is GNMA’s and 104% of the total principal when the collateral type is FNMA and FHLMC (“Eligible Collateral”);

(b) the Paying Agent or a third party acting solely as agent therefor or for the District (the “Custodian”) has possession of the collateral or the collateral has been transferred to the Custodian in accordance with applicable state and federal laws (other than by means of entries on the transferor’s books) and such collateral shall be marked to market;

(c) the collateral shall be marked to market on a daily basis and the provider or the Custodian shall send monthly reports to the Paying Agent and the District setting forth the type of collateral, the collateral percentage required for that collateral type, the market value of the collateral on the valuation date and the name of the Custodian holding the collateral;

(d) the repurchase agreement shall state and an opinion of counsel shall be rendered at the time such collateral is delivered that the Custodian has a perfected first priority security interest in the collateral, any substituted collateral and all proceeds thereof;

(e) the repurchase agreement shall provide that if during its term the provider’s rating by either Moody’s or S&P is withdrawn or suspended or falls below “A-” by S&P or “A3” by Moody’s, as appropriate, the provider must, notify the District and the Paying Agent within five (5) days of receipt of such notice. Within ten (10) days of receipt of such notice, the provider shall either: (i) post Eligible Collateral or (ii) assign the agreement to an Eligible Provider. If the provider does not perform a remedy within ten (10) business days, the provider shall, at the direction of the Paying Agent, repurchase all collateral and terminate the repurchase agreement, with no penalty or premium to the District or the Paying Agent.

10. Investment agreements: with a domestic or foreign bank or corporation the long-term debt of which, or, in the case of a guaranteed corporation the long-term debt, or, in the case of a monoline financial guaranty insurance company, claims paying ability, of the guarantor is rated at least “AA-” by S&P and “Aa3” by Moody’s (each an “Eligible Provider”); provided that:

(a) interest payments are to be made to the Paying Agent at times and in amounts as necessary to pay debt service (or, if the investment agreement is for the construction fund, construction draws) on the Bonds;

(b) the invested funds are available for withdrawal without penalty or premium, at any time upon not more than seven (7) days' prior notice; the District and the Paying Agent hereby agree to give or cause to be given notice in accordance with the terms of the investment agreement so as to receive funds thereunder with no penalty or premium paid;

(c) the provider shall send monthly reports to the Paying Agent and the District setting forth the balance the District or the Paying Agent has invested with the provider and the amounts and dates of interest accrued and paid by the provider;

(d) the investment agreement shall state that it is an unconditional and general obligation of the provider, and is not subordinated to any other obligation of, the provider thereof or, if the provider is a bank, the agreement or the opinion of counsel shall state that the obligation of the provider to make payments thereunder ranks *pari passu* with the obligations of the provider to its other depositors and its other unsecured and unsubordinated creditors;

(e) the District and the Paying Agent shall receive an opinion of domestic counsel to the provider that such investment agreement is legal, valid, binding and enforceable against the provider in accordance with its terms;

(f) the District and the Paying Agent shall receive an opinion of foreign counsel to the provider (if applicable) that (i) the investment agreement has been duly authorized, executed and delivered by the provider and constitutes the legal, valid and binding obligation of the provider, enforceable against the provider in accordance with its terms, (b) the choice of law of the state set forth in the investment agreement is valid under that country's laws and a court in such country would uphold such choice of law, and (c) any judgment rendered by a court in the United States would be recognized and enforceable in such country;

(g) the investment agreement shall provide that if during its term:

(i) the provider's rating by either S&P or Moody's falls below "AA-" or "Aa3", the provider shall, at its option, within ten (10) days of receipt of publication of such downgrade, either (i) post Eligible Collateral with the District, the Paying Agent or a third party acting solely as agent therefor (the "Custodian") free and clear of any third party liens or claims, or (ii) assign the agreement to an Eligible Provider, or (iii) repay the principal of and accrued but unpaid interest on the investment;

(ii) the provider's rating by either S&P or Moody's is withdrawn or suspended or falls below "A-" or "A3", the provider must, at the direction of the District or the Paying Agent, within ten (10) days of receipt of such direction, repay the principal of and accrued but unpaid interest on the investment, in either case with no penalty or premium to the District or the Paying Agent.

(h) in the event the provider is required to collateralize, permitted collateral shall include U.S. Treasury Obligations, or senior debt obligations of GNMA, FNMA or FHLMC

(no collateralized mortgage obligations shall be permitted for these providers) and collateral levels must be one hundred two percent (102%) of the total principal when the collateral type is U.S. Treasury Obligations, one hundred three percent (103%) of the total principal when the collateral type is GNMA's, and one hundred four percent (104%) of the total principal when the collateral type is FNMA and FHLMC ("Eligible Collateral"). In addition, the collateral shall be marked to market on a daily basis and the provider or Custodian shall send monthly reports to the Paying Agent and the District setting forth the type of collateral, the collateral percentage required for that collateral type, the market value of the collateral on the valuation date and the name of the Custodian holding the collateral;

(i) the investment agreement shall state and an opinion of counsel shall be rendered, in the event collateral is required to be pledged by the provider under the terms of the investment agreement, at the time such collateral is delivered, that the Custodian has a perfected first priority security interest in the collateral, any substituted collateral and all proceeds thereof;

(j) the investment agreement must provide that if during its term: (i) the provider shall default in its payment obligations, the provider's obligations under the investment agreement shall, at the direction of the District or the Paying Agent, be accelerated and amounts invested and accrued but unpaid interest thereon shall be repaid to the District or the Paying Agent, as appropriate, and (ii) the provider shall become insolvent, not pay its debts as they become due, be declared or petition to be declared bankrupt, etc. ("event of insolvency"), the provider's obligations shall automatically be accelerated and amounts invested and accrued but unpaid interest thereon shall be repaid to the District or the Paying Agent, as appropriate.

#### 11. The Colusa County Treasury Investment Portfolio.

**Mandatory Redemption Payment** means, with respect to the Bonds of any maturity, the amount required by this Paying Agent Agreement to be paid for the mandatory redemption or payment at maturity of Term Bonds of any such maturity.

**Moody's** means Moody's Investors Service, a corporation duly organized and existing under and by virtue of the laws of the State of Delaware, and its successors and assigns, except that if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "Moody's" shall be deemed to refer to any other nationally recognized securities rating agency selected by the District.

**Opinion of Bond Counsel** means a written opinion of a law firm experienced in matters relating to obligations the interest on which is excludable from gross income for federal income tax purposes, selected by the District.

**Outstanding**, when used as of any particular time with reference to Bonds, means all Bonds theretofore, or thereupon being, authenticated and delivered by the Paying Agent under this Paying Agent Agreement except (1) Bonds theretofore cancelled by the Paying Agent or surrendered to the Paying Agent for cancellation; (2) Bonds with respect to which all liability of the District shall have been discharged in accordance with Section 5.2 (Discharge of Liability on Bonds), including Bonds (or portions of Bonds) referred to in Section 6.6 (Money Held for Particular Bonds); and (3) Bonds for the transfer or exchange of or in lieu of or in substitution for

which other Bonds shall have been authenticated and delivered by the Paying Agent pursuant to this Paying Agent Agreement.

**Owner** or **Bondholder** or **Bondowner**, whenever used herein with respect to a Bond, means the person in whose name such Bond is registered.

**Paying Agent** means Zions First National Bank, as Paying Agent, or its successor as Paying Agent as provided in Section 9.9 (Removal and Resignation; Appointment of Successor).

**Paying Agent Agreement** means this Paying Agent Agreement, dated May 1, 2015, between the District and the Paying Agent, as originally executed or as it may from time to time be supplemented or amended by any Supplemental Paying Agent Agreement delivered pursuant to the provisions hereof.

**Paying Agent's Office** means the office of the Paying Agent located at Zions First National Bank, 550 South Hope Street, Suite 2875, Los Angeles, California 90071; or such other additional offices as may be designated by the Paying Agent.

**Person** means a corporation, firm, association, partnership, trust, or other legal entity or group of entities, including a governmental entity or any agency or political subdivision thereof.

**Project** means the facilities to be funded by the District with Bond proceeds.

**Rating Category** means (i) with respect to any long-term rating category, all ratings designated by a particular letter or combination of letters, without regard to any numerical modifier, plus or minus sign or other modifier and (ii) with respect to any short-term or commercial paper rating category, all ratings designated by a particular letter or combination of letters and taking into account any numerical modifier, but not any plus or minus sign or other modifier.

**Rebate Fund** means the fund by that name established pursuant to Section 6.3 (Rebate Fund).

**Redemption Price** means, with respect to any Bond (or portion thereof), the principal amount of such Bond (or portion) plus the applicable premium, if any, payable upon redemption thereof pursuant to the provisions of such Bond and this Paying Agent Agreement.

**Regular Record Date** for interest payable, on any Interest Payment Date, on the Bonds means the date specified in the provisions of this Paying Agent Agreement for the Bonds.

**Responsible Officer** means the president, any vice-president, any assistant vice-president, the secretary, any assistant secretary, the treasurer, any assistant treasurer, or any other officer of the Paying Agent customarily performing functions similar to those performed by any of the above-designated officers and also means, with respect to a particular corporate trust matter, any other officer of the Paying Agent to whom such matter is referred because of such officer's knowledge of and familiarity with the particular subject and having direct responsibility for the administration of this Paying Agent Agreement.

**Serial Bonds** means the Bonds, maturing in specified years, for which no mandatory redemption is provided.

**Series**, whenever used herein with respect to the Bonds, means all of the Bonds designated as being of the same series, authenticated and delivered in a simultaneous transaction, regardless of variations in maturity, interest rate, redemption, and other provisions, and any Bonds thereafter authenticated and delivered upon transfer or exchange or in lieu of or in substitution for (but not to refund) such Bonds as herein provided.

**Series 2015 Bond or Series 2015 Bonds** means the Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015 Bonds.

**Special Record Date** for the payment of any defaulted interest on Bonds means a date fixed by the Paying Agent pursuant to Section 2.8 (Payment of Interest on Bonds; Interest Rights Preserved).

**Standard & Poor's or S&P** means Standard & Poor's Ratings Services, a division of The McGraw-Hill Companies, Inc., and its successors and assigns, except that if such organization shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, then the term "Standard & Poor's" or "S&P" shall be deemed to refer to any other nationally recognized securities rating agency selected by the District.

**State** means the State of California.

**Supplemental Paying Agent Agreement** means any agreement hereafter duly executed and delivered, supplementing, modifying, or amending this Paying Agent Agreement, but only if and to the extent that such Supplemental Paying Agent Agreement is specifically authorized hereunder.

**Tax Certificate** means the tax certificate delivered by the District at the time of the issuance and delivery of the Bonds, as the same may be further amended or supplemented in accordance with its terms.

**Tax Collection Fund** means the interest and sinking fund of the District established pursuant to Education Code section 15251 (and also governed by Sections 15233 and 15234) at the request of the District.

**Treasurer/Tax Collector** means the Treasurer/Tax Collector of Colusa County.

**Section 1.2. Equality of Security.** In consideration of the acceptance of the Bonds by the Owners thereof from time to time, this Paying Agent Agreement shall be deemed to be and shall constitute a contract between the District and the Owners from time to time of the Bonds and the covenants and agreements herein set forth to be performed by or on behalf of the District or the Paying Agent shall be for the equal and proportionate benefit, security, and protection of all Owners of the Election 2014 Bonds, without preference, priority or distinction as to security or otherwise of any of the Election 2014 Bonds over any of the others by reason of the Series, time of issue, sale, or negotiation thereof or for any cause whatsoever, except as expressly provided therein or herein.



**Section 1.3. Acts of Bondholders.** Any request, consent, or other instrument required or permitted by this Paying Agent Agreement to be signed and executed by Bondholders may be in any number of concurrent instruments of substantially similar tenor and shall be signed or executed by such Bondholders in person or by an agent or agents duly appointed in writing. Proof of the execution of any such request, consent, or other instrument or of a writing appointing any such agent, or of the holding by any person of Bonds transferable by delivery, shall be sufficient for any purpose of this Paying Agent Agreement and shall be conclusive in favor of the Paying Agent and the District if made in the manner provided in this Section.

The fact and date of the execution by any person of any such request, consent or other instrument or writing may be proved by the certificate of any notary public or other officer of any jurisdiction, authorized by the laws thereof to take acknowledgments of deeds, certifying that the person signing such request, consent, or other instrument acknowledged to him the execution thereof, or by an affidavit of a witness of such execution duly sworn to before such notary public or other officer.

Any request, consent, or other instrument or writing of the Owner of any Bond shall bind every future Owner of the same Bond and the Owner of every Bond issued in exchange therefor or in lieu thereof, in respect of anything done or suffered to be done by the Paying Agent or the District in accordance therewith or reliance thereon.

**Section 1.4. Notices to District and Paying Agent.** Any notice to or demand upon the Paying Agent may be served or presented, and such demand may be made, at the Paying Agent's Office. Any notice to or demand upon the District shall be deemed to have been sufficiently given or served for all purposes by being deposited, first-class mail postage prepaid, in a post office letter box, addressed to the Colusa Unified School District, 745 Tenth Street, Colusa, California 95932, Attention: Superintendent (or such other address as may have been filed in writing by the District with the Paying Agent).

**Section 1.5. Notices to Bondholders; Waiver.** In any case where notice to Bondholders is given by mail, neither the failure to mail such notice, nor any defect in any notice so mailed, to any particular Bondholder shall affect the sufficiency of such notice with respect to other Bondholders.

Where this Paying Agent Agreement provides for notice in any manner, such notice may be waived in writing by the person entitled to receive such notice, either before or after the event, and such waiver shall be the equivalent of such notice. Waivers of notice by Bondholders shall be filed with the District, but such filing shall not be a condition precedent to the validity of any action taken in reliance upon such waiver.

**Section 1.6. Form and Content of Certificates and Opinions.** Every certificate or opinion provided for in this Paying Agent Agreement with respect to compliance with any provision hereof shall include (1) a statement that the person making or giving such certificate or opinion has read such provision and the definitions herein relating thereto; (2) a brief statement as to the nature and scope of the examination or investigation upon which the certificate or opinion is based; (3) a statement that, in the opinion of such person, he has made or caused to be made such examination or investigation as is necessary to enable him to express an informed opinion

with respect to the subject matter referred to in the instrument to which his signature is affixed; and (4) a statement as to whether, in the opinion of such person, such provision has been complied with.

Any such certificate or opinion made or given by an officer of the District may be based, insofar as it relates to legal or accounting matters, upon a certificate or opinion of or representation by counsel, an accountant, or an independent consultant, unless such officer knows, or in the exercise of reasonable care should have known, that the certificate, opinion or representation with respect to the matters upon which such certificate or statement may be based, as aforesaid, is erroneous. Any such certificate or opinion made or given by counsel, an accountant, or an independent consultant may be based, insofar as it relates to factual matters (with respect to which information is in the possession of the District) upon a certificate or opinion of or representation by an officer of the District, unless such counsel, accountant, or independent consultant knows, or in the exercise of reasonable care should have known, that the certificate or opinion or representation with respect to the matters upon which such person's certificate or opinion or representation may be based, as aforesaid, is erroneous. The same officer of the District, or the same counsel, or accountant or independent consultant, as the case may be, need not certify to all of the matters required to be certified under any provision of this Paying Agent Agreement, but different officers, counsel, accountants, or independent consultants may certify to different matters, respectively.

**Section 1.7. Effect of Headings and Table of Contents.** The headings or titles of the Articles and Sections hereof, and any table of contents appended to copies hereof, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect of this Paying Agent Agreement.

**Section 1.8. Successors and Assigns.** Whenever in this Paying Agent Agreement the District or the Paying Agent is named or referred to, such reference shall be deemed to include the successors or assigns thereof, and all the covenants and agreements in this Paying Agent Agreement contained by or on behalf of the District or the Paying Agent shall bind and inure to the benefit of the respective successors and assigns thereof, whether so expressed or not.

**Section 1.9. Benefits of Paying Agent Agreement.** Nothing in this Paying Agent Agreement or in the Bonds expressed or implied is intended or shall be construed to give to any person other than the District, the Paying Agent, and the Owners of the Bonds, any legal or equitable right, remedy, or claim under or in respect of this Paying Agent Agreement or any covenant, condition, or provision therein or herein contained; and all such covenants, conditions, and provisions are and shall be held to be for the sole and exclusive benefit of the District, the Paying Agent, and the Owners of the Bonds.

**Section 1.10. Payments/Actions Otherwise Scheduled on Non-Business Days.** Except as specifically set forth in a Supplemental Paying Agent Agreement, any payments or transfers that would otherwise become due on any day that is not a Business Day shall become due or shall be made on the next succeeding Business Day. When any other action is provided for herein to be done on a day named or within a specified time period and the day named or the last day of the specified period falls on a day other than a Business Day, such action may be performed on the

next succeeding Business Day with the same effect as though performed on the appointed day or within the specified period.

**Section 1.11. No Personal Liability for Debt Service.** No Board member, officer, agent, or employee of the District or the Paying Agent shall be individually or personally liable for the payment of the principal or Redemption Price of or interest on the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof; but nothing herein contained shall relieve any such Board member, officer, agent, or employee of the District or the Paying Agent from the performance of any official duty provided by law or by this Paying Agent Agreement.

**Section 1.12. Severability Clause.** If any one or more of the provisions contained in this Paying Agent Agreement or in the Bonds shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions contained in this Paying Agent Agreement and such invalidity, illegality, or unenforceability shall not affect any other provision of this Paying Agent Agreement, and this Paying Agent Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. The District hereby declares that it would have adopted this Paying Agent Agreement and each and every other Section, paragraph, sentence, clause, or phrase hereof, and authorized the issuance of the Bonds pursuant thereto, irrespective of the fact that any one or more Sections, paragraphs, sentences, clauses, or phrases of this Paying Agent Agreement may be held illegal, invalid, or unenforceable.

**Section 1.13. Governing Law.** This Paying Agent Agreement shall be construed and governed in accordance with the laws of the State.

**Section 1.14. Execution in Counterparts.** This Paying Agent Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

## **ARTICLE 2 THE BONDS**

**Section 2.1. Title; Issuable in Series; General Limitations.** The general title of the Bonds of all Series shall be “Colusa Unified School District, General Obligation Bonds, Election of 2014.” With respect to the Bonds of any particular Series, the District may incorporate into or add to the general title of such Bonds any words, letters, or figures designed to distinguish that Series.

The District may issue Bonds in Series hereunder, in book-entry form or otherwise, as from time to time authorized by the Board, subject to the covenants, provisions, and conditions contained in this Paying Agent Agreement.

The maximum principal amount of Bonds that the District may issue hereunder is not limited; subject, however, to any limitations contained in the Bond Law and to the right of the District, which is hereby reserved, to limit the aggregate principal amount of Bonds that may be issued or Outstanding hereunder.

**Section 2.2. Terms of Particular Series.** Each Series of Bonds, except the Series 2015 Bonds created by Article 3, shall be created by a Supplemental Paying Agent Agreement authorized by the Board and establishing the terms and provisions of such Series of Bonds and the form of the Bonds of such Series. The several Series of Bonds may differ from the Series 2015 Bonds and as between Series in any respect not in conflict with the provisions of this Paying Agent Agreement and as may be prescribed in the Supplemental Paying Agent Agreement creating such Series.

The District shall determine, at the time of issuance of each Series of Bonds, the terms thereof, including the interest rate or rates at which interest is borne by the Bonds of such Series or the manner in which the interest rate or rates are determined (not to exceed the maximum rate of interest permitted by law), the intervals at which interest on the Bonds of such Series shall be payable, the date or dates on which and the year or years in which the Bonds of such Series shall mature and become payable, and the manner in which principal of and interest on the Bonds of such Series shall be payable.

**Section 2.3. Forms and Denominations.** The form of the Bonds of each Series shall be established by the provisions of this Paying Agent Agreement creating such Series. The Bonds of each Series shall be distinguished from the Bonds of other Series as may be determined by the officers of the District executing particular Bonds, as evidenced by their execution thereof.

The District may issue the Bonds of any Series (i) in such denominations as it specifies at the time of issuance thereof and (ii) in fully registered form without coupons or in fully registered book-entry form.

**Section 2.4. Execution, Authentication, Delivery, and Dating.** The Bonds issued by the District shall be executed by the President of the Board and countersigned by the Secretary of the Board. The signature of any of these officers on the Bonds may be facsimile or manual; provided that one such signature or countersignature shall be manually affixed, unless the Bonds are authenticated by the Paying Agent. The Bonds shall then be delivered to the Paying Agent for authentication by it.

In case any of the officers who shall have signed or countersigned any of the Bonds shall cease to be such officer or officers of the District before the Bonds so signed or countersigned shall have been authenticated, or delivered by the Paying Agent, or issued by the District, such Bonds may nevertheless be authenticated, delivered, and issued and, upon such authentication, delivery, and issue, shall be as binding upon the District as though those who signed and countersigned the same had continued to be such officers of the District. Any Bond may be signed and countersigned on behalf of the District or the County by such persons as at the actual date of execution of such Bond shall be the proper officers of the District although at the nominal date of such Bond any such person shall not have been such officer of the District.

No Bond shall be valid or obligatory for any purpose or entitled to the benefits of this Paying Agent Agreement unless there appears on such Bond a certificate of authentication substantially in the form provided for herein, manually executed by the Paying Agent. Such certificate of authentication when manually executed by the Paying Agent shall be conclusive

evidence, and the only evidence when such authentication is required, that such Bond has been duly executed, authenticated, and delivered hereunder.

**Section 2.5. Temporary Bonds.** Pending the preparation of definitive Bonds, the District may execute and, upon District request, the Paying Agent shall authenticate and deliver temporary Bonds that are printed, lithographed, typewritten, or otherwise produced, in any denomination, substantially of the tenor of the definitive bonds in lieu of which they are issued, in registered form, and containing such references to any of the provisions of this Paying Agent Agreement as the officers of the District may determine. A temporary Bond may be in the form of a single Bond payable in installments, each on the date, in the amount and at the rate of interest established for the Bonds maturing on such date.

If the District issues temporary Bonds, it will cause definitive Bonds to be prepared without unreasonable delay. After the preparation of definitive Bonds, the temporary Bonds shall be exchangeable for definitive Bonds upon surrender of the temporary Bonds at the Paying Agent's Office, without charge to the Owner. Upon surrender for cancellation of any one or more temporary Bonds, the District shall execute and, if required, the Paying Agent shall authenticate and deliver in exchange therefor an equal aggregate principal amount of definitive Bonds of authorized denominations of the same Series, tenor, and maturity or maturities. Until so exchanged, the temporary Bonds shall be entitled to the same benefits under this Paying Agent Agreement as definitive Bonds authenticated and delivered hereunder.

**Section 2.6. Registration, Transfer, and Exchange.** The Paying Agent will keep or cause to be kept, at the Paying Agent's Office, a register (herein sometimes referred to as the "Bond Register") in which, subject to such reasonable regulations as it may prescribe, the Paying Agent shall provide for the registration and transfer of Bonds. The Bond Register shall at all times be open to inspection during the Paying Agent's normal business hours by the District.

Upon surrender of a Bond for transfer at the Paying Agent's Office, the District shall execute and, if required, the Paying Agent shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of the same Series, tenor, and maturity and for an equivalent aggregate principal amount.

Bonds may be exchanged for an equivalent aggregate principal amount of Bonds of other authorized denominations of the same Series, tenor, and maturity, upon surrender of the Bonds for exchange at the Paying Agent's Office. Upon surrender of Bonds for exchange, the District shall execute and, if required, the Paying Agent shall authenticate and deliver the Bonds that the Bondholder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this Paying Agent Agreement shall be promptly cancelled by the Paying Agent and thereafter disposed of as provided for in Section 2.10 (Cancellation).

All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the District, evidencing the same debt, and entitled to the same security and benefits under this Paying Agent Agreement, as the Bonds surrendered upon such transfer or exchange.

Every Bond presented or surrendered for transfer or exchange shall be accompanied by a written instrument of transfer, in a form satisfactory to the Paying Agent, that is duly executed by the Owner or by his attorney duly authorized in writing.

All fees and costs of any transfer or exchange of Bonds shall be paid by the Bondholder requesting such transfer or exchange.

The Paying Agent shall not be required to transfer or exchange (i) Bonds during the period established by the Paying Agent for the selection of Bonds for redemption; or (ii) any Bond that has been selected for redemption in whole or in part, except the unredeemed portion of such Bond selected for redemption in part, from and after the day that such Bond has been selected for redemption in whole or in part.

**Section 2.7. Mutilated, Destroyed, Lost, or Stolen Bonds.** If (i) any mutilated Bond is surrendered to the Paying Agent, or the District and the Paying Agent receive evidence to their satisfaction of the destruction, loss, or theft of any Bond; and (ii) there is delivered to the District and the Paying Agent such security or indemnity as may be required by them to save each of them harmless, then the District shall execute, and upon its request, the Paying Agent shall authenticate and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost, or stolen Bond, a new Bond of the same Series of like tenor, maturity, and principal amount bearing a number not contemporaneously outstanding.

Upon the issuance of any new Bond under this Section, the District may require payment of a sum sufficient to pay the cost of preparing such Bond, any tax or other governmental charge that may be imposed in relation thereto, and any other expenses connected therewith.

Every new Bond issued pursuant to this Section in lieu of any destroyed, lost, or stolen Bond shall constitute an original additional contractual obligation of the District, whether or not the destroyed, lost, or stolen Bond shall be at any time enforceable by anyone, and shall be entitled to all the security and benefits of this Paying Agent Agreement equally and ratably with all other Outstanding Bonds secured by this Paying Agent Agreement. Neither the District nor the Paying Agent shall be required to treat both the new Bond and the Bond it replaces as being Outstanding for the purpose of determining the principal amount of Bonds that may be issued hereunder, but both the new Bond and the Bond it replaces shall be treated as one and the same.

**Section 2.8. Payment of Interest on Bonds; Interest Rights Preserved.** Interest on any Bond that is payable, and is punctually paid or duly provided for, on any Interest Payment Date shall be paid to the Owner thereof as of the close of business on the Regular Record Date for such interest specified in the provisions of this Paying Agent Agreement.

Any interest on any Bond that is payable but is not punctually paid or duly provided for on any Interest Payment Date shall forthwith cease to be payable to the Owner on the relevant Regular Record Date. Such defaulted interest shall be paid to the Person in whose name the Bond is registered at the close of business on a Special Record Date for the payment of such defaulted interest to be fixed by the District. In the name and at the expense of the District, the Paying Agent shall cause notice of the payment of such defaulted interest and the Special Record Date to be

mailed, first-class postage prepaid, to each Owner of a Bond at his address as it appears in the Bond Register not fewer than ten (10) days prior to such Special Record Date.

Subject to the foregoing provisions of this Section, each Bond delivered under this Paying Agent Agreement upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, that were carried by such other Bond. Each such Bond shall bear interest from such date that neither loss nor gain in interest shall result from such transfer, exchange, or substitution.

**Section 2.9. Persons Deemed Owners.** The District and the Paying Agent shall be entitled to treat the person in whose name any Bond is registered as the Owner thereof for all purposes of the Paying Agent Agreement and any applicable laws, notwithstanding any notice to the contrary received by the Paying Agent or the District. The ownership of Bonds shall be proved by the Bond Register. The District may establish a record date as of which to measure consent of the Bondholders in order to determine whether the requisite consents are received.

**Section 2.10. Cancellation.** All Bonds surrendered for payment, redemption, transfer, or exchange, if surrendered to the Paying Agent, shall be promptly cancelled by the Paying Agent and, if surrendered to any person other than the Paying Agent, shall be delivered to the Paying Agent and, if not already cancelled, shall be promptly cancelled by the Paying Agent.

The District shall deliver to the Paying Agent for cancellation any Bonds acquired in any manner by the District, and the Paying Agent shall promptly cancel such Bonds.

No Bond shall be authenticated in lieu of or in exchange for any Bond cancelled as provided in this Section, except as expressly provided by this Paying Agent Agreement. The Paying Agent shall destroy all cancelled Bonds and deliver a certificate of such destruction to the District.

### **ARTICLE 3 TERMS AND ISSUE OF THE SERIES 2015 BONDS**

**Section 3.1. Terms and Form of Series 2015 Bonds.**

(A) **Creation of the Series 2015 Bonds.** The District hereby creates the first series of Election 2014 Bonds and designates them “Series 2015 Bonds.” At any time after the execution and delivery of this Paying Agent Agreement, the District may execute and the Paying Agent shall authenticate and deliver the Series 2015 Bonds in an aggregate principal of \$\_\_\_\_\_, upon the Order of the District.

(B) **Form of Series 2015 Bonds.** The forms of the Series 2015 Bonds shall be substantially as set forth in *Exhibit A*, with such insertions, omissions, substitutions, and variations as may be determined by the officers executing the same, as evidenced by their execution thereof, to reflect the applicable terms of the Series 2015 Bonds established by this Article.

(C) **Book-Entry Form, Denominations.** The Series 2015 Bonds shall be issued, in fully registered form, in denominations of five thousand dollars (\$5,000) principal amount or any integral multiple thereof, except that one Series 2015 Bond may be issued in an odd denomination. The Series 2015 Bonds shall be initially issued registered in the name of “Cede & Co.,” as nominee

of DTC. The Series 2015 Bonds shall be evidenced by one Series 2015 Bond maturing on each of the maturity dates as set forth below in this Section in a denomination corresponding to the total principal amount of the Series 2015 Bonds to mature on such date. Registered ownership of the Series 2015 Bonds, or any portion thereof, may not thereafter be transferred except as set forth in Section 3.2 (Book-Entry Provisions). The Series 2015 Bonds shall bear such distinguishing numbers and letters as may be specified by the District.

(D) Date, Interest Accrual, Maturity Dates, Interest Rates. The Series 2015 Bonds shall be dated their date of delivery, shall bear interest from their date at the following rates per annum, and shall mature on May 1 in the following years in the following amounts:

<b>Maturity Date</b> <b><u>(May 1)</u></b>	<b>Principal</b> <b><u>Amount</u></b>	<b>Interest</b> <b><u>Rate</u></b>
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Interest on the Series 2015 Bonds shall be calculated on the basis of a 360-day year comprising twelve (12) thirty (30) day months. Each Series 2015 Bond will bear interest from the Interest Payment Date next preceding the date of authentication thereof, unless (i) it is authenticated as of a day during the period after the Record Date to that Interest Payment Date, both dates inclusive, in which event it will bear interest from such Interest Payment Date; or (ii) unless it is authenticated on or before April 15, 2016, in which event it will bear interest from the date of delivery, provided, that if, at the time of authentication of any Series 2015 Bond, interest is in default thereon, such Series 2015 Bond will bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment.

(E) Principal and Interest Payments. The principal or Redemption Price of the Series 2015 Bonds shall be payable to the Owner thereof upon surrender thereof in lawful money of the United States of America at the Paying Agent’s Office or, as provided in Section 3.2(E) (Book-Entry Provisions – Payments to Depository), by wire transfer on each principal and mandatory redemption payment date to “Cede & Co.” or its registered assign, as sole registered Owner. Interest on the Series 2015 Bonds shall be payable on May 1, 2016, and thereafter semiannually on May 1 and November 1 of each year, by check mailed or, as provided in Section 3.2(E) (Book-Entry Provisions – Payments to Depository) and upon the written request of



any Owner of one million dollars (\$1,000,000) or more in aggregate principal amount of Series 2015 Bonds who has provided the Paying Agent with wire transfer instructions, by wire transfer on each Interest Payment Date to the Owner thereof to an account within the United States of America as of the close of business on the Regular Record Date. The Regular Record Date for the Series 2015 Bonds shall be the fifteenth (15<sup>th</sup>) day of the calendar month immediately preceding the relevant Interest Payment Date (unless the Interest Payment Dates are specified above as falling on the fifteenth (15<sup>th</sup>) day of the month, in which case the Regular Record Date shall be the last day of the immediately preceding calendar month).

(F) Principal Amount and Redemption Payments. The principal amount or Redemption Price of the Series 2015 Bonds shall be payable to the Owner thereof upon surrender thereof in lawful money of the United States of America at the Paying Agent's Office or, as provided in Section 3.2(E) (Book Entry Provisions – Payments to Depository), by wire transfer to the Owner.

(G) Cessation of Interest Accrual. Interest on any Series 2015 Bond shall cease to accrue (i) on the maturity date thereof, provided that there has been irrevocably deposited with the Paying Agent an amount sufficient to pay the principal amount thereof, plus interest accrued thereon to such date; or (ii) on the redemption date thereof, provided there has been irrevocably deposited with the Paying Agent an amount sufficient to pay the Redemption Price thereof, plus interest accrued thereon to such date. The Owner of such Series 2015 Bond shall not be entitled to any other payment, and such Series 2015 Bond shall no longer be Outstanding and entitled to the benefits of this Paying Agent Agreement, except for the payment of the principal amount or Redemption Price, as appropriate, of such Series 2015 Bonds.

**Section 3.2. Book-Entry Provisions.** Notwithstanding any provision of this Paying Agent Agreement to the contrary, the following provisions shall apply:

(A) Limits on Transfer. The Series 2015 Bonds shall be initially issued as provided in Section 3.1 (Terms and Form of Series 2015 Bonds). Registered ownership of the Series 2015 Bonds, or any portions thereof, may not thereafter be transferred except:

1. To any successor of DTC or its nominee, or to any substitute depository designated pursuant to clause (2) of this subsection (A) ("substitute depository"); provided that any successor of DTC or substitute depository shall be qualified under any applicable laws to provide the service proposed to be provided by it;

2. To any substitute depository upon (a) the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository, or (b) a determination by the District that DTC or its successor (or any substitute depository or its successor) is no longer able to carry out its functions as depository; provided that any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

3. To any person as provided below, upon (a) the resignation of DTC or its successor (or substitute depository or its successor) from its functions as depository; provided that no substitute depository can be obtained, or (b) a determination by the District that it is in the best

interests of the District to remove DTC or its successor (or any substitute depository or its successor) from its function as depository.

(B) Execution and Delivery of New Bonds. In the case of any transfer pursuant to clause (1) or clause (2) of subsection 3.2(A) (Book-Entry Provisions – Limits on Transfer) hereof, upon receipt of all Outstanding Series 2015 Bonds by the Paying Agent, together with a Certificate of the District to the Paying Agent, a single new Series 2015 Bond shall be executed and delivered, registered in the name of such successor or such substitute depository, or their nominees, as the case may be, all as specified in such Certificate of the District. In the case of any transfer pursuant to clause (3) of subsection 3.2(A) (Book-Entry Provisions – Limits on Transfer) hereof, upon receipt of all outstanding Series 2015 Bonds by the Paying Agent together with a Certificate of the District to the Paying Agent, new Series 2015 Bonds shall be executed and delivered in such denominations and registered in the names of such persons as are requested in such a Certificate of the District, subject to the limitations of Section 2.6 (Registration, Transfer, and Exchange) hereof; provided the Paying Agent shall not be required to deliver such new Series 2015 Bonds within a period less than sixty (60) days from the date of receipt of such a Certificate of the District.

(C) Notation of Reduction in Principal. In the case of partial redemption, cancellation or an advance refunding of any Series 2015 Bonds evidencing all or a portion of the principal maturing in a particular year, DTC shall make an appropriate notation on the Series 2015 Bonds indicating the date and amounts of such reduction in principal, in form acceptable to the Paying Agent. The Paying Agent shall not be liable for any failure or error of DTC to make such notations; the records of the Paying Agent shall be controlling with respect to the outstanding principal amount of Series 2015 Bonds.

(D) No Responsibility to Persons Other Than Owners. The District and the Paying Agent shall be entitled to treat the person in whose name any Series 2015 Bonds is registered as the Bondholder thereof for all purposes of the Paying Agent Agreement and any applicable laws, notwithstanding any notice to the contrary received by the Paying Agent or the District; and the District and the Paying Agent shall have no responsibility for transmitting payments to, communication with, notifying, or otherwise dealing with any beneficial owners of the Series 2015 Bonds. Neither the District nor the Paying Agent will have any responsibility or obligations, legal or otherwise, to the beneficial owners or to any other party including DTC or its successor (or substitute depository or its successor), except for the Owner of any Series 2015 Bonds.

(E) Payments to Depository. So long as all outstanding Series 2015 Bonds are registered in the name of “Cede & Co.” or its registered assign, the District and the Paying Agent shall cooperate with “Cede & Co.”, as sole registered Bondholder, and its registered assigns in effecting payment of the principal and redemption premium, if any, and interest on the Series 2015 Bonds by arranging for payment in such manner that funds for such payments are properly identified and are made immediately available on the date they are due.

### **Section 3.3. Redemption of Series 2015 Bonds.**

(A) General. The Series 2015 Bonds shall be subject to redemption as provided in Article 4 (Redemption of Bonds).

(B) Optional Redemption. The Series 2015 Bonds maturing on and before May 1, 2025, are not subject to optional redemption prior to maturity. The Series 2015 Bonds maturing on or after May 1, 2026, are subject to redemption, at the option of the District, as a whole or in part among maturities on such basis as shall be designated by the District and by lot within each maturity, from any source of available funds, on any date on or after May 1, 2025, at the following prices, expressed as a percentage of the principal amount to be redeemed, plus accrued interest thereon to the redemption date:

<u>Redemption Date</u>	<u>Redemption Price</u>
May 1, 2025, and thereafter	100%

**Section 3.4. Application of Proceeds of Series 2015 Bonds.** The net proceeds of the sale of the Series 2015 Bonds (which consists of the par amount thereof of \$\_\_\_\_\_, [plus the net original issue premium] of \$\_\_\_\_\_, less the Underwriter’s discount of \$\_\_\_\_\_), shall be deposited with the Paying Agent, and shall be held in trust, set aside, or transferred as follows:

(A) Building Fund. To the Treasurer/Tax Collector for deposit and maintenance in the Building Fund \$\_\_\_\_\_;

(B) Tax Collection Fund. To the Treasurer/Tax Collector for deposit and maintenance in the Tax Collection Fund \$\_\_\_\_\_; and

(C) Costs of Issuance Fund. The Paying Agent shall deposit and maintain in the Costs of Issuance Fund the amount of \$\_\_\_\_\_, for purposes of paying Costs of Issuance.

The Paying Agent shall pay amounts held in the Costs of Issuance Fund upon the written order of the District. Six months after May 5, 2015, or upon prior written Order of the District, the Paying Agent shall transfer any remaining amounts in the Costs of Issuance Fund to the Debt Service Fund of the District.

**Section 3.5. Building Fund.**

(A) Establishment and Application of the Building Fund. The District has requested the Treasurer-Tax Collector to establish, maintain, and hold a separate fund designated as the “Colusa Unified School District Building Fund,” which shall be kept separate and distinct from all other District and County funds, into which the Treasurer-Tax Collector shall deposit proceeds from the sale of the Series 2015 Bonds (except any premium or account interest received from the sale). The District shall use the moneys in the Building Fund to pay the cost of the acquisition, construction, and completion of improvements described in the measure approved by the electors of the District, including (i) all necessary legal, financial, engineering, and contingent costs in connection therewith; and (ii) certain legal, accounting, and financing expenses incurred in connection with the issuance of the Series 2015 Bonds that are not otherwise paid by the Underwriter.

(B) Transfer of Remaining Balance. When all the purposes and objectives contained in the measure approved by the electors of the District shall have been accomplished, the District shall deliver a Certificate of the District to the Treasurer-Tax Collector (i) stating such fact; (ii)

certifying that all of the costs thereof have been determined and paid (or that all of such costs have been paid less specified claims that are subject to dispute and for which a retention in the Building Fund is to be maintained in the full amount of such claims until such dispute is resolved); and (iii) requesting that the Treasurer-Tax Collector transfer the remaining balance in the Building Fund, less the amount of any such retention, to the Tax Collection Fund. Upon the receipt of the Certificate, the Treasurer-Tax Collector shall transfer any remaining balance in the Building Fund, less the amount of any such retention, as requested by the District in accordance with the Certificate.

**Section 3.6. Validity of Series 2015 Bonds.** The recital in the Series 2015 Bonds that they are issued pursuant to the Constitution and statutes of the State shall be conclusive evidence of their validity and of compliance with provisions of law in their issuance.

**Section 3.7. Security of the Series 2015 Bonds.** The Series 2015 Bonds are general obligation bonds of the District, and the Board of Supervisors of the County has the power and is obligated to levy *ad valorem* taxes upon all property within the District subject to taxation without limitation of rate or amount for the payment of the Series 2015 Bonds, in accordance with and subject to Section 15250 and Section 15252 of the California Education Code.

The Series 2015 Bonds shall not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents, or employees thereof, and neither the County, the State of California, any of its political subdivisions, nor any of the officers, agents, or employees thereof shall be liable thereon.

#### **ARTICLE 4 REDEMPTION OF SERIES 2015 BONDS**

**Section 4.1. General Applicability of Article.** Bonds that are redeemable before their respective stated maturities shall be redeemable in accordance with their terms and (except as otherwise provided herein with respect to the Bonds) in accordance with this Article.

**Section 4.2. Notice to Paying Agent.** In the case of any redemption at the election of the District of less than all the Outstanding Bonds, the District shall, at least forty-five (45) days prior to the date fixed for redemption (unless a shorter notice shall be satisfactory to the Paying Agent) notify the Paying Agent in writing of such redemption date and of the principal amount of Bonds of such Series to be redeemed.

**Section 4.3. Selection by Paying Agent of Bonds to Be Redeemed.** If less than all the Outstanding Bonds of any maturity are to be redeemed, not more than 60 days prior to the redemption date, the Paying Agent shall select the particular Bonds to be redeemed from the Outstanding Bonds of such maturity that have not previously been called for redemption, in minimum amounts of \$5,000 principal amount, by lot in any manner that the Paying Agent in its sole discretion shall deem appropriate and fair. For purposes of such selection, each \$5,000 amount of principal amount shall be deemed to be a separate Bond.

With respect to any maturity of Bonds less than all of which maturity will be redeemed, the Paying Agent shall promptly notify the District in writing of the Bonds so selected for

redemption and, in the case of a Bond selected for partial redemption, the principal amount thereof to be redeemed.

For all purposes of this Paying Agent Agreement, unless the context otherwise requires, all provisions relating to the redemption of Bonds shall relate, in the case of any Bond redeemed or to be redeemed only in part, to the portion of the principal of such Bond that has been or is to be redeemed.

**Section 4.4. Notice of Redemption.**

(A) Mailed Notice. The Paying Agent shall mail notice of redemption not fewer than thirty (30) nor more than sixty (60) days prior to the redemption date by first-class mail, postage prepaid, to the respective Owners of any Bonds designated for redemption at their addresses appearing on the Bond Register and shall file such notice on the same day with the Municipal Securities Rulemaking Board (MSRB) through its EMMA website.

(B) Content of Notice. Each notice of redemption shall state (a) the date of such notice; (b) the series designation of the Bonds; (c) the date of issue of the Bonds; (d) the redemption date; (e) the Redemption Price; (f) the place or places of redemption (including the name and appropriate address or addresses of the Paying Agent); (g) the CUSIP number (if any) of the maturity or maturities; and (h) if less than all of any such maturity, the distinctive certificate numbers of the Bonds of such maturity to be redeemed and, in the case of Bonds to be redeemed in part only, the respective portions of the principal amount thereof to be redeemed. Each notice of redemption shall either (a) explicitly state that the proposed redemption is conditioned on there being on deposit on the redemption date sufficient money to pay in full the Redemption Price of the Bonds or portions thereof to be redeemed; or (b) be sent only if sufficient money to pay in full the Redemption Price of the Bonds or portions thereof to be redeemed is on deposit. Each such notice shall also (a) state that on said date there will become due and payable on each of said Bonds the Redemption Price thereof or of said specified portion of the principal amount thereof in the case of a Bond to be redeemed in part only, together with interest accrued thereon to the date fixed for redemption; (b) state that from and after such redemption date interest thereon shall cease to accrue; and (c) require that such Bonds be then surrendered at the address or addresses of the Paying Agent specified in the redemption notice. Neither the District nor the Paying Agent shall have any responsibility for any defect in the CUSIP number that appears on any Bond or in any redemption notice with respect thereto, and any such redemption notice may contain a statement to the effect that CUSIP numbers have been assigned by an independent service for convenience of reference and that neither the District nor the Paying Agent shall be liable for any inaccuracy in such numbers.

(C) Defects in Notice or Procedure. Failure by the Paying Agent to file notice with MSRB or failure of any Owner to receive notice of any defect in any such notice shall not affect the sufficiency of the proceedings for redemption. Failure by the Paying Agent to mail or otherwise deliver notice to any one or more of the respective Owners of any Bonds designated for redemption shall not affect the sufficiency of the proceedings for redemption with respect to the Owner or Owners to whom such notice was mailed or delivered.

**Section 4.5. Deposit of Redemption Price.** Prior to any redemption date, the District shall deposit with the Paying Agent an amount of money sufficient to pay the Redemption Price of all the Bonds that are to be redeemed on that date. Such money shall be held for the benefit of the persons entitled to such Redemption Price.

**Section 4.6. Bonds Payable on Redemption Date.** Notice of redemption having been duly given as aforesaid and moneys for payment of the Redemption Price of the Bonds so to be redeemed being held by the Paying Agent, on the redemption date designated in such notice (i) the Bonds so to be redeemed shall become due and payable at the Redemption Price specified in such notice; (ii) interest on such Bonds shall cease to accrue; (iii) such Bonds shall cease to be entitled to any benefit or security under this Paying Agent Agreement; and (iv) the Owners of such Bonds shall have no rights in respect thereof except to receive payment of said Redemption Price. Upon surrender of any such Bond for redemption in accordance with said notice, such Bond shall be paid by the Paying Agent at the Redemption Price. Installments of interest due on or prior to the redemption date shall be payable to the Owners of the Bonds on the relevant Record Dates according to the terms of such Bonds and the provisions of Section 2.8 (Payment of Interest on Bonds; Interest Rights Preserved).

**Section 4.7. Bonds Redeemed in Part.** Upon surrender of any Bond redeemed in part only, the District shall execute and the Paying Agent shall authenticate, if required, and deliver to the Owner thereof, at the expense of the District, a new Bond or Bonds of the same Series of authorized denominations, and of the same maturity, equal in aggregate principal amount to the unredeemed portion of the Bond surrendered.

## **ARTICLE 5 DEFEASANCE**

### **Section 5.1. Discharge of Paying Agent Agreement.**

(A) Payment of Bonds. Bonds may be paid by the District in any of the following ways:

1. by paying or causing to be paid the principal of and interest on such Bonds, as and when the same become due and payable;
2. by depositing with the Paying Agent, an escrow agent or other fiduciary, at or before maturity, money or securities in the necessary amount (as provided in Section 5.3 (Deposit of Money or Securities with Paying Agent)) to pay or redeem such Bonds; or
3. by delivering such Bonds to the Paying Agent for cancellation by it.

(B) Consequences of Payment of All Bonds. If the District shall pay all Bonds Outstanding and also pay or cause to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District, evidenced by a Certificate of the District filed with the Paying Agent signifying the intention of the District to discharge all such indebtedness and this Paying Agent Agreement, and notwithstanding that any Bonds shall not have been surrendered for payment, this Paying Agent Agreement, the pledge of assets made hereunder, all covenants and agreements and other obligations of the District under this Paying Agent Agreement, and the rights and interests created hereby (except as to any surviving rights of transfer or exchange of Bonds as

provided in Section 2.2 (Registration, Transfer, and Exchange) and rights to payment from moneys deposited with the Paying Agent as provided in Section 5.2 (Discharge of Liability on Bonds) shall cease, terminate, become void, and be completely discharged and satisfied. Notwithstanding the satisfaction and discharge of this Paying Agent Agreement, the obligations to the Paying Agent under Section 9.7 (Compensation and Indemnification of Paying Agent) and the covenants of the District to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes contained in Section 7.6 (Federal Income Tax Covenants) shall survive.

(C) Actions Upon Discharge. In such event, the Paying Agent shall pay over to the District all moneys or securities or other property held by it pursuant to this Paying Agent Agreement that, as evidenced by a verification report (upon which the Paying Agent may conclusively rely) from a certified public accountant or firm of such accountant, are not required for the payment or redemption of Bonds not theretofore surrendered for such payment or redemption.

(D) Notice of Defeasance. If moneys or Defeasance Securities are deposited with and held by the Paying Agent as hereinabove provided, the Paying Agent shall within thirty (30) days after such money and Defeasance Securities shall have been deposited with it mail a notice prepared by the District, first class postage prepaid, to the Owners at the addresses listed on the registration books kept by the Paying Agent pursuant to Section 2.6 (Registration, Transfer, and Exchange), (a) setting forth the maturity or date fixed for prepayment, as the case may be, of the Bonds, (b) giving a description of the Defeasance Securities, if any, so held by it, and (c) stating that this Paying Agent Agreement has been released in accordance with the provisions of this Section.

**Section 5.2. Discharge of Liability on Bonds.** Upon the deposit with the Paying Agent, or other fiduciary, at or before maturity, of money or securities in the necessary amount (as provided in Section 5.3 (Deposit of Money or Securities with Paying Agent)) to pay or redeem any Outstanding Bond (whether upon or prior to its maturity or the redemption date of such Bond), provided that, if such Bond is to be redeemed prior to maturity, notice of such redemption shall have been given as in Article 5 provided a provision satisfactory to the Paying Agent shall have been made for the giving of such notice, then all liability of the District in respect of such Bond shall cease, terminate, and be completely discharged, except that thereafter (i) the Owner thereof shall be entitled to payment of the principal amount or Redemption Price of and interest on such Bond by the District and the District shall remain liable for such payment, but only out of such money or securities deposited with the Paying Agent, escrow agent, or other fiduciary as aforesaid for their payment, subject, however, to the provisions of Section 5.4 (Moneys Unclaimed after Bonds Are Due and Payable); and (ii) the Owner thereof shall retain its rights of transfer or exchange of Bonds as provided in Section 2.6 (Registration, Transfer, and Exchange).

The District may at any time surrender to the Paying Agent for cancellation by it any Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Bonds, upon such surrender and cancellation, shall be deemed to be paid and retired.

**Section 5.3. Deposit of Money or Securities with Paying Agent.** Whenever in this Paying Agent Agreement it is provided or permitted that there be deposited with or held in trust by the Paying Agent money or securities in the necessary amount to pay or redeem any Bonds, the

money or securities so to be deposited or held may include money or securities held by the Paying Agent in the funds and accounts established pursuant to this Paying Agent Agreement and shall be:

(A) Lawful money of the United States of America in an amount equal to the principal amount of such Bonds and all unpaid interest thereon to maturity, except that, in the case of Bonds that are to be redeemed prior to maturity and in respect of which notice of such redemption shall have been given as in Article 4 provided or provision satisfactory to the Paying Agent shall have been made for the giving of such notice, the amount to be deposited or held shall be the principal amount or Redemption Price of such Bonds and all unpaid interest thereon to the redemption date; or

(B) Defeasance Securities the principal of and interest on which when due will, in the opinion of an independent certified public accountant delivered to the Paying Agent (upon which opinion the Paying Agent may conclusively rely), provide money sufficient to pay the principal or Redemption Price, premium, if any, and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Bonds to be paid or redeemed, as such principal or Redemption Price and interest become due, provided that, in the case of Bonds that are to be redeemed prior to the maturity thereof, notice of such redemption shall have been given as in Article 4 (Redemption of Bonds) provided or provision satisfactory to the Paying Agent shall have been made for the giving of such notice; provided, in each case, that the Paying Agent shall have been irrevocably instructed (by the terms of this Paying Agent Agreement or by Request of the District) to apply such money to the payment of such principal or Redemption Price and interest with respect to such Bonds.

**Section 5.4. Moneys Unclaimed after Bonds Are Due and Payable.**

(A) Earnings on Moneys Unclaimed after Bonds Are Due and Payable. All moneys held by or on behalf of the Paying Agent for the payment of principal of or interest or premium on Bonds, whether at redemption or maturity, shall be held for the account of the Owners thereof and the Paying Agent shall not be required to pay Owners any interest on, or be liable to the Owners or any other person for any interest earned on, moneys so held.

(B) Return of Unclaimed Funds to District. Subject to applicable escheatment laws, any moneys held by the Paying Agent for the payment of the principal or Redemption Price of, premium, if any, or interest on, any Bonds and remaining unclaimed for two (2) years after the date when such Bonds have become due and payable (whether at maturity or upon call for redemption as provided in this Paying Agent Agreement), if such moneys were so held at such date, or two (2) years after the date of deposit of such moneys if deposited after the date when such Bonds became due and payable, shall be repaid to the District; provided that the District has certified to the Paying Agent that the District has complied with the provisions of Sections 50050-50056 of the California Government Code. Thereafter, Owners shall look solely to the District for the payment of such funds and the Paying Agent shall have no further liability for such funds.

**ARTICLE 6  
TAX LEVY AND COLLECTION; USE OF FUNDS**

**Section 6.1. Levy of Taxes; Tax Collection Fund.**



(A) Levy of Taxes. The California Education Code directs the Board of Supervisors of the County to levy and collect a tax on all the taxable property in the District sufficient to pay the principal of and interest on the Bonds as it becomes due (and such part of the principal and interest as may have become due before the proceeds of a tax levied at the next subsequent general tax levy will be available) and the District has requested the tax also include an amount to pay the annual fees and expenses of the Paying Agent. The District has directed the Board of Supervisors of the County to levy the tax annually at the time of making each general tax levy and to levy and collect the tax as other ad valorem taxes are levied. The District shall use the taxes collected only for payment of the principal of and interest on the Bonds when due and the fees and expenses of the Paying Agent as provided in this Paying Agent Agreement.

(B) Tax Collection Fund. The District has requested the County to establish the Tax Collection Fund and maintain it separate and distinct from all other District and County funds and has directed the Treasurer-Tax Collector to deposit therein the taxes levied and collected by the County pursuant to Education Code section 15250. All moneys at any time held in the Tax Collection Fund shall be held for the benefit of the Owners of the Bonds and shall be disbursed, allocated, and applied solely for the payment of the principal of and interest on the Bonds when and as the same fall due, except for amounts collected for the payment of the Paying Agent's fees and expenses, which shall be paid to the Paying Agent in accordance with the agreement entered into between the District and the Paying Agent. When this Paying Agent Agreement shall have been discharged in accordance with Section 5.1 (Discharge of Paying Agent Agreement) hereof, any balance of money then remaining in the Tax Collection Fund shall be transferred (upon order of the County Auditor following request by the District) to the general fund of the District.

## **Section 6.2. Payment of Debt Service.**

(A) Application of Funds to Pay Debt Service. At least fourteen (14) days prior to each Interest Payment Date, the Paying Agent shall deliver to the District and the Treasurer-Tax Collector an invoice stating the aggregate amount of interest and principal becoming due and payable on any Outstanding Bonds on such Interest Payment Date. The District shall direct the County Auditor and the Treasurer-Tax Collector to transfer, at least one (1) Business Day prior to each Interest Payment Date, from the Tax Collection Fund to the Paying Agent the amount stated in the debt service invoice for such Interest Payment Date for deposit into the funds maintained by the Paying Agent and designated herein as the "Debt Service Fund" an amount sufficient to pay the aggregate amount of interest and principal becoming due and payable on any Outstanding Bonds on the next succeeding Interest Payment Date. The Paying Agent shall keep such funds separate and distinct from all other District and County funds. All sums to become due for the principal of and interest on the Bonds shall be paid from the Debt Service Funds. When this Paying Agent Agreement shall have been discharged in accordance with Section 5.1 (Discharge of Paying Agent Agreement) hereof, the Paying Agent shall transfer any money held by it hereunder to the Treasurer-Tax Collector for deposit into the general fund of the District.

(B) Application of Funds in Event of Insufficiency. If, on any Interest Payment Date, the amounts held by the Paying Agent are not sufficient to pay in full the principal or Redemption Price of and interest on all Bonds payable on such date, the Paying Agent shall apply all amounts then held or thereafter received by the Paying Agent under any of the provisions of this Paying Agent Agreement (except as otherwise provided in this Paying Agent Agreement) to the payment

to the persons entitled thereto of all installments of interest then due and the unpaid principal or Redemption Price of any Bonds that shall have become due, whether at maturity or by call for redemption, in the order of their due dates, with interest on the overdue principal at the rate borne by the respective Bonds, such payments to be made ratably, according to the amounts of principal or interest due on such date to the persons entitled thereto, without any discrimination or preference.

**Section 6.3. Rebate Fund.** The District shall establish and maintain a fund designated as the “Rebate Fund,” if the District determines that such a fund would be convenient for purposes of rebate accounting. If established, the Rebate Fund shall be maintained separate from any other fund. The District shall deposit moneys into and disburse moneys from the Rebate Fund or make payments of rebate directly to the United States Treasury at the times required by the terms of the Tax Certificate.

**Section 6.4. Investment of Moneys in Funds and Accounts.** All moneys in any of the funds and accounts established pursuant to this Paying Agent Agreement shall be invested by the District solely in Investment Securities. All Investment Securities shall be acquired subject to the limitations set forth in Section 7.6 (Federal Income Tax Covenants). The Paying Agent shall, if directed in writing by the District, invest such moneys held in the Debt Service Fund.

All interest, profits, and other income received from the investment of moneys in any fund or account shall be retained therein.

The Paying Agent or any of its affiliates may act as principal or agent in the making or disposing of any investment and may impose its customary charge therefor. In no event shall the Paying Agent be liable for the selection of investments or for investment losses incurred thereon. The Paying Agent shall have no liability in respect of losses incurred as a result of the liquidation of any investment prior to its stated maturity.

The Paying Agent shall not invest any cash held by it hereunder in the absence of timely and specific written direction from the District. The Paying Agent may conclusively rely upon such written direction from the District as to both the suitability and legality of the directed investments. The District acknowledges that regulations of the Comptroller of the Currency grant the District the right to receive brokerage confirmations of the security transactions as they occur, at no additional cost. To the extent permitted by law, the District specifically waives compliance with 12 C.F.R. 12 and hereby notifies the Paying Agent that no brokerage confirmations need be sent relating to the security transactions as they occur.

The Paying Agent shall keep proper books of record and accounts containing complete and correct entries of all transactions relating to the receipt, investment, disbursement, allocation and application of the moneys payable to the Owners.

**Section 6.5. Funds and Accounts.** Any fund required by this Paying Agent Agreement to be established and maintained by the Paying Agent may be established and maintained in the accounting records of the Paying Agent either as a fund or an account and may, for the purposes of such records, any audits thereof and any reports or statements with respect thereto, be treated either as a fund or as an account; but all such records with respect to all such funds shall at all

times be maintained in accordance with customary standards of the corporate trust industry to the extent practicable, and with due regard for the protection of the security of the Bonds and the rights of every Owner thereof. The Paying Agent may establish additional funds or accounts for accounting purposes.

**Section 6.6. Money Held for Particular Bonds.** The money held by the Paying Agent for the payment of the interest, principal, or Redemption Price due on any date with respect to particular Bonds (or portions of Bonds in the case of Bonds redeemed in part only) shall, on and after such date and pending such payment, be set aside on its books and held by it for the Owners of the Bonds entitled thereto, subject, however, to the provisions of Section 5.4 (Moneys Unclaimed after Bonds Are Due and Payable).

## ARTICLE 7 COVENANTS OF THE DISTRICT

**Section 7.1. Power to Issue Bonds.** The District is duly authorized pursuant to the Bond Law to issue the Bonds. The Bonds and the provisions of this Paying Agent Agreement are and will be the valid and binding obligations of the District in accordance with their terms.

**Section 7.2. Punctual Payment.** The District will punctually pay or cause to be paid the principal or Redemption Price, premium, if any, and interest to become due in respect of all the Bonds, in strict conformity with the terms of the Bonds and of this Paying Agent Agreement, according to the true intent and meaning thereof.

**Section 7.3. Extension of Payment of Bonds.** The District will not directly or indirectly extend or assent to the extension of the maturity of any of the Bonds or the time of payment of any or claims for interest by the purchase or funding of such Bonds or claims for interest or by any other arrangement and in case the maturity of any of the Bonds or the time of payment of any such claims for interest shall be extended, such Bonds or claims for interest shall not be entitled, in case of any default hereunder, to the benefits of this Paying Agent Agreement, except subject to the prior payment in full of the principal of all of the Bonds then Outstanding and of all claims for interest thereon that shall not have been so extended. Nothing in this Section shall be deemed to limit the right of the District to issue bonds for the purpose of refunding any Outstanding Bonds, and such issuance shall not be deemed to constitute an extension of maturity of Bonds.

**Section 7.4. Preservation of Rights of Owners.** The District and the Paying Agent shall at all times, to the extent permitted by law, defend, preserve, and protect the pledge of taxes and other assets and all the rights of the Bondholders under this Paying Agent Agreement against all claims and demands of all persons whomsoever.

**Section 7.5. Waiver of Laws.** The District will not at any time insist upon or plead in any manner whatsoever, or claim or take the benefit or advantage of, any stay or extension law now or at any time hereafter in force that may affect the covenants and agreements contained in this Paying Agent Agreement or in the Bonds, and all benefit or advantage of any such law or laws is hereby expressly waived by the District to the extent permitted by law.

**Section 7.6. Federal Income Tax Covenants.** The District shall at all times do and perform all acts and things permitted by law and this Paying Agent Agreement that are necessary

and desirable in order to assure that interest paid on the Bonds will be excludable from gross income for federal income tax purposes and shall take no action that would result in such interest not being so excludable. Without limiting the generality of the foregoing, the District agrees to comply with the provisions of the Tax Certificate. This covenant shall survive the defeasance or payment in full of the Bonds.

**Section 7.7. Further Assurances.** The District will make, execute, and deliver any and all such instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of this Paying Agent Agreement, and for the better assuring and confirming unto the Owners of the Bonds of the rights and benefits provided in this Paying Agent Agreement.

**Section 7.8. Continuing Disclosure.** The District hereby covenants that it will comply with and carry out all the provisions of the Continuing Disclosure Certificate.

## **ARTICLE 8 EVENTS OF DEFAULT AND REMEDIES OF BONDHOLDERS**

**Section 8.1. Events of Default.** The following events shall be Events of Default:

(A) default in the due and punctual payment of the principal or Redemption Price of any Bond when and as the same shall become due and payable, whether at maturity as therein expressed, by mandatory redemption, by proceedings for optional redemption, or otherwise;

(B) default in the due and punctual payment of any installment of interest on any Bond when and as such interest installment shall become due and payable;

(C) failure by the District to observe or perform any covenant, condition, agreement or provision in this Paying Agent Agreement on its part to be observed or performed, other than as referred to in subsection (A) or (B) of this Section, for a period of sixty (60) days after written notice, specifying such failure and requesting that it be remedied, has been given to the District by an Owner; except that, if such failure can be remedied but not within such sixty (60) day period and if the District has taken all action reasonably possible to remedy such failure within such sixty (60) day period, such failure shall not become an Event of Default for so long as the District shall diligently proceed to remedy same in accordance with and subject to any directions or limitations of time established by a majority of the Owners; and

(D) if the District shall file a petition seeking reorganization or arrangement under the federal bankruptcy laws or any other applicable law of the United States of America, or if a court of competent jurisdiction shall approve a petition, seeking reorganization of the District under the federal bankruptcy laws or any other applicable law of the United States of America, or if, under the provisions of any other law for the relief of aid of debtors, any court of competent jurisdiction shall assume custody or control of the District or of the whole or any substantial part of its property.

**Section 8.2. Remedies of Owners.** Upon the occurrence and continuance of an Event of Default, any Owner shall have the right for the equal benefit and protection of all Owners similarly situated

(A) by mandamus or other action, suit, or proceeding at law or in equity to enforce the Owners' rights against the Board or the District or any of the officers or employees of the District, and to compel the Board or the District or any such officers or employees to perform and carry out their duties under the Bond Law and the agreements and covenants with the Owners contained herein;

(B) by suit in equity to enjoin any acts or things that are unlawful or violate the rights of the Owners; or

(C) by suit in equity upon the nonpayment of the Bonds to require the Board or the District or its officers and employees to account as the trustee of an express trust.

**Section 8.3. Restoration of Positions.** In case any proceedings taken by any one or more Bondholders on account of any Event of Default shall have been discontinued or abandoned for any reason or shall have been determined adversely to the Bondholders, then in every such case the District and the Owners, subject to any determination in such proceedings, shall be restored to their former positions and rights hereunder, severally and respectively, and all rights, remedies, powers, and duties of the District, the County, and the Bondholders shall continue as though no such proceedings had been taken.

**Section 8.4. Rights and Remedies Cumulative.** No right or remedy herein conferred upon or reserved to the Owners of the Bonds is intended to be exclusive of any other right or remedy, and every right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right or remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

**Section 8.5. Delay or Omission Not Waiver.** No delay or omission of any Owner of the Bonds to exercise any right or remedy accruing upon an Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Paying Agent Agreement or by law to the Owners of the Bonds may be exercised from time to time, and as often as may be deemed expedient, by the Owners.

**Section 8.6. No Acceleration.** The Owners of the Bonds have no right to declare the principal of the Bonds immediately due and payable.

## ARTICLE 9 THE PAYING AGENT

**Section 9.1. Appointment of Paying Agent.** Zions First National Bank is hereby appointed as paying agent, bond registrar, and authenticating agent for the Bonds under this Paying Agent Agreement, and hereby accepts the appointment as Paying Agent hereunder, and agrees to perform all the functions and duties of the Paying Agent hereunder, subject to the terms and conditions set forth in this Paying Agent Agreement.

**Section 9.2. Certain Duties and Responsibilities.**

(A) Duties Limited to Those Specified. The Paying Agent undertakes to perform such duties and only such duties as are specifically set forth in this Paying Agent Agreement and no implied covenants shall be read into this Paying Agent Agreement against the Paying Agent;

(B) Reliance on Documents. In the absence of bad faith on its part, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates, statements, requests, requisitions, orders, or opinions furnished to the Paying Agent and conforming to the requirements of this Paying Agent Agreement; but in the case of any such certificates or opinions that by any provision hereof are specifically required to be furnished to the Paying Agent, the Paying Agent shall be under a duty to examine the same to determine whether or not they conform on their face to the requirements of the Paying Agent Agreement.

(C) Immunities of Paying Agent. No provision of this Paying Agent Agreement shall be construed to relieve the Paying Agent from liability for its own grossly negligent action, its own grossly negligent failure to act, or its own willful misconduct, except that

1. this Subsection shall not be construed to limit the effect of Subsection (A) of this Section;

2. the Paying Agent shall not be liable for any error of judgment made in good faith by a Responsible Officer, unless it shall be proved that the Paying Agent was grossly negligent in ascertaining the pertinent facts;

3. the Paying Agent shall not be liable with respect to any action taken or omitted to be taken by it in good faith in accordance with the direction of the Owners of not less than a majority in aggregate principal amount of the Bonds at the time Outstanding relating to the time, method, and place of conducting any proceeding for any remedy available to the Paying Agent or of exercising any trust or power conferred upon the Paying Agent under this Paying Agent Agreement; and

4. no provision of this Paying Agent Agreement shall require the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance or exercise of any of its duties hereunder, or in the exercise of its rights or powers, if it shall have reasonable grounds for believing that repayment of such funds or indemnity satisfactory to it against such risk or liability is not reasonably assured to it.

(D) Immunities Applicable to All Provisions of Paying Agent Agreement. Whether or not herein expressly so provided, every provision of this Paying Agent Agreement relating to the conduct or affecting the liability of or affording protection to the Paying Agent shall be subject to the provisions of this Article 9.

**Section 9.3. Notice of Defaults.** Within ninety (90) days after the occurrence of any default hereunder, the Paying Agent shall transmit by mail to all Owners of Bonds as their names and addresses appear on the Bond Register notice of such default hereunder actually known to a Responsible Officer of the Paying Agent, unless such default shall have been cured or waived; provided, however, that in the case of any default of the character specified in Section 9.2(C) no such notice to Bondholders shall be given until at least thirty (30) days after the occurrence thereof.

For purposes of this Section, the term “default” means any event that is, or after notice or lapse of time or both would become, an Event of Default. The Paying Agent shall not be deemed to have knowledge of any default or Event of Default hereunder unless and until it shall have actual knowledge thereof, or shall have received written notice thereof, at the Paying Agent’s Office. As used herein, the term “actual knowledge” means the actual fact or statement of knowing, without any duty to make any investigation with regard thereto.

**Section 9.4. Certain Rights of Paying Agent; Liability of Paying Agent.** Except as otherwise provided in Section 9.2 (Certain Duties and Responsibilities):

(A) Reliance on Documents Believed Genuine. The Paying Agent may rely and shall be protected in acting or refraining from acting upon any resolution, certificate, statement, instrument, opinion, report, notice, request, requisition, consent, order, bond, note, or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or parties;

(B) Documentation of District’s Directions. Any request or direction of the District mentioned herein shall be sufficiently evidenced by a certificate, statement, request, requisition, or order of the District;

(C) Reliance on District Certificate. Whenever in the fulfillment of the obligations imposed upon it by this Paying Agent Agreement the Paying Agent shall deem it necessary or desirable that a matter be proved or established prior to taking, suffering, or omitting any action hereunder, the Paying Agent (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of bad faith on its part, rely upon a Certificate of the District, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable;

(D) Reliance on Advice of Counsel. The Paying Agent may consult with counsel, including, without limitation, counsel of or to the District, and the advice or opinion of such counsel or any Opinion of Bond Counsel shall be full and complete authorization and protection in respect of any action taken, suffered, or omitted by the Paying Agent hereunder in good faith and in reliance thereon;

(E) Investigation of Factual Matters. The Paying Agent shall not be bound to make any investigation into the facts or matters stated in any resolution, certificate, statement, instrument, opinion, report, notice, request, direction, consent, order, bond, or other paper or document but the Paying Agent, in its discretion, may make such further inquiry or investigation into such facts or matters as it may see fit, and, if the Paying Agent shall determine to make such further inquiry or investigation, it shall be entitled to examine the books, records and premises of the District, personally or by agent or attorney;

(F) Performance of Duties by Agents. The Paying Agent may perform the duties required of it hereunder by or through attorneys, agents, or receivers and shall be entitled to advice of counsel concerning all matters of its duty hereunder, but the Paying Agent shall be answerable for the negligence or misconduct of any such attorney-in-fact, agent, or receiver selected by it;

provided that the Paying Agent shall not be answerable for the negligence or misconduct of any attorney-at-law or certified public accountant selected by it with due care;

(G) Electronic Instructions and Directions. The Paying Agent agrees to accept and act upon instructions or directions pursuant to this Paying Agent Agreement sent by unsecured e-mail, facsimile transmission or other similar unsecured electronic methods; provided, however, that the District shall provide to the Paying Agent an incumbency certificate listing persons designated to give such instructions or directions and containing specimen signatures of such designated persons, which incumbency certificate shall be amended whenever a person is to be added or deleted from the listing. If the District elects to give the Paying Agent e-mail or facsimile instructions (or instructions by a similar electronic method) and the Paying Agent in its discretion elects to act upon such instructions, the Paying Agent's understanding of such instructions shall be deemed controlling. The Paying Agent shall not be liable for any losses, costs or expenses arising directly or indirectly from the Paying Agent's reliance upon and compliance with such instructions notwithstanding such instructions conflict or are inconsistent with a subsequent written instruction. The District agrees to assume all risks arising out of the use of such electronic methods to submit instructions and directions to the Paying Agent, including, without limitation, the risk of the Paying Agent acting on unauthorized instructions, and the risk of interception and misuse by third parties.

(H) Force Majeure. The Paying Agent shall not be liable to the parties hereto or deemed in breach or default hereunder if and to the extent its performance hereunder is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the Paying Agent and could not have been avoided by exercising due care. Force majeure shall include acts of God, terrorism, war, riots, strikes, fire, floods, earthquakes, epidemics or other similar occurrences.

**Section 9.5. Paying Agent Not Responsible for Recitals or Issuance of Bonds or Application of Proceeds.**

(A) Paying Agent Makes No Representations. The recitals of facts herein and in the Bonds contained shall be taken as statements of the District, and the Paying Agent assumes no responsibility for the correctness of the same (other than the certificate of authentication of the Paying Agent on each Bond). The Paying Agent makes no representations as to the validity or sufficiency of this Paying Agent Agreement or of the Bonds, as to the sufficiency of the taxes or the priority of the lien of this Paying Agent Agreement thereon, or as to the financial or technical feasibility of any project financed by the Bonds and shall not incur any responsibility in respect of any such matter, other than in connection with the duties or obligations expressly herein or in the Bonds assigned to or imposed upon it.

(B) Paying Agent Not Responsible for Application of Certain Moneys. The Paying Agent shall not be responsible for:

1. the application or handling by the District of any moneys transferred to or pursuant to any Requisition or Request of the District in accordance with the terms and conditions hereof;



2. the application and handling by the District or the Treasurer-Tax Collector of any fund or account designated to be held by the District or the Treasurer-Tax Collector hereunder;

3. any error or omission by the District in making any computation or giving any instruction pursuant to Section 7.6 (Federal Income Tax Covenants) hereof and may rely conclusively on any computations or instructions furnished to it by the District in connection with the requirements of Section 7.6 (Federal Income Tax Covenants) and the Tax Certificate; and

4. the construction, operation, or maintenance of any facilities by the District.

**Section 9.6. Paying Agent May Hold Bonds.** The Paying Agent and its directors, officers, employees or agents may in good faith buy, sell, own, hold, and deal in any of the Bonds, and may join in any action which any Owner of a Bond may be entitled to take, with like effect as if the Paying Agent was not the Paying Agent under this Paying Agent Agreement. The Paying Agent may in good faith hold any other form of indebtedness of the District, own, accept, or negotiate any drafts, bills of exchange, acceptances, or obligations of the District, and make disbursements for the District, and enter into any commercial or business arrangement therewith, without limitation.

**Section 9.7. Compensation and Indemnification of Paying Agent.** The District agrees:

(A) Compensation. To pay to the Paying Agent from time to time reasonable compensation for all services rendered by it hereunder in accordance with the terms of a fee agreement to be entered into with the Paying Agent;

(B) Reimbursement. To reimburse the Paying Agent upon its request for all reasonable expenses, disbursements, and advances incurred or made by the Paying Agent in accordance with any provision of this Paying Agent Agreement (including the reasonable compensation and the expenses and disbursements of its agents and counsel), except any such expense, disbursement, or advance as may be attributable to the Paying Agent's gross negligence or bad faith; and

(C) Indemnification. To indemnify the Paying Agent and its officers, directors, agents, and employees for, and to hold it and them harmless against, any loss, liability, claim, judgment, cost or expense incurred without gross negligence or bad faith on its part, arising out of or in connection with the acceptance or administration of the obligations created hereby, including the costs and expenses (including attorneys' fees and expenses) of defending itself against any claim or liability in connection with the exercise or performance of any of its powers or duties hereunder.

The rights of the Paying Agent and the obligations of the District under this Section 9.7 (Compensation and Indemnification of Paying Agent) shall survive the discharge of the Bonds and this Paying Agent Agreement and the earlier removal or resignation of the Paying Agent.

**Section 9.8. Paying Agent Required; Eligibility.** There shall at all times be a Paying Agent hereunder, which shall be either a trust company or bank having the powers of a trust company having a corporate trust office in the State, having a combined capital and surplus of at least ten million dollars (\$10,000,000), and subject to supervision or examination by federal or

state authority. If such bank or trust company publishes a report of condition at least annually, pursuant to law or to the requirements of any supervising or examining authority, then for the purpose of this Section the combined capital and surplus of such bank or trust company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published. If at any time the Paying Agent shall cease to be eligible in accordance with the provisions of this Section, the Paying Agent shall resign immediately in the manner and with the effect specified in this Article.

**Section 9.9. Removal and Resignation; Appointment of Successor.**

(A) Effectiveness of Resignation or Removal. No removal or resignation of the Paying Agent and appointment of a successor Paying Agent pursuant to this Article shall become effective until the acceptance of appointment by the successor Paying Agent under Section 9.10 (Acceptance of Appointment by Successor).

(B) Paying Agent's Right to Resign. The Paying Agent may resign at any time by giving written notice of such resignation to the District and by giving the Bondholders notice of such resignation by mail at the addresses shown on the Bond Register. If an instrument of acceptance by a successor Paying Agent shall not have been delivered to the Paying Agent within thirty (30) days after the giving of such notice of resignation, the resigning Paying Agent may appoint or petition any court of competent jurisdiction for the appointment of a successor Paying Agent, and such court may thereupon, after such notice (if any) as it may deem proper, appoint such successor Paying Agent.

(C) District's Right to Remove Paying Agent. The District may remove the Paying Agent at any time, unless an Event of Default shall have occurred and then be continuing, by giving written notice of such removal to the Paying Agent.

(D) Removal of Paying Agent at the Request of Owners. The District shall remove the Paying Agent if at any time requested to do so by an instrument or concurrent instruments in writing signed by the Owners of not less than a majority in aggregate principal amount of the Bonds then Outstanding (or their attorneys duly authorized in writing), by giving written notice of such removal to the Paying Agent.

(E) Mandatory Removal of Paying Agent. The District shall remove the Paying Agent if at any time:

1. the Paying Agent shall cease to be eligible in accordance with Section 9.8 (Paying Agent Required; Eligibility) and shall fail to resign after written request therefor by the District, or

2. the Paying Agent shall become incapable of acting or shall be adjudged a bankrupt or insolvent or a receiver of the Paying Agent or of its property shall be appointed or any public officer shall take control or charge of the Paying Agent or of its property or affairs for the purpose of rehabilitation, conservation, or liquidation;

in each case by giving written notice of such removal to the Paying Agent.

(F) Appointment of Successor. If the Paying Agent shall resign, be removed, or become incapable of acting, or if a vacancy shall occur in the office of the Paying Agent for any cause, the District shall promptly appoint a successor Paying Agent by an instrument in writing. If no successor Paying Agent shall have been so appointed by the District and accepted appointment in the manner hereinafter provided within thirty (30) days after such resignation, removal, or incapability or the occurrence of such vacancy, the then-current Paying Agent or the Bondholders, by an instrument or instruments signed by the Owners of a majority in aggregate amount of principal amount of the Bonds, may appoint a successor Paying Agent, or any Bondholder (on behalf of himself and all other Bondholders), or the then-current Paying Agent may petition any court of competent jurisdiction for the appointment of a successor Paying Agent, and such court may thereupon, after such notice (if any) as it may deem proper, appoint such successor Paying Agent.

(G) Notice of Removal or Resignation. The District shall give notice of each resignation and each removal of the Paying Agent and each appointment of a successor Paying Agent by mailing written notice of such event by first-class mail, postage prepaid, to the Owners as their names and addresses appear in the Bond Register. Each notice shall include the name of the successor Paying Agent and the address of its principal office. If the District fails to mail such notice within fifteen (15) days after acceptance of appointment by the successor Paying Agent, the successor Paying Agent shall cause such notice to be mailed at the expense of the District.

**Section 9.10. Acceptance of Appointment by Successor.** Any successor Paying Agent appointed under this Paying Agent Agreement shall execute and deliver to the District and to its predecessor Paying Agent an instrument accepting such appointment, and thereupon such successor Paying Agent, without any further act, deed, or conveyance, shall become vested with all the moneys, rights, powers, and duties of the predecessor Paying Agent; but, at the Request of the District or the request of the successor Paying Agent, the predecessor Paying Agent shall, upon payment of its charges, execute and deliver an instrument conveying and transferring to the successor Paying Agent all the right, title, and interest of such predecessor Paying Agent in and to any property held by it under this Paying Agent Agreement and shall duly assign, transfer, and deliver to the successor Paying Agent all property and money held by the predecessor Paying Agent hereunder. Upon request of any successor Paying Agent, the District shall execute and deliver any and all instruments as may be reasonably required for more fully and certainly vesting in and confirming to such successor Paying Agent all such moneys, properties, rights, powers, and duties.

**Section 9.11. Merger or Consolidation.** Any company into which the Paying Agent may be merged or converted or with which it may be consolidated or any company resulting from any merger, conversion, or consolidation to which it shall be a party or any company to which the Paying Agent may sell or transfer all or substantially all of its corporate trust business, provided such company shall be eligible under Section 9.8 (Paying Agent Required; Eligibility), shall be the successor to such Paying Agent without the execution or filing of any paper or any further act, anything herein to the contrary notwithstanding. In case any Bonds shall have been authenticated, but not delivered, by the Paying Agent then in office, any successor by merger, conversion, or consolidation to such authenticating Paying Agent may adopt such authentication and deliver the Bonds so authenticated with the same effect as if such successor Paying Agent had itself authenticated such Bonds.

**Section 9.12. Preservation and Inspection of Documents.** All documents received by the Paying Agent under the provisions of this Paying Agent Agreement shall be retained in its possession and shall be subject to the inspection of the District and any Owner, and their agents and representatives duly authorized in writing, at reasonable times during the Paying Agent's normal business hours and under reasonable conditions.

**Section 9.13. Accounting Records.** The Paying Agent will at all times keep, or cause to be kept, proper books of record and account, prepared in accordance with generally accepted accounting principles, in which complete and accurate entries shall be made of all transactions relating to the Bonds. Such books of record and account shall be available for inspection by the District at reasonable times during the Paying Agent's normal business hours and under reasonable circumstances.

## **ARTICLE 10 MODIFICATION OR AMENDMENT OF THIS PAYING AGENT AGREEMENT**

**Section 10.1. Supplemental Paying Agent Agreements without Consent of Bondholders.** This Paying Agent Agreement and the rights and obligations of the District, of the Paying Agent, and of the Owners of the Bonds may be modified or amended from time to time and at any time by a Supplemental Paying Agent Agreement, which the District may adopt without the consent of any Bondholders but only with the consent of the Paying Agent and only to the extent permitted by law and only for any one (1) or more of the following purposes:

(A) Additional Security: to add to the covenants and agreements of the District contained in this Paying Agent Agreement other covenants and agreements thereafter to be observed, to pledge or assign additional security for the Bonds (or any portion thereof), or to surrender any right or power herein reserved to or conferred upon the District;

(B) Curative Provisions: to make such provisions for the purpose of curing any ambiguity, inconsistency or omission, or of curing or correcting any defective provision, contained in this Paying Agent Agreement, or in regard to matters or questions arising under this Paying Agent Agreement, or to make any other revisions or additions as the District may deem necessary or desirable, and that shall not materially and adversely affect the interests of the Owners of the Bonds;

(C) Book-Entry System: to amend, modify, or eliminate the book-entry registration system for the Bonds or any Series of the Bonds;

(D) Notice of Redemption: to modify or add to the procedures providing for the notice in the event of redemption of the Bonds in order to comply with regulations promulgated by the United States Securities and Exchange Commission;

(E) Credit Enhancement: to make modifications or adjustments necessary, appropriate, or desirable to accommodate credit enhancements including letters of credit, insurance policies, and surety bonds;

(F) **Preservation of Tax Exemption:** to make such provisions as are necessary or appropriate to maintain the exclusion of interest on a Series of Bonds from gross income for purposes of federal income taxation; and

(G) **No Material Effect:** for any other purpose that does not materially and adversely affect the interests of the Owners of the Bonds.

With respect to amendments under this Section 10.1 executed without the consent of Owners of the Bonds, the Paying Agent shall be fully protected, and shall incur no liability, in executing such Supplemental Paying Agent Agreement solely in reliance on the Opinion of Bond Counsel received by it under Section 10.3 hereof.

**Section 10.2. Supplemental Paying Agent Agreements with Consent of Bondholders or Credit Providers.**

(A) **Majority Consent.** This Paying Agent Agreement and the rights and obligations of the District, the Owners of the Bonds, and the Paying Agent may be modified or amended from time to time and at any time by a Supplemental Paying Agent Agreement, which the District may enter into with the written consent of the Paying Agent and when the consent of the Owners of a majority in aggregate principal amount of the Bonds then Outstanding shall have been filed with the District; provided that, if such modification or amendment will, by its terms, not take effect so long as any Bonds of any particular maturity remain Outstanding, the consent of the Owners of such Bonds shall not be required and such Bonds shall not be deemed to be Outstanding for the purpose of any calculation of Bonds Outstanding under this Section.

(B) **Limitations on Amendments.** No such modification or amendment shall (1) extend the fixed maturity of any Bond, or reduce the amount of principal thereof, or extend the time of payment or reduce the amount of any mandatory redemption provided for any Bond, or reduce the rate of interest thereon, or extend the time of payment of interest thereon, or reduce any premium payable upon the redemption thereof, without the consent of the Owner of each Bond so affected, or (2) reduce the aforesaid percentage of Bonds the consent of the Owners of which is required to effect any such modification or amendment, or permit the creation of any lien on the taxes and other amounts pledged under this Paying Agent Agreement prior to or on a parity with the lien created by this Paying Agent Agreement, or deprive the Owners of the Bonds of the lien created by this Paying Agent Agreement on such taxes and other amounts (in each case, except as expressly provided in this Paying Agent Agreement), without the consent of the Owners of all of the Bonds then Outstanding.

(C) **Manner of Consent.** It shall not be necessary for the consent of the Bondholders to approve the particular form of any Supplemental Paying Agent Agreement, but it shall be sufficient if such consent shall approve the substance thereof.

(D) **Certification of Consent.** When the consent of Bondholders or Credit Providers is required under this Section for the execution of a Supplemental Paying Agent Agreement, the District shall provide to the Paying Agent a Certificate of the District certifying that the necessary consents have been filed with the District. The Paying Agent may conclusively rely on such Certificate and shall have no liability for relying upon it.

(E) Notice of Amendments. Promptly after the execution of any Supplemental Paying Agent Agreement pursuant to this Section, the Paying Agent shall mail a copy of such Supplemental Paying Agent Agreement to the Owners of the Bonds at the addresses shown on the Bond Register. Any failure to mail such copy shall not, however, in any way impair or affect the validity of any such Supplemental Paying Agent Agreement.

**Section 10.3. Execution of Supplemental Paying Agent Agreements.** In executing any Supplemental Paying Agent Agreement permitted by this Article or the modification thereby of the obligations created by this Paying Agent Agreement, the Paying Agent shall be entitled to receive, and, subject to Section 9.2 (Certain Duties and Responsibilities), shall be fully protected in relying upon, an Opinion of Bond Counsel stating that the execution of such Supplemental Paying Agent Agreement is authorized or permitted by this Paying Agent Agreement. The Paying Agent may, but shall not be obligated to, enter into or consent to any such Supplemental Paying Agent Agreement that affects the Paying Agent's own rights, duties, or immunities under this Paying Agent Agreement or otherwise.

**Section 10.4. Effect of Supplemental Paying Agent Agreement.** From and after the time any Supplemental Paying Agent Agreement becomes effective pursuant to this Article, this Paying Agent Agreement shall be deemed to be modified and amended in accordance therewith, and the respective rights, duties, and obligations under this Paying Agent Agreement of the District, the Paying Agent, and all Owners of Bonds Outstanding shall thereafter be determined, exercised, and enforced hereunder subject in all respects to such modification and amendment, and all the terms and conditions of any such Supplemental Paying Agent Agreement shall be deemed to be part of the terms and conditions of this Paying Agent Agreement for any and all purposes.

**Section 10.5. Endorsement of Bonds; Preparation of New Bonds.** Bonds delivered after any Supplemental Paying Agent Agreement becomes effective pursuant to this Article may, and if the District so determines shall, bear a notation by endorsement or otherwise in form approved by the District as to any modification or amendment provided for in such Supplemental Paying Agent Agreement, and, in that case, upon demand of the Owner of any Bond Outstanding at the time of such execution and presentation of his Bond for such purpose at the Paying Agent's Office or at such additional offices as the Paying Agent may select and designate for that purpose, a suitable notation shall be made on such Bond. If the Supplemental Paying Agent Agreement shall so provide, new Bonds so modified as to conform, in the opinion of the District, to any modification or amendment contained in such Supplemental Paying Agent Agreement, shall be prepared and executed by the District and, if required, authenticated by the Paying Agent and, upon demand of the Owners of any Bonds then Outstanding and upon surrender for cancellation of such Bonds, shall be exchanged at the Paying Agent's Office, without cost to any Bondholder, for Bonds then Outstanding in equal aggregate principal amounts or Maturity Value of the same Series maturity.

**Section 10.6. Amendment of Particular Bonds.** The provisions of this Article shall not prevent any Bondholder from accepting any amendment as to the particular Bonds held by him, provided that due notation thereof is made on such Bonds.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the parties hereto have executed this Paying Agent Agreement by their officers thereunto duly authorized as of the day and year first written above.

**COLUSA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Sheryl Parker  
Chief Business Official

**ZIONS FIRST NATIONAL BANK,**  
as Paying Agent

By: \_\_\_\_\_  
Authorized Officer

**EXHIBIT A**

**FORM OF SERIES 2015 GENERAL OBLIGATION BONDS**

REGISTERED  
NO. R-\_\_

REGISTERED  
\$ \_\_\_\_\_

**COLUSA UNIFIED SCHOOL DISTRICT  
COLUSA COUNTY, CALIFORNIA  
GENERAL OBLIGATION BONDS  
ELECTION OF 2014, SERIES 2015**

<u>MATURITY DATE</u>	<u>INTEREST RATE PER ANNUM</u>	<u>DATE</u>	<u>CUSIP NO.</u>
May 1, 20__	_____ %	[Closing Date]	_____

REGISTERED OWNER: CEDE & COMPANY

PRINCIPAL SUM: \_\_\_\_\_ DOLLARS

Colusa Unified School District, a school district duly organized and existing under and pursuant to the Constitution and laws of the State of California (the "District"), for value received, hereby acknowledges itself indebted to and promises to pay to the registered owner named above or registered assigns, on the maturity date specified above, the principal sum specified above, to an account within the United States, together with interest thereon from the date hereof until the principal hereof shall have been paid, at the interest rate per annum specified above, payable semi-annually on May 1 and November 1 in each year until maturity, commencing May 1, 2016. Interest hereon is payable in lawful money of the United States of America by check mailed or, upon the written request of any Owner of one million dollars (\$1,000,000) or more in aggregate principal amount of Bonds who has provided Zions First National Bank, as paying agent, with wire transfer instructions, by wire transfer on each interest payment date to the registered owner as of the close of business on the fifteenth day of the calendar month immediately preceding such interest payment date. The principal hereof and premium, if any, hereon are payable at the office of the Paying Agent in Los Angeles, California, or such office as may be designated by the Paying Agent, together with any successor as paying agent under the hereinafter mentioned Paying Agent Agreement (the "Paying Agent"), in lawful money of the United States of America.

This Bond is one of a duly authorized issue of bonds of the District designated "Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015" (the "Bonds") not to exceed \$5,900,000 in principal amount, all of like tenor (except for such variations, if any, as may be required to designate varying series, dates, denominations, numbers, maturities, interest rates, interest payment provisions, redemption provisions, and forms). This Bond is issued pursuant to the provisions of Chapter 1.5, Part 10, Division 1 of the California Education Code (commencing with Section 15264).



This Bond is issued under the authority of and pursuant to the Constitution and statutes of the State of California (the “State”) and proceedings of the District and the County of Colusa (the “County”) duly adopted and taken, a vote and assent of more than fifty-five percent (55%) of all the qualified electors of the District voting at an election duly called and held for that purpose on November 4, 2014 (collectively, the “Bond Law”), and pursuant to a paying agent agreement dated May 1, 2015, as amended and supplemented from time to time (the “Paying Agent Agreement”), providing for the issuance of the Bonds.

The Bonds are secured by the levy of *ad valorem* property taxes on all taxable property in the territory of the District, which taxes are unlimited as to rate and amount (except with respect to certain personal property that is taxable at limited rates). The Bonds, including interest and redemption premium thereon, do not constitute a debt or liability of the State, the County, or any other political subdivision of the State other than the District.

Reference is hereby made to the Paying Agent Agreement and to the Bond Law for a description of the terms on which the Bonds are issued and to be issued and the rights of the registered owners of the Bonds. All the terms of the Paying Agent Agreement and the Bond Law are hereby incorporated herein and constitute a contract between the District and the registered owner from time to time of this Bond. The registered owner of this Bond, by its acceptance hereof, consents and agrees to all the provisions of the Paying Agent Agreement. Additional bonds may be issued on a parity with the Bonds of this authorized issue, but only subject to the conditions and limitations contained in the Paying Agent Agreement.

The Bonds maturing on and before May 1, 2025, are not subject to optional redemption prior to maturity. The Bonds maturing on or after May 1, 2026, are subject to redemption, at the option of the District, as a whole or in part among maturities on such basis as shall be designated by the District and by lot within each maturity, from any source of available funds, on any date on or after May 1, 2025, at the following prices, expressed as a percentage of the principal amount to be redeemed, plus accrued interest thereon to the redemption date:

<b><u>Redemption Date</u></b>	<b><u>Redemption Price</u></b>
May 1, 2025, and thereafter	100%

This Bond is transferable or exchangeable for other bonds of authorized denominations by the registered owner hereof, in person or by its attorney duly authorized in writing, at the designated corporate trust office of the Paying Agent, but only in the manner, subject to the limitations and upon payment of the charges provided in the Paying Agent Agreement, and upon surrender and cancellation of this Bond. Upon such transfer a new fully registered bond or bonds without coupons, of authorized denomination or denomination, of the same series, tenor, and maturity for the same aggregate value at maturity will be issued to the transferee in exchange herefor.

Unless this Bond is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the Paying Agent or its agent for registration of transfer, exchange, or payment, and any bond issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC) ANY

TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for all purposes, and the District and the Paying Agent shall not be affected by any notice to the contrary.

The rights and obligations of the District and of the registered owners of the Bonds may be modified or amended at any time in the manner, to the extent, and upon terms provided in the Paying Agent Agreement, which provides, in certain circumstances, for modifications and amendments without the consent of or notice to the registered owners of Bonds.

It is hereby certified and recited that any and all acts, conditions, and things required to exist, to happen, and to be performed, precedent to and in the incurring of the indebtedness evidenced by this Bond, and in the issuing of this Bond, do exist, have happened, and have been performed in due time, form, and manner, as required by the Constitution and statutes of the State; that the total amount of indebtedness of the District, including the amount of this Bond, does not exceed any limit prescribed by the Constitution and the statutes of the State; and that this Bond is not in excess of the amount of Bonds permitted to be issued under the Paying Agent Agreement.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the Board of Trustees of the Colusa Unified School District has caused this Series 2015 Bond to be signed by its President and countersigned by its Secretary.

By:

\_\_\_\_\_

\_\_\_\_\_  
President of the Board of Trustees of the  
Colusa Unified School District

Countersigned:

By:

\_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Trustees of the  
Colusa Unified School District

**CERTIFICATE OF AUTHENTICATION**

This is one of the Series 2015 Bonds described in the within-mentioned Paying Agent Agreement, which has been authenticated on the date set forth below.

Dated: [Closing Date]

**ZIONS FIRST NATIONAL BANK,**  
as Paying Agent

By: \_\_\_\_\_

**ASSIGNMENT**

For value received the undersigned do(es) hereby sell, assign and transfer unto \_\_\_\_\_ the within Bond and do(es) hereby irrevocably constitute and appoint \_\_\_\_\_ attorney, to transfer the same on the bond register of the Paying Agent, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature(s) Guaranteed by: \_\_\_\_\_

NOTE: The signature(s) to this Agreement must correspond with the name(s) on the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

NOTE: Signature(s) must be guaranteed by an eligible guarantor institution (being banks, stock brokers, savings and loan associations, and credit unions with membership in and approved signature guarantee medallion programs) pursuant to Securities and Exchange Commission Rule 17A(d)15.

Social Security Number, Tax Identification Number, or other identifying number of Assignee: \_\_\_\_\_

**LEGAL OPINION**

The following is a true copy of the opinion rendered by Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, in connection with the issuance of, and dated as of the date of the original delivery of, the Bonds. A signed copy is on file in my office.

\_\_\_\_\_  
Secretary of the Board of Trustees of the  
Colusa Unified School District

**KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD**  
**A Professional Corporation**  
**Attorneys at Law**  
**400 Capitol Mall, 27<sup>th</sup> Floor**  
**Sacramento, California 95814**

[Closing Date]

Board of Trustees  
Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932

Re:    \$ \_\_\_\_\_  
      Colusa Unified School District  
      Colusa County, California  
      General Obligation Bonds  
      Election of 2014, Series 2015  
      ***Final Opinion of Bond Counsel***

Members of the Board of Trustees:

We have acted as bond counsel in connection with the issuance by the Colusa Unified School District (the "District") of \$ \_\_\_\_\_ principal amount of Colusa Unified School District, Colusa County, California, General Obligation Bonds, Election of 2014, Series 2015 (the "Bonds"). In such capacity, we have examined such law and such certified proceedings, certifications, and other documents as we have deemed necessary to render this opinion.

Regarding questions of fact material to our opinion, we have relied upon the certified proceedings and other certifications of public officials and others furnished to us without undertaking to verify the same by independent investigation.

Based upon the foregoing, we are of the opinion that, under existing law:

1. The Bonds have been duly authorized and executed by the District and are valid and binding general obligations of the District.

2. All taxable property in the territory of the District is subject to *ad valorem* taxation without limitation regarding rate or amount (except certain personal property that is taxable at limited rates) to pay the Bonds. Colusa County is required by law to include in its annual tax levy the principal and interest coming due on the Bonds to the extent that necessary funds are not provided from other sources.

3. Interest on the Bonds is excludable from gross income for federal tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; however, such interest is taken into account in determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on certain corporations. The opinions set forth in the preceding sentence are subject to the condition that the District comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Bonds in order that the interest thereon be, and continue to be, excludable from gross income for federal income tax purposes. The District has covenanted to comply with all such requirements. Failure to comply with certain of such requirements may cause interest on the Bonds to be included in gross income for federal tax purposes retroactively to the date of issuance of the Bonds.

4. Interest on the Bonds is exempt from State of California personal income taxation.

The rights of the owners of the Bonds and the enforceability thereof are limited by bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

We express no opinion regarding the accuracy, adequacy, or completeness of the Official Statement or other offering material relating to the Bonds. Further, we express no opinion regarding tax consequences arising with respect to the Bonds other than as expressly set forth herein.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may hereafter occur.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD  
A Professional Corporation

NEW ISSUE  
DTC BOOK-ENTRY ONLY

S&P Rating: “\_\_\_”  
See “RATING” herein

*In the opinion of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, Sacramento, California, Bond Counsel, based upon an analysis of existing statutes, regulations, rulings, and court decisions and assuming, among other things, the accuracy of certain representations and compliance with certain covenants, interest on the Bonds is excludable from gross income for federal income tax purposes and is exempt from State of California personal income taxes. In the further opinion of Bond Counsel, interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; however, such interest is taken into account in determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on certain corporations. The District has designated the Bonds as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Bonds. See “LEGAL MATTERS—Tax Matters” herein.*

District Logo

\$5,900,000\*

COLUSA UNIFIED SCHOOL DISTRICT  
(COLUSA COUNTY, CALIFORNIA)  
GENERAL OBLIGATION BONDS, ELECTION OF 2014, SERIES 2015  
(BANK QUALIFIED)

**DATED: Date of Delivery**

**DUE: May 1, as shown on the inside cover**

The Colusa Unified School District (Colusa County, California) General Obligation Bonds, Election of 2014, Series 2015 in the aggregate principal amount of \$5,900,000\* (the “Bonds”) are being issued the Colusa Unified School District (the “District”) to (i) finance school facility improvements and (ii) pay costs of issuance of the Bonds. See “THE BONDS—General Obligation Bond Election of 2014” herein.

The Board of Supervisors of the County of Colusa is empowered and obligated to annually levy and collect *ad valorem* property taxes without limitation as to rate or amount on all taxable property in the District (except for certain personal property which is taxable at limited rates) for the payment of principal of and interest on the Bonds. See “SECURITY AND SOURCE OF PAYMENT” herein.

Interest on the Bonds is first payable on May 1, 2016, and thereafter semiannually on May 1 and November 1 of each year. The Bonds are subject to redemption prior to their maturity. See “THE BONDS—Redemption Provisions” herein.

The Bonds are being issued as fully registered bonds, without coupons, and when delivered will be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”). DTC will act as securities depository for the Bonds. Individual purchases of the Bonds will be made in book-entry-only form and only in authorized denominations as described in this Official Statement. So long as Cede & Co. is the registered owner of the Bonds, payments of principal of and interest on the Bonds will be made by Zions First National Bank as paying agent (the “Paying Agent”) to DTC for subsequent disbursement to DTC Participants who will remit such payments to the Beneficial Owners. See “APPENDIX E—DTC Book-Entry Only” herein.

THIS COVER PAGE CONTAINS CERTAIN INFORMATION FOR QUICK REFERENCE ONLY. IT IS NOT INTENDED TO BE A SUMMARY OF ALL FACTORS RELEVANT TO AN INVESTMENT IN THE BONDS. INVESTORS SHOULD READ THE ENTIRE OFFICIAL STATEMENT TO OBTAIN INFORMATION ESSENTIAL TO THE MAKING OF AN INFORMED INVESTMENT DECISION. CAPITALIZED TERMS USED ON THIS COVER PAGE NOT OTHERWISE DEFINED WILL HAVE THE MEANINGS SET FORTH HEREIN.

MATURITY SCHEDULE

See Inside Cover

*The Bonds are being purchased for reoffering by \_\_\_\_\_ as underwriter of the Bonds. The Bonds are offered when, as and if issued by the District and received by the Underwriter, subject to approval as to legality by Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, Sacramento, California, Bond Counsel. It is anticipated that the Bonds, in definitive form, will be available for delivery through the facilities of DTC on or about May 5, 2015.*

This Official Statement is dated \_\_\_\_\_, 2015

\*Preliminary, subject to adjustment.

The information contained in this Preliminary Official Statement has been deemed by the District to be final as of the date hereof; however, the information contained herein is subject to completion or amendment. These securities may not be sold, nor may offers to buy be accepted, prior to the time the Official Statement is delivered in final form. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of these securities, in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to registration or qualification under the securities laws of such jurisdiction.

## MATURITY SCHEDULE

\$5,900,000\*  
 COLUSA UNIFIED SCHOOL DISTRICT  
 (COLUSA COUNTY, CALIFORNIA)  
 GENERAL OBLIGATION BONDS, ELECTION OF 2014, SERIES 2015

Maturity Date May 1	Principal Amount*	Interest Rate	Yield	Price	CUSIP <sup>+</sup>
2016	\$ _____	_____%	_____%	_____	_____
2017	_____	_____	_____	_____	_____
2018	_____	_____	_____	_____	_____
2019	_____	_____	_____	_____	_____
2020	_____	_____	_____	_____	_____
2021	_____	_____	_____	_____	_____
2022	_____	_____	_____	_____	_____
2023	_____	_____	_____	_____	_____
2024	_____	_____	_____	_____	_____
2025	_____	_____	_____	_____	_____
2026	_____	_____	_____	_____	_____
2027	_____	_____	_____	_____	_____
2028	_____	_____	_____	_____	_____
2029	_____	_____	_____	_____	_____
2030	_____	_____	_____	_____	_____
2031	_____	_____	_____	_____	_____
2032	_____	_____	_____	_____	_____
2033	_____	_____	_____	_____	_____
2034	_____	_____	_____	_____	_____
2035	_____	_____	_____	_____	_____
2036	_____	_____	_____	_____	_____
2037	_____	_____	_____	_____	_____
2038	_____	_____	_____	_____	_____
2039	_____	_____	_____	_____	_____
2040	_____	_____	_____	_____	_____

\* Preliminary; subject to adjustment.

<sup>+</sup> CUSIP is a registered trademark of the American Bankers Association. CUSIP data herein is provided by CUSIP Global Services, managed by Standard & Poor's Financial Services LLC on behalf of The American Bankers Association. This data is not intended to create a database and does not serve in any way as a substitute for the CUSIP Services. Neither the District nor the Underwriter is responsible for the selection or correctness of the CUSIP numbers set forth herein.



**Use of Official Statement.** This Official Statement is submitted with respect to the sale of the Bonds referred to herein and may not be reproduced or used, in whole or in part, for any other purpose. This Official Statement is not to be construed as a contract with the purchasers of the Bonds.

**No Securities Laws Registration.** The Bonds have not been registered under the Securities Act of 1933, as amended, or the Securities Exchange Act of 1934, as amended, in reliance upon exceptions therein for the issuance and sale of municipal securities. The Bonds have not been registered or qualified under the securities law of any state.

**No Unlawful Offers of Solicitations.** This Official Statement does not constitute an offer to sell nor the solicitation of an offer to buy nor shall there be any sale of the Bonds by a person in any jurisdiction in which it is unlawful for such person to make an offer, solicitation or sale.

**No Offering Except By This Official Statement.** No dealer, broker, salesperson or other person has been authorized by the District to give any information or to make any representations, other than those contained herein, and if given or made, such other information or representations must not be relied upon as having been authorized by the District.

**Information In Official Statement.** The information set forth herein has been furnished by the District and other sources that are believed to be reliable, but is not guaranteed as to accuracy or completeness. The information and expressions of opinion herein are subject to change without notice and neither delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the affairs of the District since the date hereof.

**Website.** The District maintains a website; however, the information presented there is not a part of this Official Statement and should not be relied upon in making an investment decision with respect to the Bonds.

**Estimates and Projections.** Certain statements included or incorporated by reference in this Official Statement constitute “forward-looking statements” within the meaning of the United States Private Securities Litigation Reform Act of 1995, Section 21E of the United States Securities Exchange Act of 1934, as amended, and Section 27A of the United States Securities Act of 1933, as amended. Such statements are generally identifiable by the terminology used such as “plan,” “expect,” “estimate,” “project,” “budget” or similar words. The achievement of certain results or other expectations contained in such forward-looking statements involves known and unknown risks, uncertainties and other factors which may cause actual results, performance or achievements described to be materially different from any future results, performance or achievements expressed or implied by such forward-looking statements. The District does not plan to issue any updates or revisions to those forward-looking statements if or when its expectations or events, conditions or circumstances on which such statements are based change.

**Statement of Underwriter.** The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities under federal securities laws, as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information.

**Stabilization of and Changes to Offering Prices.** In connection with the offering, the Underwriter may over-allot or effect transactions that stabilize or maintain the market price of the Bonds offered hereby at a level above that which might otherwise prevail in the open market. Such stabilizing, if commenced, may be discontinued at any time. The Underwriter may offer and sell the Bonds to certain dealers, institutional investors, banks or others at prices lower or higher than the public offering prices stated on the inside cover page hereof and said public offering prices may be changed from time to time by the Underwriter.

\$5,900,000<sup>1\*</sup>  
COLUSA UNIFIED SCHOOL DISTRICT  
(COLUSA COUNTY, CALIFORNIA)  
GENERAL OBLIGATION BONDS, ELECTION OF 2014, SERIES 2015

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DISTRICT BOARD OF TRUSTEES

Lincoln Forry, President  
Kelli Griffith-Garcia, Clerk  
Terry Bressler, Member  
Kathie Whitesell, Member  
Charles Yerxa, Member

DISTRICT ADMINISTRATION

Dwayne Newman, Superintendent  
Sheryl Parker, Chief Business Official

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

FINANCIAL ADVISOR

Government Financial Strategies inc.  
1228 N Street, Suite 13  
Sacramento, California 95814  
(916) 444-5100

BOND COUNSEL

Kronick, Moskovitz, Tiedemann & Girard, A Professional Corporation  
400 Capitol Mall, 27th Floor  
Sacramento, California 95814  
(916) 321-4500

PAYING AGENT

Zions First National Bank  
550 South Hope Street, Suite 2875  
Los Angeles, California 90071  
(213) 593-3155

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\* Preliminary; subject to adjustment.

\$5,900,000<sup>\*</sup>  
 COLUSA UNIFIED SCHOOL DISTRICT  
 (COLUSA COUNTY, CALIFORNIA)  
 GENERAL OBLIGATION BONDS, ELECTION OF 2014, SERIES 2015

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## OFFICIAL STATEMENT

\$5,900,000\*

### COLUSA UNIFIED SCHOOL DISTRICT (COLUSA COUNTY, CALIFORNIA) GENERAL OBLIGATION BONDS, ELECTION OF 2014, SERIES 2015

#### INTRODUCTORY STATEMENT

##### General

The purpose of this Official Statement is to provide certain information concerning the sale and delivery of the Colusa Unified School District (Colusa County, California) General Obligation Bonds, Election of 2014, Series 2015 in the aggregate principal amount of \$5,900,000\* (the “Bonds”).

This INTRODUCTORY STATEMENT is not a summary of this Official Statement. It is only a brief description of and guide to this Official Statement and is qualified by more complete and detailed information contained in this entire Official Statement, which includes the cover page, inside cover page and appendices hereto, and the documents summarized or described herein. A full review of the entire Official Statement should be made by a person interested in investing in the Bonds. The offering of the Bonds to potential investors is made only by means of this entire Official Statement.

##### The District

Colusa Unified School District (the “District”), a political subdivision of the State of California (the “State”), occupies approximately 143 square miles in Colusa County (the “County”) and provides education to approximately 1,350 children in grades kindergarten through twelve. The District operates five schools, including one elementary school serving grades kindergarten through three, one middle school serving grades four through eight, one high school serving grades nine through twelve, one alternative high school, and one alternative home school. The District is governed by an elected five-member Governing Board of Trustees (the “District Board”). See “THE DISTRICT” and “DISTRICT FINANCIAL INFORMATION” herein.

##### Authority for Issuance

The District may incur bonded indebtedness upon the vote of 55 percent or more of the qualified electors of the District voting on the proposition pursuant to Article XIII A, Section 1 and Article XVI, Section 18 of the State Constitution. See “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES” herein. The Bonds are being issued by the District under and pursuant to the provisions of Article 4.5 (commencing with Section 53506) of Chapter 3, Part 1, Division 1, Title 1 of the State Government Code, and applicable sections of the State Education Code, and all laws amendatory thereof or supplemental thereto, and pursuant to the provisions of Resolution No. \_\_\_\_\_ adopted by the District Board on March 17, 2015 (the “Resolution”), and a paying agent agreement (the “Paying Agent Agreement”) dated May 1, 2015, between the District and Zions First National Bank (the “Paying Agent”).

The Bonds represent the first and only series of bonds authorized at an election held in the District on November 4, 2014 (the “2014 Election”), whereby a 55 percent majority of the votes cast by voters in the District authorized the issuance of not-to-exceed \$5.9 million aggregate principal amount of general obligation bonds for authorized school purposes. See “THE BONDS—General Obligation Bond Election of 2014” herein.

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\* Preliminary; subject to adjustment.

### Purpose of Issue

The Bonds are being issued to finance school facility improvements as authorized by the 2014 Election and pay costs of issuance of the Bonds. See “THE BONDS—Sources and Uses of Funds” herein.

### Source of Payment for the Bonds

The Board of Supervisors of the County (the “County Board”) is empowered and obligated to annually levy and collect *ad valorem* property taxes, without limitation as to rate or amount, on all taxable property in the District (except for certain personal property which is taxable at limited rates) for the payment of principal of and interest on the Bonds. See “SECURITY AND SOURCE OF PAYMENT” herein.

### Description of the Bonds

The Bonds are dated their date of delivery and issued as fully registered bonds, without coupons, in book-entry form only. The Bonds are initially issued and registered in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”). Payments of the principal of and interest on the Bonds will be made by the Paying Agent to DTC for subsequent disbursement to the beneficial owners of the Bonds (the “Beneficial Owners”). See “APPENDIX E—DTC Book-Entry-Only” herein.

The Bonds are issued in denominations of \$5,000 principal amount, or any integral multiple thereof and mature on May 1 in each of the years and in the amounts set forth on the inside cover page hereof. Interest on the Bonds is payable on May 1 and November 1 of each year, commencing May 1, 2016, and computed on the basis of a 360-day year of twelve 30-day months. See “THE BONDS—Payment of Principal and Interest” herein.

The Bonds are subject to redemption prior to maturity. See “THE BONDS—Redemption Provisions” herein.

### Bank Qualified Obligations

The Bonds are designated as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

### Bond Insurance

The decision as to whether or not payment of debt service on the Bonds will be insured will be determined by the Underwriter of the Bonds at the time of the sale of the Bonds.

### Continuing Disclosure

The District will covenant for the benefit of holders and Beneficial Owners to make available certain financial information and operating data relating to the District and to provide notices of the occurrence of certain enumerated events in compliance with S.E.C. Rule 15c2-12(b)(5). The specific nature of the information to be made available and of the notices of certain enumerated events are set forth in “APPENDIX B—FORM OF CONTINUING DISCLOSURE CERTIFICATE.” See also "CONTINUING DISCLOSURE" herein.

### Professionals Involved

Government Financial Strategies inc., Sacramento, California, has acted as financial advisor (the “Financial Advisor”) with respect to the sale and delivery of the Bonds. See “FINANCIAL ADVISOR” herein. All proceedings in connection with the sale and delivery of the Bonds are subject to the approving legal opinion of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, Sacramento, California (“Bond Counsel”). Zions First National Bank will act as paying agent with respect to the

Bonds. Bond Counsel and Paying Agent will receive compensation from the District contingent upon the sale and delivery of the Bonds.

Other Information

This Official Statement may be considered current only as of its date that has been made a part of the cover page hereof, and the information contained herein is subject to change. A description of the Bonds and the District, together with summaries of certain provisions of the Resolution, the Paying Agent Agreement and other legal documents related to the Bonds, are included in this Official Statement. Such summaries do not purport to be comprehensive or definitive, and are qualified in their entirety by reference to such documents.

Interested parties may obtain copies of the Resolution, the Paying Agent Agreement, audited financial statements, annual budgets, or any other information which is generally made available to the public by contacting the Colusa Unified School District, 745 Tenth Street, Colusa, California, 95932, Attention: Chief Business Official, telephone (530) 458-7791, or by contacting the District’s financial advisor, Government Financial Strategies inc., 1228 N Street, Suite 13, Sacramento, California, 95814, telephone (916) 444-5100.

THE BONDS

General Obligation Bond Election of 2014

Pursuant to provisions of the State Education Code and the State Elections Code (collectively, the “Law”), the District Board adopted a resolution calling for an election to authorize the issuance of \$5,900,000 in aggregate principal amount of general obligation bonds for authorized school purposes. On November 4, 2014, at an election duly held pursuant to the Law, more than 55 percent of the qualified voters within the boundaries of the District voted to approve “Measure A” as follows:

*“To improve Colusa students’ math, science, reading and writing skills, by repairing leaky roofs, deteriorating restrooms, plumbing, heating, wiring; providing modern computer technology; renovating outdated classrooms, libraries, agricultural / vocational facilities, science and computer labs; improving fire alarms and school safety; removing asbestos/hazardous materials; acquiring, renovating, constructing, equipping accessible classrooms, sites and facilities; shall Colusa Unified School District issue \$5,900,000 in bonds at legal rates, using independent citizen oversight, no money for administrators, all funds benefitting local schools?”*

The Colusa County Registrar of Voters certified the results of the election as follows:

Results of November 4, 2014 Election  
Colusa Unified School District

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<u>Yes Votes</u>	<u>No Votes</u>
1,049 (63.1%)	614 (36.9%)

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Source: Registrar of Voters, Colusa County.

The Bonds represent the first and only series of general obligation bonds to be issued under Measure A. Upon the issuance of the Bonds, the District will have no unissued authorization remaining under the 2014 Election.

### Authority for Issuance

The Bonds are issued by the District under and pursuant to the provisions of Article 4.5 (commencing with Section 53506) of Chapter 3, Part 1, Division 1, Title 1 of the State Government Code, and applicable sections of the State Education Code, and all laws amendatory thereof or supplemental thereto, and pursuant to the provisions of the Resolution and the Paying Agent Agreement.

### Form and Registration

The Bonds are dated their date of delivery and issued as fully registered bonds, without coupons, in book-entry form only. Pursuant to the Paying Agent Agreement, the Paying Agent will keep and maintain for and on behalf of the District at the Paying Agent's corporate trust office, books (the "Bond Register") for recording the owners of the Bonds (the "Registered Owners"), the transfer, exchange, and replacement of the Bonds, and the payment of the principal of and interest on the Bonds to the Registered Owners. All transfers, exchanges, and replacement of the Bonds will be noted in the Bond Register.

The Bonds will be initially issued and registered in the name of Cede & Co. as nominee of DTC. Purchases of Bonds under the DTC book-entry system must be made by or through a DTC participant, and ownership interests in Bonds will be recorded as entries on the books of said participants. Except in the event that use of this book-entry system is discontinued for the Bonds, Beneficial Owners will not receive physical certificates representing their ownership interests in the Bonds. See "APPENDIX E—DTC Book-Entry Only" herein.

**So long as the Bonds are registered in the name of Cede & Co., as nominee for DTC, references in this Official Statement to the Registered Owners shall mean Cede & Co., and shall not mean the purchasers or beneficial owners of the Bonds.**

### Payment of Principal and Interest

The Bonds are issued in denominations of \$5,000 principal amount, or any integral multiple thereof, and mature on May 1 in each of the years and in the amounts set forth on the inside cover page hereof. Interest on the Bonds is payable on May 1, 2016, and thereafter semiannually on May 1 and November 1 of each year (each an "Interest Payment Date"). Interest on the Bonds is computed on the basis of a 360-day year of twelve 30-day months.

Each Bond will bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof, unless it is authenticated as of a day during the period after the fifteenth day of the calendar month immediately preceding the relevant Interest Payment Date (the "Record Date") to that Interest Payment Date, both dates inclusive, in which event it will bear interest from such Interest Payment Date, or unless it is authenticated on or before April 15, 2016, in which event it will bear interest from the date of delivery, provided, that if, at the time of authentication of any Bond, interest is in default thereon, such Bond will bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment.

The principal of and interest on the Bonds shall be payable in lawful money of the United States of America by wire transfer on each payment date to Cede & Co., so long as Cede & Co. is the sole Registered Owner. In the event the book-entry system is no longer in use, interest on each Bond due on any Interest Payment Date is payable by check of the Paying Agent mailed to the Registered Owner thereof at such Registered Owner's address as it appears on the registration books at the close of business on the preceding Record Date; provided that at the written request of the Registered Owner of at least \$1,000,000 aggregate principal amount of Bonds, which written request is on file with the Paying Agent as of any Record Date, interest on such Bonds will be paid on the succeeding Interest Payment Date to such account as shall be specified in such written request.

### Redemption Provisions

*Optional Redemption.* The Bonds maturing on or before May 1, 2025, are not subject to redemption prior to their respective stated maturity dates. The Bonds maturing on and after May 1, 2026, are subject to redemption prior to their respective stated maturity dates, at the option of the District, from any source of available funds, as a whole or in part on any date on or after May 1, 2025, at a redemption price equal to 100 percent of the principal amount thereof to be redeemed (without premium), together with accrued interest to the date fixed for redemption.



[*Mandatory Sinking Fund Redemption:* The Bonds maturing by their terms on May 1, \_\_\_\_ (the “Term Bonds”) are subject to mandatory sinking fund redemption prior to their maturity in part, by lot, at a redemption price equal to the principal amount thereof to be redeemed, together with accrued interest to the date fixed for redemption, if any, without premium, solely from mandatory sinking fund payments as provided in the Paying Agent Agreement, on each May 1 specified in the table below, but which amounts will be reduced proportionately by the principal amount of all such Term Bonds optionally redeemed.

**Mandatory Sinking Fund Redemption Schedule  
General Obligation Bonds, Election of 2014, Series 2015**

Year Ending _____	Sinking Fund Amount

] *Selection of Bonds for Redemption.* If less than all the outstanding Bonds of any maturity are to be redeemed, not more than 60 days prior to the redemption date, the Paying Agent will select the particular Bonds to be redeemed from the outstanding Bonds of such maturity that have not previously been called for redemption, in minimum denominations of \$5,000 principal amount, by lot in any manner that the Paying Agent in its sole discretion deems appropriate and fair. For purposes of such selection, each \$5,000 principal amount is deemed to be a separate Bond.

In the case of any redemption at the election of the District of less than all of the outstanding Bonds, the District will, at least 45 days prior to the date fixed for redemption, notify the Paying Agent in writing of such redemption date and the principal amount of Bonds to be redeemed.

*Notice of Redemption.* Pursuant to the Paying Agent Agreement, notice of any redemption of the Bonds will be mailed not fewer than 30 nor more than 60 days prior to the redemption date, by first class mail, postage prepaid, to the respective Registered Owners thereof at the addresses appearing on the Bond Register, and will file on the same day such notice to the Municipal Securities Rulemaking Board (the “MSRB”) through its Electronic Municipal Market Access (“EMMA”) system. Each notice of redemption will state:

- the date of such notice;
- the series designation of the Bonds;
- the date of issue of the Bonds;
- the redemption date;
- the redemption price;
- the place or places of redemption (including the name and appropriate address or addresses of the Paying Agent);
- the CUSIP number, if any, of each maturity of Bonds to be redeemed;
- in the case of less than all of any such maturity, the distinctive certificate numbers of the Bonds of such maturity to be redeemed and the respective portions of the principal amount thereof to be redeemed;
- that on said date there will become due and payable on each of said Bonds the redemption price thereof or of said specified portion of the principal amount thereof in the case of a Bond to be redeemed in part only, together with interest accrued thereon to the date fixed for redemption;
- that such Bonds must be surrendered at the place or places designated by the Paying Agent; and
- that from and after such redemption date interest thereon shall cease to accrue

In addition, each notice of redemption will either (a) explicitly state that the proposed redemption is conditioned on there being on deposit on the redemption date sufficient money to pay in full the redemption price of the Bonds or portions thereof to be redeemed; or (b) be sent only if sufficient money to pay in full the redemption price of the Bonds or portions thereof to be redeemed is on deposit.

*Defects in Notice or Procedure.* Failure by the Paying Agent to file notice with MSRB or failure of any Registered Owner to receive notice of any defect in any such notice shall not affect the sufficiency of the proceedings for redemption. Failure by the Paying Agent to mail or otherwise deliver notice to any one or more of the Registered Owners designated for redemption shall not affect the sufficiency of the proceedings for redemption with respect to the Registered Owner(s) to whom such notice was mailed or delivered.

*Effect of Redemption.* When notice of redemption has been given substantially as provided for in the Paying Agent Agreement, and when the redemption price of the Bonds called for redemption is on deposit with the Paying Agent, the Bonds designated for redemption will become due and payable on the specified redemption date and interest will cease to accrue thereon as of the redemption date, and upon presentation and surrender of such Bonds at the place specified in the notice of redemption, such Bonds will be redeemed and paid at the redemption price thereof out of the money provided therefore.

*Right to Rescind Notice.* The District may rescind any optional redemption and notice thereof for any reason on any date prior to the date fixed for redemption by causing written notice of the rescission to be given to the Registered Owners of any Bond so called for redemption. Any optional redemption and notice thereof will be rescinded if for any reason on the date fixed for redemption monies are not available in a redemption fund established with the Paying Agent, or otherwise held in trust for such purpose in an amount sufficient to pay in full on said date the principal of, interest, and any premium due on the Bonds called for redemption. Notice of rescission of redemption will be given in the same manner in which notice of redemption was originally given. The actual receipt by the Registered Owner of notice of such rescission will not be a condition precedent to rescission, and failure to receive such notice or any defect in such notice shall not affect the validity of the rescission.

### Registration, Transfer and Exchange

If the book-entry system as described above is no longer used with respect to the Bonds, the provisions in the Paying Agent Agreement summarized below will govern the registration, transfer, and exchange of the Bonds.

The Paying Agent will keep or cause to be kept the Bond Register to provide for the registration and transfer of the Bonds, which will be open to inspection by the District during normal business hours.

Every Bond presented or surrendered for transfer or exchange shall be accompanied by a written instrument of transfer, in a form satisfactory to the Paying Agent, that is duly executed by the Registered Owner or by his attorney duly authorized in writing. Upon surrender of a Bond for transfer at the office of the Paying Agent, the District will execute and, if required, the Paying Agent shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of the same series, tenor, and maturity and for an equivalent aggregate principal amount. Bonds may be exchanged for an equivalent aggregate principal amount of Bonds of other authorized denominations of the same series, tenor, and maturity, upon surrender of the Bonds for exchange at the office of the Paying Agent. Upon surrender of Bonds for exchange, the District shall execute and, if required, the Paying Agent shall authenticate and deliver the Bonds that the Registered Owner making the exchange is entitled to receive. All Bonds surrendered upon any exchange or transfer will be promptly cancelled by the Paying Agent and thereafter disposed of as provided for in the Paying Agent Agreement. All fees and costs of any transfer or exchange of Bonds shall be paid by the Registered Owner requesting such transfer or exchange.

The Paying Agent is not be required to transfer or exchange (i) Bonds during the period established by the Paying Agent for the selection of Bonds for redemption; or (ii) any Bond that has been selected for redemption in whole or in part, except the unredeemed portion of such Bond selected for redemption in part, from and after the day that such Bond has been selected for redemption in whole or in part.

### Defeasance of Bonds

Bonds may be paid by the District in any of the following ways: (i) by paying or causing to be paid the principal of and interest on such Bonds, as and when the same become due and payable; (ii) by depositing with the Paying Agent, an escrow agent or other fiduciary, at or before maturity, money or securities in the necessary amount to pay or redeem such Bonds; or (iii) by delivering to the Paying Agent, for cancellation by it, such Bonds.

Upon the deposit with the Paying Agent, an escrow agent or other fiduciary, at or before maturity, of money or securities in the necessary amount to pay or redeem any outstanding Bond, provided that if such Bond is to be redeemed prior to maturity, notice of such redemption will have been given, then all liability of the District in respect of such Bond will cease and be completely discharged, except that thereafter (i) the Registered Owner thereof will be entitled to payment of the principal of and interest on or redemption price of such Bond, but only out of such money or securities deposited with the Paying Agent, escrow agent, or other fiduciary; and (ii) the Registered Owner thereof will retain its rights of transfer or exchange of Bonds.

Unclaimed Moneys

Any money held by the Paying Agent in trust for the payment of the principal or redemption price of or interest on any Bonds and remaining unclaimed for two years after the date when such Bonds have become due and payable (whether at maturity or upon call for redemption), if such moneys were so held at such date, or two years after the date of deposit of such moneys if deposited after the date when such Bonds became due and payable, shall be repaid to the District; provided that the District has certified to the Paying Agent that the District has complied with the applicable provisions of the State Government Code. Thereafter, Registered Owners shall look solely to the District for the payment of such funds and the Paying Agent shall have no further liability for such funds.

Sources and Uses of Funds

A portion of the proceeds from the sale of the Bonds (exclusive of any premium) will be transferred to the Colusa County Treasurer / Tax Collector (the "Treasurer") for deposit in the Colusa Unified School District Building Fund (the "Building Fund"). The net premium, if any, received by the District from the sale of the Bonds will be transferred to the Treasurer for deposit in the Colusa Unified School District Tax Collection Fund (the "Tax Collection Fund") to be used only for payments of principal of and interest on general obligation bonds of the District.

A portion of the proceeds of the Bonds will be retained by the Paying Agent in a costs of issuance fund (the "Costs of Issuance Fund") and used to pay costs associated with the issuance of the Bonds. Any proceeds deposited into the Costs of Issuance Fund not needed to pay the costs of issuance of the Bonds will be transferred by the Paying Agent to the Treasurer for deposit in the Tax Collection Fund.

The sources and uses of funds in connection with the sale and delivery of the Bonds are set forth in the following table.

Sources and Uses of Funds  
General Obligation Bonds, Election of 2014, Series 2015

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SOURCES OF FUNDS	
Par Amount of Bonds	
Original Issue Premium	
TOTAL SOURCES OF FUNDS	_____
USES OF FUNDS	
Building Fund	
Tax Collection Fund	
Costs of Issuance Fund <sup>1</sup>	
Underwriter's Discount	
TOTAL USES OF FUNDS	_____

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<sup>1</sup> The Costs of Issuance Fund will be used to pay costs of issuance of the Bonds including fees and expenses of Bond Counsel, the Financial Advisor, the Paying Agent, the ratings fee and all other expenses related to the issuance of the Bonds.

Moneys in the Building Fund and the Tax Collection Fund will be invested by the Treasurer in any lawful investment permitted by Sections 16429.1 and 53601 of the State Government Code, including but not limited to the County's investment pool (the "County Pool"; see "COLUSA COUNTY INVESTMENT POOL" and "APPENDIX D—COLUSA COUNTY INVESTMENT POLICY" herein).

Debt Service Schedule

Scheduled debt service on the Bonds (without regard to optional redemption) is shown in the following table.

**Debt Service Schedule**  
**General Obligation Bonds, Election of 2014, Series 2015**

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<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Annual Debt Service</u>
May 1, 2016				
November 1, 2016				
May 1, 2017				
November 1, 2017				
May 1, 2018				
November 1, 2018				
May 1, 2019				
November 1, 2019				
May 1, 2020				
November 1, 2020				
May 1, 2021				
November 1, 2021				
May 1, 2022				
November 1, 2022				
May 1, 2023				
November 1, 2023				
May 1, 2024				
November 1, 2024				
May 1, 2025				
November 1, 2025				
May 1, 2026				
November 1, 2026				
May 1, 2027				
November 1, 2027				
May 1, 2028				
November 1, 2028				
May 1, 2029				
November 1, 2029				
May 1, 2030				
November 1, 2030				
May 1, 2031				
November 1, 2031				
May 1, 2032				
November 1, 2032				
May 1, 2033				
November 1, 2033				
May 1, 2034				
November 1, 2034				
May 1, 2035				
November 1, 2035				
May 1, 2036				
November 1, 2036				
May 1, 2037				
November 1, 2037				
May 1, 2038				
November 1, 2038				
May 1, 2039				
November 1, 2039				
May 1, 2040				
Total				

---

## SECURITY AND SOURCE OF PAYMENT

### General

In order to provide sufficient funds for repayment of principal of and interest on the Bonds when due, the County Board is empowered and is obligated to levy *ad valorem* taxes upon all property subject to taxation by the District, without limitation as to rate or amount (except as to certain personal property which is taxable at limited rates). Such taxes are in addition to other taxes levied upon property within the District. When collected, the tax revenues are deposited in the District's Tax Collection Fund required to be maintained by the County and to be used solely for debt service on general obligation bonds of the District.

### Property Taxation System

Property tax revenues result from the application of the appropriate tax rate to the total net assessed value of taxable property in the District. School districts levy property taxes for payment of voter-approved bonds and receive property taxes for general operating purposes as well.

Local property taxation is the responsibility of various county officers. For each school district, the county assessor computes the value of locally assessed taxable property. Based on the net assessed value of property and the scheduled debt service on outstanding bonds in each year, the county auditor-controller computes the rate of tax necessary to pay such debt service, and presents the tax rolls (including rates of tax for all taxing jurisdictions in the county) to the county board of supervisors for approval. The county treasurer/tax collector prepares and mails tax bills to taxpayers and collects the taxes. In addition, the county treasurer/tax collector, as *ex officio* treasurer of each school district located in the county, holds and invests school district funds, including taxes collected for payment of school bonds, and is charged with payment of principal and interest on such bonds when due. Taxes on property in a school district whose boundaries extend into more than one county are administered separately by the county in which the property is located (the District is located solely in the County). The State Board of Equalization also assesses certain special classes of property, as described later in this section.

### Assessed Valuation of Property Within the District

All property (real, personal and intangible) is taxable unless an exemption is granted by the State Constitution or United States law. Under the State Constitution, exempt classes of property include household and personal effects, intangible personal property (such as bank accounts, stocks and bonds), business inventories, and property used for religious, hospital, scientific and charitable purposes. The State Legislature may create additional exemptions for personal property, but not for real property. Although most taxable property is assessed by the assessor of the county in which the property is located, some special classes of property are assessed by the State Board of Equalization, as described below under the heading, "State-Assessed Property."

Taxes are levied for each fiscal year on taxable real and personal property assessed as of the preceding January 1, at which time the lien attaches. Under Proposition 13, an amendment to the State Constitution adopted in 1978, the county assessor's valuation of real property is established as shown on the fiscal year 1975-76 tax bill, or, thereafter, as the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred. Assessed value of property may be increased annually to reflect inflation at a rate not to exceed two percent per year, or reduced to reflect a reduction in the consumer price index or comparable data for the area under taxing jurisdiction or in the event of declining property value caused by substantial damage, destruction, market forces or other factors. As a result of these rules, real property that has been owned by the same taxpayer for many years can have an assessed value that is much lower than the market value of the property and of similar properties more recently sold. Likewise, changes in ownership of property and reassessment of such property to market value commonly lead to increases in aggregate assessed value even when the rate of inflation or consumer price index would not permit the full two percent increase on any property that has not changed ownership. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES."

Economic and other factors beyond the District's control, such as a general market decline in land values, reclassification of property to a class exempt from taxation, whether by ownership or use, or the complete or partial destruction of taxable property caused by natural or manmade disaster, such as earthquake, flood, fire, toxic dumping, etc., could cause a significant reduction in

the net assessed value of taxable property within the District, and as a result there could be substantial delinquencies in the payment of *ad valorem* taxes within the District.

*Appeals of Assessed Valuation.* State law affords an appeal procedure to taxpayers who disagree with the assessed value of their taxable property. Taxpayers may request a reduction in assessment directly from the county assessor, who may grant or refuse the request, and may appeal an assessment directly to the county board of equalization, which rules on appealed assessments whether or not settled by the county assessor. The county assessor is also authorized to reduce the assessed value of any taxable property upon a determination that the market value has declined below the then-current assessment, whether or not appealed by the taxpayer.

The District can make no predictions as to the changes in assessed values that might result from pending or future appeals by taxpayers. Any reduction in aggregate District assessed valuation due to appeals, as with any reduction in assessed valuation due to other causes, will cause the tax rate levied to repay the Bonds to increase accordingly, so that the fixed debt service on the Bonds (and other outstanding bonds) may be paid. Any refund of paid taxes triggered by a successful assessment appeal will be debited by the Treasurer against all taxing agencies who received tax revenues, including the District.

*State-Assessed Property.* Under the State Constitution, the State Board of Equalization assesses property of State-regulated transportation and communications utilities, including railways, telephone and telegraph companies, and companies transmitting or selling gas or electricity. The State Board of Equalization also is required to assess pipelines, flumes, canals and aqueducts lying within two or more counties. The value of property assessed by the State Board of Equalization is allocated by a formula to local jurisdictions in the county, including school districts. Taxation by the local county tax officials is in the same manner as for locally assessed property. Taxes on privately owned railway cars, however, are levied and collected directly by the State Board of Equalization. Property used in the generation of electricity by a company that does not also transmit or sell that electricity is taxed locally instead of by the State Board of Equalization. Thus, the reorganization of regulated utilities and the transfer of electricity-generating property to non-utility companies, as often occurred under electric power deregulation in the State, affects how those assets are assessed, and which local agencies benefit from the property taxes derived. In general, the transfer of State-assessed property located in the District to non-utility companies will increase the assessed value of property in the District, since the property's value will no longer be divided among taxing jurisdictions in the County. The transfer of property located and taxed in the District to a State-assessed utility will have the opposite effect: generally reducing the assessed value in the District, as the value is shared among the other jurisdictions in the County.

The District is unable to predict future transfers of State-assessed property in the District and the County, the impact of such transfers on its utility property tax revenues, or whether future legislation or litigation may affect ownership of utility assets, the State's methods of assessing utility property, or the method by which tax revenues of utility property is allocated to local taxing agencies, including the District.

Locally taxed property is classified either as "secured" or "unsecured," and is listed accordingly on separate parts of the assessment roll. The "secured roll" is that part of the assessment roll containing State-assessed property and property (real or personal) for which there is a lien on real property sufficient, in the opinion of the county assessor, to secure payment of the taxes. All other property is "unsecured," and is assessed on the "unsecured roll." Property assessed by the State Board of Equalization is commonly identified for taxation purposes as "utility" property.

The greater the assessed value of taxable property in the District, the lower the tax rate necessary to generate taxes sufficient to pay scheduled debt service on the Bonds.

Shown in the following table are 11 years of the District's historical assessed valuation. Total secured assessed values include net local secured, secured homeowner exemption and utility values. Total unsecured assessed values include net local unsecured and unsecured homeowner exemption values.

**Historical Total Secured and Unsecured Assessed Valuation  
Colusa Unified School District**

Fiscal Year <u>July 1</u>	<u>Total Secured Assessed Value</u>	<u>Total Unsecured Assessed Value</u>	<u>Total Assessed Value</u>	<u>Percentage Change</u>
2004 -05	\$492,711,048	\$28,186,343	\$520,897,391	--
2005 -06	\$486,406,888	\$53,631,510	\$540,038,398	3.67%
2006 -07	\$569,959,983	\$55,946,449	\$625,906,432	15.90%
2007 -08	\$621,570,044	\$54,853,926	\$676,423,970	8.07%
2008 -09	\$625,826,718	\$73,984,883	\$699,811,601	3.46%
2009 -10	\$630,118,123	\$99,799,793	\$729,917,916	4.30%
2010 -11	\$578,592,589	\$93,049,968	\$671,642,557	-7.98%
2011 -12	\$579,637,278	\$73,151,034	\$652,788,312	-2.81%
2012 -13	\$577,112,903	\$78,110,720	\$655,223,623	0.37%
2013 -14	\$596,162,529	\$60,493,279	\$656,655,808	0.22%
2014 -15	\$608,702,451	\$75,868,757	\$684,571,208	4.25%

Source: Colusa County Auditor-Controller.

The District may not issue bonds in excess of 2.5 percent of the assessed valuation of taxable property within its boundaries. The District's gross bonding capacity in fiscal year 2014-15 is approximately \$17.1 million. Upon issuance of the Bonds, the District will have remaining bonding capacity of approximately \$11.2 million\* .

\* Preliminary; subject to adjustment.

Shown in the following table is a distribution of taxable real property located in the District by principal purpose for which the land is used along with the local secured assessed valuation (excludes homeowners' exemption) and number of parcels for each use for fiscal year 2014-15.

**Assessed Valuation and Parcels by Land Use  
Colusa Unified School District**

	2014-15 <u>Assessed Valuation</u> <sup>1</sup>	<u>% of Total</u>	<u>No. of Parcels</u>	<u>% of Total</u>
<b>Non-Residential:</b>				
Agricultural/Rural	\$235,598,855	38.71%	895	24.80%
Commercial/Office	57,832,343	9.50	230	6.37
Vacant Commercial	2,357,147	0.39	60	1.66
Industrial	17,211,105	2.83	26	0.72
Vacant Industrial	5,438,274	0.89	26	0.72
Oil & Gas	12,179,561	2.00	117	3.24
Government/Social/Institutional	388,860	0.06	25	0.69
Miscellaneous	3,974,873	0.65	15	0.42
Subtotal Non-Residential	\$334,981,018	55.03%	1,394	38.63%
<b>Residential:</b>				
Single Family Residence	\$239,726,055	39.39%	1,846	51.15%
Mobile Home	370,341	0.06	25	0.69
Mobile Home Park	1,177,411	0.19	6	0.17
2-3 Residential Units	15,753,431	2.59	128	3.55
4+ Residential Units/Apartments	7,196,199	1.18	35	0.97
Miscellaneous Residential	4,263,767	0.70	34	0.94
Vacant Residential	5,204,979	0.86	141	3.91
Subtotal Residential	\$273,692,183	44.97%	2,215	61.37%
<b>Total</b>	<b>\$608,673,201</b>	<b>100.00%</b>	<b>3,609</b>	<b>100.00%</b>

<sup>1</sup>Local secured assessed valuation: excludes tax-exempt property.

Source: California Municipal Statistics, Inc.

Largest Taxpayers in District

The twenty taxpayers in the District with the greatest combined secured assessed valuation of taxable property on the 2014-15 tax roll own property that comprises 15.7 percent of the local assessed valuation of secured property in the District. These taxpayers, ranked by aggregate assessed value of taxable property as shown on the 2014-15 secured tax roll, and the amount of each owner's assessed valuation for all taxing jurisdictions within the District, are shown in the following table.

The more property (by assessed value) owned by a single taxpayer, the more tax collections are exposed to weakness in the taxpayer's financial situation and their ability or willingness to pay property taxes. In 2014-15, no single taxpayer owned more than 1.7 percent of the total secured taxable property in the District.



Each taxpayer listed is a unique name on the tax rolls. The District cannot determine from assessment records whether individual persons, corporations or other organizations are liable for tax payments with respect to multiple properties held in various names that in aggregate may be larger than is suggested by the table.

### Largest Taxpayers Colusa Unified School District

2014-15				
	Property Owner	Primary Land Use	Assessed Valuation	Total <sup>1</sup>
1.	Vintage Production California LLC	Oil & Gas	\$10,087,064	1.66%
2.	Sycamore Valley Trust	Agricultural	8,905,108	1.46
3.	Colusa Industrial Properties Inc.	Industrial	8,895,232	1.46
4.	Cachil Dehe Band of Wintun Indians	Agricultural	7,866,459	1.29
5.	Behring Ranch LLC	Agricultural	6,559,432	1.08
6.	J. Peter and Judith A Steidlmayer	Agricultural	4,715,219	0.77
7.	Mary Suzanne Foraker Trust	Agricultural	4,570,483	0.75
8.	Empire Huller & Dryer LLC	Agricultural	4,384,387	0.72
9.	PGP International Inc.	Industrial	3,846,429	0.63
10.	Mark R. and Sandra D. Ottenwalter	Agricultural	3,735,168	0.61
11.	Colusa Rice Company Inc.	Industrial	3,552,650	0.58
12.	Butte Creek Farms	Agricultural	3,548,020	0.58
13.	Colusa Properties Inc.	Agricultural	3,537,519	0.58
14.	Jack W. Baber Sr., Trustee	Agricultural	3,410,440	0.56
15.	Laurie E. Forry, Trustee	Agricultural	3,102,137	0.51
16.	S. William and Catherine A. Abel Family Trust	Residential Properties	3,073,786	0.50
17.	J & R Kalfbeekh Inc.	Agricultural	3,051,044	0.50
18.	Gregory Partners LP	Commercial	3,000,000	0.49
19.	Sunsweet Dryers	Industrial	2,972,151	0.49
20.	Vann Brothers	Agricultural	<u>2,835,805</u>	<u>0.47</u>
	Total		\$95,648,533	15.71%

<sup>1</sup>2014-15 local secured assessed valuation: \$608,673,201

Source: California Municipal Statistics, Inc.

#### Tax Rates

The State Constitution permits the levy of an *ad valorem* tax on taxable property not to exceed one percent of the full cash value of the property, and State law requires the full one percent tax to be levied. The levy of special *ad valorem* property taxes in excess of the one percent levy is permitted as necessary to provide for debt service payments on school bonds and other voter-approved indebtedness.

The rate of tax necessary to pay fixed debt service on the Bonds in a given year depends in large part on the net assessed value of taxable property in that year. Unsecured property is taxed at the secured property tax rate from the prior year. Economic and other factors beyond the District's control, such as a general market decline in land values, reclassification of property to a class exempt from taxation, whether by ownership or use (such as exemptions for property owned by State and local agencies and property used for qualified educational, hospital, charitable or religious purposes), or the complete or partial destruction of taxable property caused by natural or manmade disaster, such as earthquake, flood, fire, toxic dumping, etc., could cause a reduction in the net assessed value of taxable property within the District and necessitate a corresponding increase in the annual tax rate to be levied to pay the principal of and interest on the Bonds. Issuance of additional authorized bonds in the future might also cause the tax rate to increase.

One factor in the ability of taxpayers to pay additional taxes for general obligation bonds is the cumulative rate of tax. The following table shows *ad valorem* property tax rates per \$100 of assessed value for the last five years in a typical tax rate area of the District (TRA 1-019). The fiscal year 2014-15 assessed valuation of TRA 1-019 is \$138,171,030, approximately 20.0 percent of the total assessed value of taxable property in the District.

Typical Total Tax Rates per \$100 of Assessed Valuation  
TRA 1-019  
Colusa Unified School District

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
General Tax Rate	\$1.000000	\$1.000000	\$1.000000	\$1.000000	\$1.000000
<u>Yuba Joint Community College District</u>	<u>.014495</u>	<u>.015327</u>	<u>.015472</u>	<u>.027423</u>	<u>.025002</u>
Total	\$1.014495	\$1.015327	\$1.015472	\$1.027423	\$1.025002

Source: California Municipal Statistics, Inc.

Alternative Method of Tax Apportionment

The County Board approved implementation of the Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds (the “Teeter Plan”) pursuant to sections 4701 through 4717 of the State’s Revenue & Taxation Code. This action of the County Board of Supervisors came pursuant to the endorsement of the Teeter Plan by the taxing districts of the County. The Teeter Plan guarantees distribution of 100 percent of the *ad valorem* taxes and assessments levied to the taxing entities within the County, with the County retaining all penalties and interest affixed upon delinquent properties and redemptions of subsequent collections.

The Treasurer’s cash position is protected by a special fund, known as the “Tax Loss Reserve Fund,” which accumulates moneys from interest and penalty collections. In each fiscal year, the Tax Loss Reserve Fund is required to be funded to the amount of delinquent taxes plus one percent of that year’s tax levy. Amounts exceeding the amount required to be maintained in the tax loss reserve fund may be credited to the County’s general fund. Amounts required to be maintained in the tax loss reserve fund may be drawn on to the extent of the amount of uncollected taxes credited to each agency in advance of receipt.

The Teeter Plan is to remain in effect unless the County Board orders its discontinuance or unless, prior to the commencement of any fiscal year of the County (which commences on July 1), the County Board receives a petition for its discontinuance from two-thirds of the participating revenue districts in the County. The County Board may also, after holding a public hearing on the matter, discontinue the procedures with respect to any tax levying agency or assessment levying agency in the County if the rate of secured tax delinquency in that agency in any year exceeds three percent of the total of all taxes and assessments levied on the secured rolls in that agency.

If the Teeter Plan were discontinued, only those secured property taxes actually collected would be allocated to political subdivisions, including the District. Further, the District’s tax revenues would be subject to taxpayer delinquencies, and the District would realize the benefit of interest and penalties collected from delinquent taxpayers, pursuant to law.

Tax Collections and Delinquencies

A school district’s share of the one percent countywide tax is based on the actual allocation of property tax revenues to each taxing jurisdiction in the county in fiscal year 1978-79, as adjusted according to a complex web of statutory modifications enacted since that time. Revenues derived from special *ad valorem* taxes for voter-approved indebtedness, including the Bonds, are reserved to the taxing jurisdiction that approved and issued the debt, and may only be used to repay that debt.

The Treasurer prepares the property tax bills. Property taxes on the regular secured assessment roll are due in two equal installments: the first installment is due on November 1, and becomes delinquent at 5:00 p.m. December 10, after which time a 10 percent penalty attaches. The second installment is due on February 1 and becomes delinquent at 5:00 p.m. April 10, after

which time a 10 percent penalty and \$10 cost attach. If taxes remain unpaid by 5:00 p.m. June 30, the tax is deemed to be in default and a \$15 redemption fee is immediately added and the delinquent bill accrues penalties of 1.5 percent per month until paid. After five years, the County has the power to sell tax-defaulted property that is not redeemed. [To confirm]

Annual bills for property taxes on the unsecured roll are mailed no later than August 1. Taxes on the unsecured roll as of July 31, if unpaid are delinquent at 5:00 p.m. on August 31, and thereafter subject to a delinquent penalty of 10 percent. [To confirm]

As long as the Teeter Plan remains in effect in the County, the District will be credited with the full amount of the tax levy no matter the delinquency rate within the District.

#### Direct and Overlapping Bonded Debt

*The statement of direct and overlapping bonded debt relating to the District, which is set forth on the following page, was prepared by California Municipal Statistics, Inc. It has been included for general information purposes only. The District has not reviewed the statement for completeness or accuracy and makes no representations in connection with the statement.*

Contained within the District's boundaries are numerous overlapping local entities providing public services. These local entities may have outstanding bonds issued in the form of general obligation, lease revenue and special assessment bonds. The first column in the table names each public agency which has outstanding debt as of April 1, 2015, and whose territory overlaps the District in whole or in part. The second column shows the percentage of each overlapping agency's assessed value located within the boundaries of the District. This percentage, multiplied by the total outstanding debt of each overlapping agency (which is not shown in the table) produces the amount shown in the third column, which is the apportionment of each overlapping agency's outstanding debt to taxable property in the District.

The table generally includes long-term obligations sold in the public credit markets by the public agencies listed. Such long-term obligations generally are not payable from revenues of the District (except as indicated) nor are they necessarily obligations secured by land within the District. In many cases, long-term obligations issued by a public agency are payable only from the general fund or other revenues of such public agency.

In addition, property owners within the District may be subject to other special taxes and assessments levied by other taxing authorities that provide services within the District. Such non-*ad valorem* special taxes and assessments (which are not levied to fund debt service) are not represented in the statement of direct and overlapping bonded debt.

Statement of Direct and Overlapping Bonded Debt (As of April 1, 2015)  
Colusa Unified School District

2014-15 Assessed Valuation: \$688,922,708

<u>DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT:</u>	<u>% Applicable</u>	<u>Debt 4/1/15</u>
Yuba Joint Community College District	2.620%	\$3,264,413
Colusa Unified School District	100.000%	= <sup>1</sup>
<b>TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT</b>		<b>\$3,264,413</b>
<u>OVERLAPPING GENERAL FUND DEBT:</u>		
Colusa County Pension Obligation Bonds	26.285%	\$455,913
Yuba Joint Community College District General Fund Obligations	2.620%	466,424
<b>TOTAL OVERLAPPING GENERAL FUND DEBT</b>		<b>\$922,337</b>
<b>COMBINED TOTAL DEBT</b>		<b>\$4,186,750 <sup>2</sup></b>

Ratios to 2014-15 Assessed Valuation:

Direct Debt .....	0.00%
Total Direct and Overlapping Tax and Assessment Debt .....	0.47%
Combined Total Debt .....	0.61%

<sup>1</sup> Excludes issue to be sold.

<sup>2</sup> Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.

Source: California Municipal Statistics, Inc.

COLUSA COUNTY INVESTMENT POOL

*This section provides a summary description of the County's investment policy, current portfolio holdings, and valuation procedures. Certain information has been obtained from the County for inclusion in this Official Statement. The District makes no representation as to the accuracy or completeness of such information. Further information may be obtained by contacting the County of Colusa, Treasurer / Tax Collector, 547 Market Street, Suite 111, Colusa, California, 95932, telephone (530) 458-0440.*

The Treasurer manages the County Pool in which certain funds of the County and certain funds of other participating entities are invested in accordance with the County's investment policy (see "APPENDIX D—COLUSA COUNTY INVESTMENT POLICY"). General participants are those government agencies within the County for which the Treasurer is statutorily designated as the custodian of such funds. The Treasurer is the *ex officio* treasurer of each of these participating entities, which therefore are legally required to deposit their cash receipts and revenues in the County treasury. Under State law, withdrawals are allowed only to pay for expenses that have become due. The governing board of each school district and special district within the County may allow, by appropriate board resolution, certain withdrawals of non-operating funds for purposes of investing outside the County Pool. Other local agencies, such as special districts and cities for which the Treasurer is not the statutory designated fund custodian, may participate in the County Pool. Such participation is subject to the consent of the Treasurer and must be in accordance with State law.

The County Pool is accounted for by the Treasurer at book value, which is based on amortized cost of purchase, including accrued interest added to the purchase price of an investment. For the month ending \_\_\_\_\_, the average daily balance in the County Pool was \$\_\_\_\_\_, with an interest earning rate before and after fees of \_\_\_\_\_ percent and \_\_\_\_\_ percent respectively. The weighted average days to maturity of the County Pool as of \_\_\_\_\_ was \_\_\_ days. [Update to come]

The following table summarizes the investments in the County Pool as of \_\_\_\_\_, 2015.

Securities by Type as of \_\_\_\_\_, 2015  
Colusa County Investment Pool

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<u>Investments</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>
Total	\$	100.00%

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Source: County of Colusa, Office of the Treasurer / Tax Collector.

CITY AND COUNTY ECONOMIC PROFILE

*The information in this section concerning the City and County economy is provided as supplementary information only, and is not intended to be an indication of security for the Bonds. The Bonds are payable from the proceeds of an ad valorem tax, approved by the voters of the District pursuant to applicable laws and State Constitutional requirements, and required to be levied by the County on all taxable property in the District in an amount sufficient for the timely payment of principal of and interest on the Bonds. See "SECURITY AND SOURCE OF PAYMENT" herein.*

General Information

The County was founded in 1850 as one of the original counties of the State. Located in the western portion of the lower Sacramento Valley approximately 60 miles northwest of Sacramento, the County is comprised of 1,156 square miles ranging from the Coastal Mountain Range and foothills in the west to the relatively flat agricultural land in the east. The County is sparsely populated at less than 19 people per square mile, ranking 48<sup>th</sup> out of 58 counties by population density in the State, and has two incorporated cities. The population of the County has considerable seasonal fluctuations based on the agricultural growing and harvest seasons; between March 15 and November 15 of each year the migrant farm labor population adds approximately 6,700 people to the County's population. The dominant industry in the County is largely mechanized agriculture, such as its leading commodity, rice, followed by almonds, which together comprise approximately 60 percent of total agricultural output. The County is the leading rice-producing county in the nation. The County currently has the second highest unemployment rate in the State due to the loss of farm jobs in recent years. The median household income in the County in 2013 was \$52,158, compared to \$61,094 in the State. Based on data compiled by DataQuick Information Systems, the median sale price of a single-family home in the County was \$193,000 in November 2014, an increase of approximately 33 percent from \$145,000 in November 2013.

The City of Colusa (the "City") was founded in 1868 and is the County seat. The City is located on the Sacramento River approximately 65 miles northwest of Sacramento. The City is comprised of 1.8 square miles and has a population density of 3,255 people per square mile. The median household income in the City in 2013 was \$49,487, compared to \$52,158 in the County. Based on data compiled by DataQuick Information Systems, the median sale price of a single-family home in the City was \$176,000 in November 2014, an increase of approximately 28.4 percent from \$137,000 in November 2013.

The health of a region’s economy can be measured by several indicators, including the rate of change in population, personal income levels, industry and employment rates, and commercial and construction activity.

Population

The following table displays population data from the 2010 census along with estimated population as of January 1 for the past four years for the City and the County.

**Historical Population  
City of Colusa and Colusa County**

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	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
City of Colusa	5,971	5,991	6,024	6,021	6,171
Colusa County	21,419	21,552	21,597	21,636	21,660

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Source: State Department of Finance.

Personal Income

Personal income is a significant indicator of future consumer demand. Total personal income includes income from all sources, including net earnings, dividends, interest and rent, and personal current transfer receipts received by residents in the region. In 2013, per capita personal income (“PCPI”) in the County was \$49,101, 101 percent of the State average, representing an increase of 4.0 percent from 2012 levels, compared to an increase of 2.0 percent State-wide and 1.3 percent nationally. The 2003-2013 compound annual growth rate for PCPI was 5.4 percent in the County, compared with 3.2 percent for the State and 3.2 percent for the nation. The table below shows PCPI for the County and the State for the past five years.

**Per Capita Personal Income  
Colusa County**

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	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
County	\$40,721	\$45,049	\$47,083	\$47,230	\$49,101
State	\$42,325	\$42,514	\$43,647	\$47,505	\$48,434

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Source: U.S. Department of Commerce, Bureau of Economic Analysis.

## Labor Force and Employment

The following table contains a summary of the City of Colusa's unemployment data for the past five years, not seasonally unadjusted.

### Historical Unemployment City of Colusa

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	Annual <u>2010</u>	Annual <u>2011</u>	Annual <u>2012</u>	Annual <u>2013</u>	December <u>2014<sup>1</sup></u>
Total Labor Force	3,580	3,530	3,540	3,470	3,190
# Employed	3,070	3,020	3,040	3,020	2,720
# Unemployed	510	510	500	450	470
Unemployment Rate	14.3%	14.5%	14.2%	13.0%	14.8%

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<sup>1</sup>Preliminary.

Source: State Employment Development Department.

The County currently has the second highest unemployment rate of counties in the State at 20.8 percent, compared to 6.7 percent unemployment in the State and 5.4 percent unemployment in the United States in 2014. The following table contains a summary of the County's unemployment data for the past five years, not seasonally unadjusted.

### Historical Unemployment Colusa County

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	Annual <u>2010</u>	Annual <u>2011</u>	Annual <u>2012</u>	Annual <u>2013</u>	December <u>2014<sup>1</sup></u>
Total Labor Force	12,010	11,850	11,860	11,550	10,700
# Employed	9,580	9,430	9,490	9,420	8,480
# Unemployed	2,430	2,420	2,370	2,130	2,230
Unemployment Rate	20.3%	20.7%	20.1%	18.4%	20.8%

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<sup>1</sup>Preliminary.

Source: State Employment Development Department.

## Employment by Industry

The following table shows that County's labor patterns by type of industry from 2009 through 2014.

### Historical Employment by Industry Colusa County

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014<sup>1</sup></u>
<u>Total Nonfarm</u>	<u>6,260</u>	<u>6,210</u>	<u>5,990</u>	<u>6,150</u>	<u>6,240</u>	<u>5,730</u>
Total Private	4,140	4,120	3,930	4,060	4,150	3,620
Goods Producing	1,280	1,290	980	1,120	1,100	800
Mining, Logging, and Construction	480	560	120	150	100	100
Total Manufacturing	800	730	860	970	1,010	700
Durable Goods	30	40	30	30	40	40
Nondurable Goods	780	690	830	940	970	660
Private Service Providing	2,860	2,840	2,950	2,940	3,050	2,820
Private Service Providing – Residual	360	380	440	340	320	320
Total Trade, Transportation & Utilities	1,270	1,220	1,300	1,380	1,490	1,250
Wholesale Trade	580	540	660	770	830	620
Retail Trade	490	490	460	440	450	450
Transportation, Warehousing & Utilities	200	190	180	160	210	180
Financial Activities	170	180	170	170	160	180
Educational & Health Services	440	450	460	450	470	450
Leisure & Hospitality	620	600	580	610	610	620
Total Government	2,120	2,060	2,070	2,090	2,090	2,110
Federal Government	80	80	80	80	80	70
State Government	70	70	70	70	60	60
Local Government	1,970	1,930	1,920	1,940	1,960	1,980
<u>Total Farm</u>	<u>2,310</u>	<u>2,420</u>	<u>2,480</u>	<u>2,280</u>	<u>2,390</u>	<u>1,950</u>
Total, All Industries <sup>2</sup>	8,570	8,630	8,470	8,420	8,630	7,680

<sup>1</sup>Preliminary

<sup>2</sup>Industry employment is by place of work; excludes self-employed individuals, unpaid workers, and workers on strike.  
Not seasonally adjusted.

Figures may not add up due to rounding.

Source: State of California Employment Development Department.



Major Employers

The following table provides a list of the ten largest employers and type of industry in the County.

Major Employers  
Colusa County

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<u>Employer</u>	<u>Industry</u>	<u>Number of Employees</u>
Colusa Casino Resort	Casino	500-999
Colusa Regional Medical Center	Hospital	100-249
De Pue Warehouse Co.	Rice, Wholesale	100-249
Granzella's Restaurant	Baker, Retail	100-249
Myers and Charter Inc.	Rice, Manufacturing	100-249
Pacific Gas & Electric	Electric Company	100-249
Petersen Ranch Farms	Agriculture	100-249
Sun Valley Rice Co. LLC	Rice, Mftr, Wholesale	100-249
Adams Grain Co	Grain Wholesale Brokers	50-99
California Family Foods, LLC	Grocer, Retail	50-99

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Source: Colusa County Comprehensive Annual Financial Report (CAFR) for year ending June 30, 2013.

Commercial Activity

Total taxable sales reported during calendar year 2012 in the City of Colusa were reported to be \$90,482,000, a 16.7 percent decrease from the total taxable sales of \$108,664,000 reported during calendar year 2011. Data for calendar year 2013 is not available.

The number of establishments selling merchandise subject to sales tax and the valuation of taxable transactions in the City of Colusa is presented in the following table.

Taxable Retail Sales  
City of Colusa

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	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Sales Tax Permits	174	170	176	176	183
Taxable Sales (000's)	99,225	100,670	96,610	108,664	90,482

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Source: State Board of Equalization.

Total taxable sales reported during calendar year 2012 in the County were reported to be \$337,358,000, a 12.5 percent decrease from the total taxable sales of \$379,771,000 reported during calendar year 2011. Data for calendar year 2013 is not available.

The number of establishments selling merchandise subject to sales tax and the valuation of taxable transactions in the County is presented in the following table.

**Taxable Retail Sales  
Colusa County**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Sales Tax Permits	504	486	501	498	522
Taxable Sales (000's)	328,738	541,126	342,929	379,771	337,358

Source: State Board of Equalization.

Construction Activity

The number of building permits, which are required for all new construction, is an indicator of building activity in the near future. Building activity in the County for the past five years is shown in the following table by total building permits.

**New Building Permits  
Colusa County**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Single Family Residential	15	8	4	4	38
Multi-Family Residential	0	0	0	0	0
New Building Permits (All Types)	15	8	4	4	38
Total Construction Cost	\$3,388,000	\$3,017,800	\$1,012,000	\$1,388,000	\$10,991,516

Source: U.S. Bureau of the Census, Building Permit Estimates.

**THE DISTRICT**

*The information in this section concerning the operations of the District and its finances is provided as supplementary information only, and it should not be inferred from the inclusion of this information in this Official Statement that the principal of or interest on the Bonds is payable from the general fund of the District. The Bonds are payable from the proceeds of an ad valorem tax, approved by the voters of the District pursuant to applicable laws and State Constitutional requirements, and required to be levied by the County on all taxable property in the District in an amount sufficient for the timely payment of principal of and interest on the Bonds. See "SECURITY AND SOURCE OF PAYMENT" herein.*

General Information

The District, a political subdivision of the State, occupies approximately 143 square miles including the 1.8 square miles of the City of Colusa and surrounding areas of the County. The District provides education to approximately 1,350 children in grades kindergarten through twelve. The District operates one elementary school serving grades kindergarten through three, one middle school serving grades four through eight, one high school serving grades nine through twelve, one alternative high school, and one alternative home school. The District is governed by the District Board.

The District Board and Key Administrative Personnel

The District Board governs all activities related to public education within the jurisdiction of the District. The District Board has the decision-making authority, the power to designate management, the responsibility to significantly influence operations and is accountable for all fiscal matters relating to the District.

The District Board consists of five members. Each District Board member is elected by the public for a four-year term of office. Elections are held every two years, alternating between two and three positions available. A president of the District Board is elected by the members each year.

The current members of the District Board, together with their office and the date their term expires, are set forth in the following table.

District Board of Trustees  
Colusa Unified School District

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<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Lincoln Forry	President	December 2016
Kelli Griffiths-Garcia	Clerk	December 2016
Terry Bressler	Member	December 2016
Kathie Whitesell	Member	December 2018
Charles Yerxa	Member	December 2018

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The Superintendent of the District is appointed by and reports to the District Board. The Superintendent is responsible for managing the District's day-to-day operations and supervising the work of other key District administrators. The current members of the District's administration and positions held are set forth on page "iv" of this Official Statement.

Enrollment

Student enrollment determines to a large extent the amount of funding a State public school district receives for program, facilities and staff needs. Average daily attendance ("ADA") is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to school districts. See "STATE FUNDING OF PUBLIC EDUCATION" herein.

Enrollment can fluctuate due to factors such as population growth, competition from private, parochial, and public charter schools, inter-district transfers in or out, and other causes. Losses in enrollment will cause a school district to lose operating revenues, without necessarily permitting the school district to make adjustments in fixed operating costs.

Set forth in the following table is the historical and budgeted ADA for the District as of the second period report ("P-2"), the last day of the last full attendance month concluding prior to April 15. P-2 ADA is used by the State as the basis for State apportionments.

Average Daily Attendance  
Colusa Unified School District

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	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15*</u>
Total P-2 ADA	1,318	1,342	1,349	1,388	1,406

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\*Budgeted.

Charter Schools

To the extent charter schools draw students from school district schools and reduce school district enrollment, charter schools can adversely affect school district revenues. However, certain per-pupil expenditures of a school district also decrease based upon the number of students enrolled in charter schools. Pursuant to Proposition 39, school districts are required to provide facilities comparable to those provided to regular district students for charter schools having a projected average daily attendance of at least 80 or more students from that district.

There are currently no charter schools operating in the District.

Pupil-Teacher Ratios

Set forth below are the pupil-to-teacher ratios of the District in fiscal year 2013-14.

**Pupil-to-Teacher Ratios  
Colusa Unified School District**

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<u>Level</u>	<u>Pupil-Teacher Ratio</u>
Kindergarten – Grade Three	24 : 1
Grades Four – Eight	
Grades Nine – Twelve	

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Employee Relations

State law provides that employees of public school districts of the State are to be divided into appropriate bargaining units which then are to be represented by an exclusive bargaining agent.

The District has two recognized bargaining agents for its employees. The Colusa Educators’ Association (“CEA”) represents all non-management certificated staff, and the California School Employees Association (“CSEA”), Chapter 574 represents non-management classified employees.

Set forth in the following table are the District’s bargaining units, number of full-time equivalent (“FTEs”) budgeted for fiscal year 2014-15, and contract expiration date.

**Bargaining Units, Number of Employees and Contract Status  
Colusa Unified School District**

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<u>Certificated</u>	<u>Full-Time Equivalents</u>	<u>Contract Status</u>
Colusa Educators’ Association	73	In negotiations for fiscal year 2014-15
California School Employees Association, Chapter 574	63	In negotiations for fiscal year 2014-15

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The District has budgeted for fiscal year 2014-15 an additional 12.5 management and confidential FTEs not represented by a bargaining unit.

## Pension Plans

All full-time employees of the District are eligible to participate under defined benefit retirement plans maintained by agencies of the State. Certificated employees are eligible to participate in the cost-sharing multiple-employer State Teachers' Retirement System ("STRS"). Classified employees are eligible to participate in the agent multiple-employer Public Employees' Retirement Fund of the Public Employees' Retirement System ("PERS"), which acts as a common investment and administrative agent for participating public entities within the State.

STRS operates under the State Education Code sections commonly known as the State Teachers' Retirement Law. Membership is mandatory for all certificated employees of State public schools meeting the eligibility requirements. STRS provides retirement, disability and death benefits based on an employee's years of service, age and final compensation. Employees vest after five years of service and may receive retirement benefits at age 55. Except as required for employees hired after January 1, 2013, STRS contribution rates are established by the State Legislature. The current contribution requirement for active plan members with an enrollment date prior to January 1, 2013 is 8.0 percent of salary. For active plan members with an enrollment date on or after January 1, 2013, the contribution rate is at least 50 percent of the total annual normal cost of their pension benefit each year as determined by an actuary. Because STRS contribution rates are established by statute, unlike typical defined benefit programs, the District's contribution rate does not vary annually to make up funding shortfalls or assess credits based on actuarial determinations. The contribution requirement for the District was 8.25 percent of salary in fiscal year 2013-14. The District's contribution to STRS was \$414,198 for fiscal year 2012-13, was \$447,271 for fiscal year 2013-14, and is budgeted to be \$503,477 for fiscal year 2014-15.

All full-time classified employees of the District participate in PERS, which provides retirement, disability and death benefits based on an employee's years of service, age and final compensation. Employees vest after five years of service and may receive retirement benefits at age 50. These benefit provisions and all other requirements are established by State statute and District resolution. Active plan members with an enrollment date prior to January 1, 2013 are required to contribute 7.0 percent of their salary, while active plan with an enrollment date on or after to January 1, 2013 are required to contribute 6.0 percent of their salary. The District is required to contribute an actuarially determined rate (11.442 percent in fiscal year 2013-14). The District's contribution to PERS was \$165,938 for fiscal year 2012-13, was \$180,976 for fiscal year 2013-14, and is budgeted to be \$203,044 for fiscal year 2014-15.

Both STRS and PERS have substantial State-wide unfunded liabilities. The amount of these liabilities will vary depending on actuarial assumptions, returns on investment, salary scales and participant contributions. The fiscal year 2014-15 State budget plans to eliminate the estimated \$74.4 billion unfunded STRS liability over a period of approximately 30 years through a combination of State funding and increased school district and teacher payments. Teacher contributions increase from 8 percent to up to 10.25 percent of pay phased in through fiscal year 2016-17, school district and community college district contributions increase from 8.25 percent to 19.1 percent of eligible pay phased in through fiscal year 2020-21, and State contributions increase by 4.311 percent by fiscal year 2016-17 (see "STATE FUNDING OF PUBLIC EDUCATION—The 2014-15 State Budget" herein).

The District is unable to predict future amount of State pension liabilities and amount of required District contributions. Pension plan, annual contribution requirements and liabilities are more fully described in "APPENDIX A – THE FINANCIAL STATEMENTS OF THE DISTRICT AS OF AND FOR THE YEAR ENDED JUNE 30, 2014."

## DISTRICT FINANCIAL INFORMATION

*The information in this section concerning the operations of the District and its finances are provided as supplementary information only, and it should not be inferred from the inclusion of this information in this Official Statement that the principal of or interest on the Bonds is payable from the general fund of the District. The Bonds are payable from the proceeds of an ad valorem tax, approved by the voters of the District pursuant to applicable laws and State Constitutional requirements, and required to be levied by the County on all taxable property in the District in an amount sufficient for the timely payment of principal of and interest on the Bonds. See "SECURITY AND SOURCE OF PAYMENT" herein.*

## Accounting Practices

The District accounts for its financial transactions in accordance with the policies and procedures of the State Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

The District's financial statements consist of government-wide statements and fund-based financial statements. Government-wide statements, consisting of a statement of net assets and a statement of activities, report all the assets, liabilities, revenue and expenses of the District and are accounted for using the economic resources measurement focus and accrual basis of accounting. The fund-based financial statements consist of a series of statements that provide information about the District's major and non-major funds. Governmental funds, including the District's General Fund, special revenues funds, capital project funds and debt service funds, are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available, while expenditures are recognized in the period in which the liability is incurred, if measurable. Proprietary funds and fiduciary funds are accounted for using the economic resources measurement focus and accrual basis of accounting. See "NOTE 1" in "APPENDIX A" herein for a further discussion of applicable accounting policies.

The independent auditor for the District is James Marta & Company LLP, Sacramento, California (the "Auditor"). Selected information concerning the financial statements of the District as of and for the year ended June 30, 2014, are set forth in "APPENDIX A" attached hereto. The District has not requested nor did the District obtain permission from the Auditor to include the audited financial statements as an appendix to this Official Statement. The Auditor has not performed any subsequent events review or other procedures relative to these audited financial statements since the date of its letter.

## Budget and Financial Reporting Process

The District's General Fund finances the legally authorized activities of the District for which restricted funds are not provided. General Fund revenues are derived from such sources as federal and State school apportionments, taxes, use of money and property, and aid from other governmental agencies.

The District is required by provisions of the State Education Code to maintain a balanced budget each year, where the sum of expenditures plus the ending fund balance cannot exceed revenues plus the carry-over fund balance from the previous year. The State Department of Education imposes a uniform budgeting format for school districts.

The fiscal year for all State school districts is July 1 to June 30. The same calendar applies to the budgets of county offices of education, whose budgets and reports are reviewed by the State Superintendent of Public Instruction. The State budget is extremely important input in State school district budget preparation since many school districts depend on State funding for a substantial portion of their revenue. There is very close timing between final approval of the State budget, which must be enacted by June 15, the associated school finance legislation, and the adoption of local school district budgets. In years in which the State budget is not approved by the legal deadline of June 15, school districts are forced to begin the new fiscal year with only estimates of the amount of funding they will actually receive.

School districts must adopt a budget on or before July 1 of each year. The budget must be submitted to the county superintendent within five days of adoption or by July 1, whichever occurs first. A school district may be on either a dual or single budget cycle. The dual budget option requires a revised and readopted budget by September 1 that is subject to State-mandated standards and criteria. The revised budget must reflect changes in projected income and expenses subsequent to July 1. The single budget is only readopted if it is disapproved by the county office of education, or as needed. The District is on a single budget cycle and adopts its budget on or before July 1.

For both dual and single budgets submitted on July 1, the county superintendent will examine the adopted budget for compliance with the standards and criteria adopted by the State Board of Education and identify technical corrections necessary to bring the budget into compliance, will determine if the budget allows the district to meet its current obligations and will determine if the budget is consistent with a financial plan that will enable the district to meet its multi-year financial commitments. On or before August 15, the county superintendent will approve or disapprove the adopted budget for each school district. Budgets will be disapproved if they fail the above standards. The school district board must be notified by August 15 of the county superintendent's recommendations for revision and reasons for the recommendations. The county superintendent may assign a fiscal advisor or appoint a committee to examine and comment on the superintendent's recommendations. The committee must

report its findings no later than August 20. Any recommendations made by the county superintendent must be made available by the school district for public inspection. The law does not provide for conditional approvals; budgets must be either approved or disapproved. No later than September 22, the county superintendent must notify the State Superintendent of Public Instruction of all school districts whose budget has been disapproved.

For all dual budget options and for single and dual budget option districts whose budgets have been disapproved, the school district must revise and readopt its budget by September 8, reflecting changes in projected income and expense since July 1, including responding to the county superintendent's recommendations. The county superintendent must determine if the budget conforms with the standards and criteria applicable to final school district budgets and not later than October 8, will approve or disapprove the revised budgets. If the budget is disapproved, the county superintendent will call for the formation of a budget review committee pursuant to State Education Code section 42127.1. Until a school district's budget is approved, the school district will operate on the lesser of its proposed budget for the current fiscal year or the last budget adopted and reviewed for the prior fiscal year.

Under the provisions of AB 1200, each school district is required to file interim certifications with the county office of education as to its ability to meet its financial obligations for the remainder of the then-current fiscal year and, based on current forecasts, for the subsequent two fiscal years. The county office of education reviews the certification and issues either a positive, negative or qualified certification. A positive certification is assigned to any school district that will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification is assigned to any school district that will be unable to meet its financial obligations for the remainder of the fiscal year or subsequent fiscal year. A qualified certification is assigned to any school district that may not meet its financial obligations for the current fiscal year or subsequent two fiscal years.

The filing status of the District’s interim reports for the past five years appears below.

**Certifications of Interim Financial Reports  
Colusa Unified School District**

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<u>Fiscal year</u>	<u>First Interim</u>	<u>Second Interim</u>
2010-11	Positive	Positive
2011-12	Positive	Positive
2012-13	Positive	Positive
2013-14	Positive	Positive
2014-15	Positive	Positive

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Financial Statements

Figures presented in summarized form herein have been gathered from the District’s financial statements. The audited financial statements of the District for the fiscal year ending June 30, 2014, have been included in the appendix to this Official Statement. See “APPENDIX A” herein. Audited financial statements and other financial reports for prior fiscal years are on file with the District and available for public inspection during normal business hours. Copies of financial statements relating to any year are available to prospective investors and or their representatives upon request by contacting the District at 745 Tenth Street, Colusa, California 95932, Attention: Chief Business Official, telephone (530) 458-7791, or by contacting the District’s financial advisor, Government Financial Strategies inc., 1228 “N” Street, Suite 13, Sacramento, California, 95814-5609, telephone (916) 444-5100.

The following illustration sets forth the District's audited General Fund balance sheet data for fiscal years 2010-11 through 2013-14.

**General Fund Balance Sheet  
Colusa Unified School District**

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	<u>2010-11</u> <u>Audited</u>	<u>2011-12</u> <u>Audited</u>	<u>2012-13</u> <u>Audited</u>	<u>2013-14</u> <u>Audited</u>
<b>ASSETS</b>				
Deposits and Investments	\$1,199,772	\$26,095	\$667,125	\$825,313
Receivables	1,381,291	2,093,765	1,191,256	1,074,990
Due from Other Funds	43,866	46,770	60,579	54,039
Prepaid Expenditures	<u>0</u>	<u>2,129</u>	<u>0</u>	<u>0</u>
<b>TOTAL ASSETS</b>	<b>\$2,624,929</b>	<b>\$2,168,759</b>	<b>\$1,918,960</b>	<b>\$1,954,342</b>
 <b>LIABILITIES AND FUND BALANCES</b>				
Liabilities				
Accounts Payable	\$561,298	\$722,908	\$573,132	\$600,309
Due to Other Funds	0	0	10,489	6,039
Due to Other Governments	0	9,103	0	0
Deferred Revenues	<u>4,781</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Liabilities	\$566,079	\$723,011	\$583,621	\$606,348
Fund Balances				
Nonspendable	\$20,350	\$20,350	\$20,350	\$20,350
Restricted	0	2,129	0	227,281
Assigned	1,153	1,074,903	993,695	747,003
Unassigned	<u>324,210</u>	<u>339,366</u>	<u>321,294</u>	<u>353,360</u>
Total Fund Balances	\$2,058,850	\$1,436,748	\$1,335,339	\$1,347,994
 <b>TOTAL LIABILITIES AND FUND BALANCES</b>	 <b>\$2,624,929</b>	 <b>\$2,168,759</b>	 <b>\$1,918,960</b>	 <b>\$1,954,342</b>

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The following illustration sets forth audited District's General Fund activity for fiscal years 2010-11 through 2013-14, and budgeted activity for fiscal year 2014-15.

**General Fund Activity  
Colusa Unified School District**

	<u>2010-11</u> <u>Audited</u>	<u>2011-12</u> <u>Audited</u>	<u>2012-13</u> <u>Audited</u>	<u>2013-14</u> <u>Audited</u>	<u>2014-15</u> <u>Budgeted</u>
BEGINNING BALANCE	\$1,902,761	\$2,057,698	\$1,436,748	\$1,335,539	\$1,347,994
REVENUES					
Revenue Limit/LCFF	\$7,437,771	\$7,532,830	\$7,602,979	\$9,811,825	\$10,944,235
Federal Revenue	924,843	550,256	473,687	513,251	515,403
Other State Revenues	2,111,472	2,108,609	2,110,166	1,022,997	719,385
Other Local Revenues	<u>496,205</u>	<u>498,413</u>	<u>421,551</u>	<u>443,253</u>	<u>331,303</u>
TOTAL REVENUES	\$10,970,291	\$10,690,108	\$10,608,383	\$11,791,326	\$12,510,326
EXPENDITURES					
Certificated Salaries	\$5,094,042	\$5,282,112	\$5,031,154	\$5,486,681	\$5,647,433
Classified Salaries	1,484,497	1,529,674	1,459,114	1,655,182	1,780,715
Employee Benefits	2,064,941	2,153,222	2,015,210	2,264,817	2,369,368
Books and Supplies	517,151	488,906	429,888	659,731	762,522
Services and Other Operating Exp.	1,024,086	1,010,384	992,818	1,000,080	1,113,496
Capital Outlay	85,016	24,222	35,600	34,666	770,616
Other Outgo	544,469	823,690	746,008	677,514	(20,000)
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	\$10,814,202	\$11,312,210	\$10,709,792	\$11,778,671	\$12,424,150
OTHER FINANCING SOURCES	0	0	0	0	(30,000)
NET INCREASE (DECREASE)	\$156,089	(\$622,102)	(\$101,409)	\$12,655	\$56,176
ENDING BALANCE	\$2,058,850	\$1,436,748	\$1,335,339	\$1,347,994	\$1,404,170

Revenues

The District categorizes its General Fund revenues into four primary sources: revenue limit / local control funding formula sources, federal revenues, other state revenues and other local revenues.

*Revenue Limit / Local Control Funding Formula.* For nearly half a century, State school districts operated under general-purpose revenue limit funding based on a district's average daily student attendance, much of which was restricted by category as to how each dollar could be spent. Revenue limit funding was calculated by multiplying a school district's ADA (using the greater of the current or prior year P-2 ADA) by the school district's revenue limit funding per ADA, with certain adjustments.

Set forth in the following table is the District’s funded ADA and revenue limit funding per ADA for fiscal years 2008-09 through 2012-13.

**Revenue Limit Funding per ADA  
Colusa Unified School District**

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<u>Fiscal Year</u>	<u>Funded ADA<sup>1</sup></u>	<u>Base Revenue Limit per ADA</u>	<u>Deficit Factor<sup>2</sup></u>
2008-09			0.92156
2009-10			0.81645
2010-11	1,370	\$6,755	0.77795
2011-12	1,349	\$6,956	0.79398
2012-13	1,369	\$6,898	0.77728

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<sup>1</sup>Funded ADA is the greater of current year P-2 ADA and prior year P-2 ADA.

<sup>2</sup>When deficiencies in the State budget prevented full funding of the amount of State aid owed to school districts, State legislation would reduce revenue limit allocations by applying a deficit factor to the base revenue limit for the given fiscal year.

In landmark legislation in fiscal year 2013-14, the State introduced a new formula, the Local Control Funding Formula (“LCFF”) to be phased in through fiscal year 2020-21. LCFF consolidates most categorical programs in order to give local districts more control over how to spend their revenues. At full implementation of LCFF, school districts will receive a uniform base grant per student based on grade span, a supplemental grant based on the number of unduplicated targeted disadvantaged students (“unduplicated students”) in the district, and an additional concentration grant based on the number of unduplicated students in the school district above 55 percent, with qualifying schools receiving an additional necessary small school allowance. Approximately 69.5 percent of the District’s students are unduplicated students. The base, supplemental, and concentration grant amounts per student were set in fiscal year 2012-13 and are subject to cost-of-living adjustments thereafter. In fiscal year 2014-15, the District’s LCFF funding at full implementation is calculated to be \$\_\_\_\_\_, comprised of \$\_\_\_\_\_ in base grant funding, \$\_\_\_\_\_ in supplemental grant funding, and \$\_\_\_\_\_ in concentration grant funding.

To calculate LCFF funding during the phase-in period, school districts calculate their “funding gap,” the difference between LCFF funding calculated at full implementation and their “funding floor,” an amount based on fiscal year 2012-13 funding levels under the revenue limit system adjusted for prior LCFF phase-in adjustments. School districts receive their funding floor plus a percentage of their funding gap as specified in the State budget. In fiscal year 2013-14, the State funded 12 percent of the funding gap, while in fiscal year 2014-15 the State will fund 28 percent of the funding gap. In fiscal year 2013-14, the District received \$9,342,799 as its floor entitlement and \$468,612 in gap funding.

School districts that would otherwise receive less funding at full implementation of LCFF than they did under the revenue-limit system are also guaranteed an additional Economic Recovery Target (“ERT”) grant to restore funding to at or above their pre-recession funding, adjusted for inflation. The ERT add-on is paid incrementally over the LCFF implementation period. The District does not qualify for an ERT add-on. See “STATE FUNDING OF PUBLIC EDUCATION—Sources of Revenue for Public Education” herein for more information about LCFF.

Set forth in the following table is the District’s LCFF funding per ADA for fiscal years 2013-14 and 2014-15.

**LCFF Funding per ADA  
Colusa Unified School District**

<u>Fiscal Year</u>	<u>Funded ADA<sup>1</sup></u>	<u>Average LCFF Funding per ADA<sup>2</sup></u>	<u>Average LCFF Funding per ADA at Full Implementation<sup>3</sup></u>
2013-14	1,386	\$	
2014-15	1,406	\$9,492	

<sup>1</sup> Funded ADA is the greater of current year P-2 ADA and prior year P-2 ADA.

<sup>2</sup> Represents average LCFF funding per ADA across grade spans.

<sup>3</sup> Budgeted.

Revenue limit sources accounted for approximately 71.7 percent of the District’s General Fund revenues in fiscal year 2012-13. LCFF revenues accounted for approximately 83.2 percent of General Fund revenues in fiscal year 2013-14, and are budgeted to account for 87.5 percent of General Fund revenues in fiscal year 2014-15.

Funding of the District’s revenue limit and LCFF is accomplished by a mix of a) local taxes (composed predominantly of property taxes, and including miscellaneous taxes and community redevelopment funds, if any) and b) State apportionments of basic and equalization aid. The majority of the District’s revenue limit / LCFF funding comes from State apportionments.

*Federal Revenues.* The federal government provides funding for several District programs, including special education programs and specialized programs such as the No Child Left Behind Act. These federal revenues, most of which historically have been restricted, were approximately 4.5 percent of General Fund revenues in fiscal year 2012-13, were 4.4 percent of General Fund revenues in fiscal year 2013-14, and are budgeted to be 4.1 percent of General Fund revenues in fiscal year 2014-15.

*Other State Revenues.* In addition to apportionment revenues, the State provides funding for several District programs. While the majority of these other State revenues have historically been restricted, the State budget for fiscal year 2011-12 extended spending flexibility through fiscal year 2014-15 for a variety of categorical programs. However, many categorical programs previously classified as other State revenues were incorporated under LCFF in fiscal year 2013-14, causing a reduction in other State revenues. These other State revenues were approximately 19.9 percent of General Fund revenues in fiscal year 2012-13, were approximately 8.7 percent of General Fund revenues in fiscal year 2013-14, and are budgeted to be 5.8 percent of General Fund revenues in fiscal year 2014-15. Included in other State revenues are proceeds received from the State from the State lottery.

*Other Local Revenues.* Revenues from other local sources were approximately 4.0 percent of General Fund revenues in fiscal year 2012-13, were approximately 3.8 percent of General Fund revenues in fiscal year 2013-14, and are budgeted to be 2.6 percent of General Fund revenues in fiscal year 2014-15.

Expenditures

The largest components of a school district’s general fund expenditures are certificated and classified salaries and employee benefits. Changes in salary and benefit expenditures from year to year are generally based on changes in staffing levels, negotiated salary increases, and the overall cost of employee benefits. Even with no negotiated salary increases or changes in staffing levels, normal “step and column” advancements on the salary scale result in increased salary expenditures.

At the time the District completed its fiscal year 2014-15 second interim report, the District had not completed negotiations with its two bargaining units to finalize salary and benefit increases for the fiscal year. As a result, the District did not include salary and benefit increases in its fiscal year 2014-15 second interim report. Each one percent increase in salary for certificated, classified and management staff would increase fiscal year 2014-15 expenditures by \$55,000, \$15,000 and \$13,000 respectively.

Employee salaries and benefits were approximately 79.4 percent of General Fund expenditures in fiscal year 2012-13, were approximately 79.9 percent of General Fund expenditures in fiscal year 2013-14, and are budgeted to be 78.9 percent of General Fund expenditures in fiscal year 2014-15.

#### Short-Term Borrowings

The District has no short-term debt outstanding.

#### Capitalized Lease Obligations

The District has made use of various capital lease arrangements in the past under agreements that provide for title of items and equipment being leased to pass to the District upon expiration of the lease period. The District had \$221,987 of capital lease obligations outstanding as of June 30, 2014.

#### Long-Term Borrowings

The District has no outstanding long-term borrowings. The District has never defaulted on any of its long-term borrowings.

### CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES

#### Article XIII A of the California Constitution

Article XIII A of the State Constitution, adopted and known as Proposition 13, was approved by the voters in June 1978. Section 1(a) of Article XIII A limits the maximum *ad valorem* tax on real property to one percent of “full cash value,” and provides that such tax shall be collected by the counties and apportioned according to State law. Section 1(b) of Article XIII A provides that the one-percent limitation does not apply to *ad valorem* taxes levied to pay interest and redemption charges on: (i) indebtedness approved by the voters prior to July 1, 1978, or (ii) bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast on the proposition, or (iii) bonded indebtedness incurred by a school district or community college district for the construction, reconstruction, rehabilitation or replacement of school facilities or the acquisition or lease of real property for school facilities, approved by 55 percent of the voters of the district, but only if certain accountability measures are included in the bond proposition.

Section 2 of Article XIII A defines “full cash value” to mean the county assessor’s valuation of real property as shown on the fiscal year 1975-76 tax bill, or, thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred. The full cash value may be adjusted annually to reflect inflation at a rate not to exceed two percent per year, or to reflect a reduction in the consumer price index or comparable data for the area under taxing jurisdiction, or may be reduced in the event of declining property value caused by substantial damage, destruction or other factors. The State Revenue and Taxation Code permits county assessors who have reduced the assessed valuation of a property as a result of natural disasters, economic downturns or other factors, to subsequently “recapture” such value (up to the pre-decline value of the property) at an annual rate higher than two percent, depending on the assessor’s measure of the restored value of the damaged property. The State courts have upheld the constitutionality of this procedure. Legislation enacted by the State Legislature to implement Article XIII A provides that, notwithstanding any other law, local agencies may not levy any *ad valorem* property tax except the one percent base tax levied by each county and taxes to pay debt service on indebtedness approved by the voters as described above.

Since its adoption, Article XIII A has been amended a number of times. These amendments have created a number of exceptions to the requirement that property be reassessed when purchased, newly constructed or a change in ownership has occurred. These exceptions include certain transfers of real property between family members, certain purchases of replacement dwellings for persons over age 55 and by property owners whose original property has been destroyed in a declared disaster, and certain improvements to accommodate disabled persons and for seismic upgrades to property. These amendments have resulted in marginal reductions in the property tax revenues of the District.

Under current law, local agencies are no longer permitted to levy directly any property tax (except to pay voter-approved indebtedness). The one percent property tax is automatically levied by each county and distributed according to a formula among

taxing agencies. The formula apportions the tax roughly in proportion to the relative shares of taxes levied prior to 1979. Increases of assessed valuation resulting from reappraisals of property due to new construction, change in ownership or from the annual adjustment are allocated among the various jurisdictions in the “taxing area” based upon their respective “status.” Any such allocation made to a local agency continues as part of its allocation in future years.

Both the State Supreme Court and the United States Supreme Court have upheld the validity of Article XIII A.

#### Article XIII B of the California Constitution

In addition to the limits Article XIII A imposes on property taxes that may be collected by local governments, certain other revenues of the State and local governments are subject to an annual “appropriations limit” or “Gann Limit” imposed by Article XIII B of the State Constitution, which effectively limits the amount of such revenues that government entities are permitted to spend. Article XIII B, approved by the voters in June 1979, was modified substantially by Proposition 111 in 1990. The appropriations limit of each government entity applies to “proceeds of taxes,” which consist of tax revenues, State subventions and certain other funds, including proceeds from regulatory licenses, user charges or other fees to the extent that such proceeds exceed “the cost reasonably borne by such entity in providing the regulation, product or service.” “Proceeds of taxes” excludes tax refunds and some benefit payments such as unemployment insurance. No limit is imposed on the appropriation of funds which are not “proceeds of taxes,” such as reasonable user charges or fees, and certain other non-tax funds.

Article XIII B also does not limit appropriation of local revenues to pay debt service on bonds existing or authorized by January 1, 1979, or subsequently authorized by the voters, appropriations required to comply with mandates of courts or the federal government, appropriations for qualified capital outlay projects, and appropriation by the State of revenues derived from any increase in gasoline taxes and motor vehicle weight fees above January 1, 1990, levels. The appropriations limit may also be exceeded in cases of emergency; however, the appropriations limit for the three years following such emergency appropriation must be reduced to the extent by which it was exceeded, unless the emergency arises from civil disturbance or natural disaster declared by the Governor, and the expenditure is approved by two-thirds of the legislative body of the local government.

The State, and each local government entity, has its own appropriations limit. Each year, the limit is adjusted to allow for changes, if any, in the cost of living, the population of the jurisdiction, and any transfer to or from another government entity of financial responsibility for providing services. Each school district is required to establish an appropriations limit each year. In the event that a school district’s revenues exceed its spending limit, the district may increase its appropriations limit to equal its spending by taking appropriations limit from the State.

#### Article XIII C and Article XIII D of the California Constitution

On November 5, 1996, the voters of the State approved Proposition 218, the “Right to Vote on Taxes Act.” Proposition 218 added Articles XIII C and XIII D to the State Constitution, which contain a number of provisions affecting the ability of local agencies, including school districts, to levy and collect both existing and future taxes, assessments, fees and charges. Among other things, Article XIII C establishes that every tax is either a “general tax” (imposed for general governmental purposes) or a “special tax” (imposed for specific purposes); prohibits special purpose government agencies such as school districts from levying general taxes; and prohibits any local agency from imposing, extending or increasing any special tax beyond its maximum authorized rate without a two-thirds vote. Article XIII C also provides that no tax may be assessed on property other than *ad valorem* property taxes imposed in accordance with Articles XIII and XIII A of the State Constitution and special taxes approved by a two-thirds vote under Article XIII A, Section 4.

Article XIII C also provides that the initiative power shall not be limited in matters of reducing or repealing local taxes, assessments, fees and charges. The State Constitution and the laws of the State impose a duty on the county treasurer-tax collector to levy a property tax sufficient to pay debt service on school bonds coming due in each year. The initiative power cannot be used to reduce or repeal the authority and obligation to levy such taxes which are pledged as security for payment of school district general obligation bonds or to otherwise interfere with performance of the duty of a school district and the county with respect to such taxes. Legislation adopted in 1997 provides that Article XIII C shall not be construed to mean that any owner or beneficial owner of a municipal security assumes the risk of or consents to any initiative measure which would constitute an impairment of contractual rights under the contracts clause of the U.S. Constitution.

Article XIII D deals with assessments and property-related fees and charges. Article XIII D explicitly provides that nothing in Article XIII C or XIII D shall be construed to affect existing laws relating to the imposition of fees or charges as a condition of

property development; however it is not clear whether the initiative power is therefore unavailable to repeal or reduce developer and mitigation fees imposed by the District. Developer fees imposed by the District are restricted as to use.

The interpretation and application of Proposition 218 will ultimately be determined by the courts with respect to a number of the matters discussed above, and it is not possible at this time to predict with certainty the outcome of such determination.

### Proposition 98

On November 8, 1988, California voters approved Proposition 98, a combined initiative constitutional amendment and statute called the “Classroom Instructional Improvement and Accountability Act” (the “Accountability Act”). Certain provisions of the Accountability Act, have, however, been modified by Proposition 111, discussed below, the provisions of which became effective on July 1, 1990. The Accountability Act changes State funding of public education below the university level and the operation of the State’s appropriations limit. The Accountability Act guarantees State funding for K-12 school districts and community college districts (hereinafter referred to collectively as “K-14 school districts”) at a level equal to the greater of (a) the same percentage of General Fund revenues as the percentage appropriated to such districts in 1986-87, or (b) the amount actually appropriated to such districts from the State general fund in the previous fiscal year, adjusted for increases in enrollment and changes in the cost of living. The Accountability Act permits the State Legislature to suspend this formula for a one-year period.

The Accountability Act also changes how tax revenues in excess of the State appropriations limit are distributed. Any excess State tax revenues up to a specified amount would, instead of being returned to taxpayers, be transferred to K-14 school districts. Any such transfer to K-14 school districts would be excluded from the appropriations limit for K-14 school districts and the K-14 school district appropriations limit for the next year would automatically be increased by the amount of such transfer. These additional moneys would enter the base funding calculation for K-14 school districts for subsequent years, creating further pressure on other portions of the State budget, particularly if revenues decline in a year following an Article XIII B surplus. The maximum amount of excess tax revenues which could be transferred to K-14 school districts is 4 percent of the minimum State spending for education mandated by the Accountability Act.

Since the Accountability Act is unclear in some details, there can be no assurances that the State Legislature or a court might not interpret the Accountability Act to require a different percentage of State general fund revenues to be allocated to K-14 school districts, or to apply the relevant percentage to the State’s budgets in a different way than is proposed in the Governor’s Budget. In any event, the Governor and other fiscal observers expect the Accountability Act to place increasing pressure on the State’s budget over future years, potentially reducing resources available for other State programs, especially to the extent the Article XIII B spending limit would restrain the State’s ability to fund such other programs by raising taxes.

### Proposition 111

On June 5, 1990, the voters of California approved the “Traffic Congestion Relief and Spending Limitation Act of 1990” (“Proposition 111”), which modified the State Constitution to alter the Article XIII B spending limit and the education funding provisions of Proposition 98. Proposition 111 took effect on July 1, 1990. The most significant provisions of Proposition 111 are summarized as follows:

**Annual Adjustments to Spending Limit.** The annual adjustments to the Article XIII B spending limit were liberalized to be more closely linked to the rate of economic growth. Instead of being tied to the Consumer Price Index, the “change in the cost of living” is now measured by the change in California per capita personal income. The definition of “change in population” specifies that a portion of the State’s spending limit is to be adjusted to reflect changes in school attendance.

**Treatment of Excess Tax Revenues.** “Excess” tax revenues with respect to Article XIII B are now determined based on a two-year cycle, so that the State can avoid having to return to taxpayers excess tax revenues in one year if its appropriations in the next fiscal year are under its limit. In addition, the Proposition 98 provision regarding excess tax revenues was modified. After any two-year period, if there are excess State tax revenues, 50 percent of the excess are to be transferred to K-14 school districts with the balance returned to taxpayers; under prior law, 100 percent of excess State tax revenues went to K-14 school districts, but only up to a maximum of 4 percent of the schools’ minimum funding level. Also, reversing prior law, any excess State tax revenues transferred to K-14 school districts are not built into the school districts’ base expenditures for calculating their entitlement for State aid in the next year, and the State’s appropriations limit is not to be increased by this amount.

**Exclusions from Spending Limit.** Two exceptions were added to the calculation of appropriations which are subject to the Article

XIIIB spending limit. First, there are excluded all appropriations for “qualified capital outlay projects” as defined by the State Legislature. Second, there are excluded any increases in gasoline taxes above the 1990 level (then nine cents per gallon), sales and use taxes on such increment in gasoline taxes, and increases in receipts from vehicle weight fees above the levels in effect on January 1, 1990. These latter provisions were necessary to make effective the transportation funding package approved by the State Legislature and the Governor, which expected to raise over \$15 billion in additional taxes from 1990 through 2000 to fund transportation programs.

Recalculation of Appropriations Limit. The Article XIIIB appropriations limit for each unit of government, including the State, is to be recalculated beginning in fiscal year 1990-91. It is based on the actual limit for fiscal year 1986-87, adjusted forward to 1990-91 as if Proposition 111 had been in effect.

School Funding Guarantee. There is a complex adjustment in the formula enacted in Proposition 98 which guarantees K-14 school districts a certain amount of State general fund revenues. Under prior law, K-14 school districts were guaranteed the greater of (1) 40.9 percent of State general fund revenues (“Test 1”) or (2) the amount appropriated in the prior year adjusted for changes in the cost of living (measured as in Article XIIIB by reference to *per capita* personal income) and enrollment (“Test 2”). Under Proposition 111, schools will receive the greater of (1) the first test, (2) the second test, or (3) a third test, which will replace the second test in any year when growth in *per capita* State general fund revenues from the prior year is less than the annual growth in California per capita personal income (“Test 3”). Under the third test, schools will receive the amount appropriated in the prior year adjusted for change in enrollment and *per capita* State general fund revenues, plus an additional small adjustment factor. If the third test is used in any year, the difference between the third test and the second test will become a credit (“maintenance factor obligation”) to schools which will be paid in future years when State general fund revenue growth exceeds personal income growth. In years of financial recession, the State Legislature can suspend the minimum guarantee by a two-thirds vote, which also triggers the maintenance factor obligation in later years.

#### Proposition 39

On November 7, 2000, voters within the State approved an amendment (commonly known as Proposition 39) to the State Constitution. This amendment (1) allows school facilities bond measures to be approved by 55 percent (rather than two-thirds) of the voters in local elections and permits property taxes to exceed the current one percent limit in order to repay the bonds, and (2) changes existing statutory law regarding charter school facilities. The local school jurisdictions affected by this proposition are K-12 school districts, including the District, community college districts, and county offices of education. The 55 percent vote requirement would apply only if the local bond measure presented to the voters includes: (1) a requirement that the bond funds can be used only for construction, rehabilitation, equipping of school facilities, or the acquisition or lease of real property for school facilities; (2) a specific list of school projects to be funded and certification that the school board has evaluated safety, class size reduction, and information technology needs in developing the list; and (3) a requirement that the school board conduct annual, independent financial and performance audits until all bond funds have been spent to ensure that the bond funds have been used only for the projects listed in the measure.

Legislation approved in June 2000 places certain limitations on local school bonds to be approved by 55 percent of the voters. These provisions require that the tax rate levied as the result of any single election be no more than \$60 (for a unified school district), \$30 (for a high school or elementary school district), or \$25 (for a community college district), per \$100,000 of taxable property value. The Governor can change these limitations with a majority vote of both houses of the State Legislature and approval; unlike constitutional amendments, which may be changed only with another statewide vote of the people. The statutory provisions could be changed by a majority vote of both houses of the State Legislature and approval by the Governor, but only to further the purposes of the proposition.

#### Proposition 1A

On November 2, 2004, California voters approved Proposition 1A amending the State Constitution to significantly reduce the State’s authority over major local government revenue sources. Under Proposition 1A, the State could not reduce local sales tax rates, shift property taxes from local governments to schools or community colleges, or make changes in how property taxes revenues are shared among local governments without two-thirds approval of both house of the State Legislature, and decrease vehicle license fees without providing local governments with equal replacement funding. Proposition 1A was superseded by the passage of Proposition 22, discussed below.

## Proposition 22

Beginning in fiscal year 1992-93, the State satisfied a portion of its Proposition 98 obligations by shifting part of the property tax revenues otherwise belonging to cities, counties, special districts, and redevelopment agencies, to school and college districts through a local Educational Revenue Augmentation Fund (“ERAF”) in each county. Local agencies, objecting to invasions of their local revenues by the State, sponsored a statewide ballot initiative intended to eliminate the practice. In response, the State Legislature proposed an amendment to the State Constitution, which the State’s voters approved as Proposition 1A at the November 2004 election. That measure was generally superseded by the passage of Proposition 22, an initiative constitutional amendment, at the November 2010 election.

The effect of Proposition 22 is to prohibit the State, even during a period of severe fiscal hardship, from delaying the distribution of tax revenues for transportation, redevelopment, or local government projects and services. It prevents the State from redirecting redevelopment agency property tax increment to any other local government, including school districts, or from temporarily shifting property taxes from cities, counties and special districts to schools, as in the ERAF program. This is intended to, among other things, stabilize local government revenue sources by restricting the State’s control over local property taxes. One effect of this amendment is to deprive the State of fuel tax revenues to pay debt service on most State bonds for transportation projects, reducing the amount of State general fund resources available for other purposes, including education.

Prior to the passage of Proposition 22, the State invoked Proposition 1A to divert \$1.935 billion in local property tax revenues in 2009-10 from cities, counties, and special districts to the State to offset State general fund spending for education and other programs, and included another diversion in the adopted 2009-10 State budget of \$1.7 billion in local property tax revenues from local redevelopment agencies. Because Proposition 22 reduces the State’s authority to use or reallocate certain revenue sources, fees and taxes for State general fund purposes, the State will have to take other actions to balance its budget, such as reducing State spending or increasing State taxes, and school and college districts that receive Proposition 98 or other funding from the State will be more directly dependent upon the State’s general fund.

## Proposition 30

The Guaranteed Local Public Safety Funding, Initiative Constitutional Amendment (also known as “Proposition 30”) temporarily increases the State sales and use tax and personal income tax rates on higher incomes. Proposition 30 temporarily imposes an additional tax on all retailers, at the rate of 0.25 percent of gross receipts from the sale of all tangible personal property sold in the State from January 1, 2013 to December 31, 2016. Proposition 30 also imposes an additional excise tax on the storage, use, or other consumption in the State of tangible personal property purchased from a retailer on and after January 1, 2013 and before January 1, 2017. This excise tax will be levied at a rate of 0.25 percent of the sales price of the property so purchased. For personal income taxes imposed beginning in the taxable year commencing January 1, 2012 and ending December 31, 2018, Proposition 30 increases the marginal personal income tax rate by: (i) one percent for taxable income over \$250,000 but less than \$300,000 for single filers (over \$340,000 but less than \$408,000 for joint filers), (ii) 2 percent for taxable income over \$300,000 but less than \$500,000 for single filers (over \$408,000 but less than \$680,000 for joint filers), and (iii) 3 percent for taxable income over \$500,000 for single filers (over \$680,000 for joint filers).

The revenues generated from the temporary tax increases will be included in the calculation of the Proposition 98 minimum funding guarantee for school districts and community college districts. See “Proposition 98” and “Proposition 111” above. From an accounting perspective, the revenues generated from the temporary tax increases will be deposited as a continuous appropriation, not subject to State budget adoption, into the State account created pursuant to Proposition 30 called the Education Protection Account (the “EPA”). Pursuant to Proposition 30, funds in the EPA will be allocated quarterly, with 89 percent of such funds provided to schools districts and 11 percent provided to community college districts. The funds will be distributed to school districts and community college districts in the same manner as existing unrestricted per-student funding, except that no school district will receive less than \$200 per unit of ADA and no community college district will receive less than \$100 per full time equivalent student. The \$200 per ADA minimum funding guarantee of Proposition 30 is in addition to the \$120 ADA constitutional guarantee under Proposition 98. With the enactment of the LCFF, the EPA will continue to be calculated based on a school district’s adjusted revenue limit in accordance with Proposition 30, as components of the LCFF. A district’s EPA entitlement is reduced so that funding from local property taxes and EPA combined does not exceed its revenue limit. For each fiscal year, each district’s proportionate share of the EPA will be recalculated four times. See “STATE FUNDING OF PUBLIC EDUCATION—Sources of Revenue for Public Education” herein.

The governing board of each school district and community college district is granted sole authority to determine how the moneys received from the EPA are spent, provided that the appropriate governing board is required to make these spending



determinations in open session at a public meeting and such local governing boards are prohibited from using any funds from the EPA for salaries or benefits of administrators or any other administrative costs. The EPA funds may be used for instructional purposes, special education purposes, guidance and counseling, psychological and health services, speech pathology, student testing and transportation, food services, library, media and technology or other specified uses.

### Proposition 58

In November 2004, California voters approved Proposition 58, the “California Balanced Budget Act,” amending the State Constitution to require that the State enact a balanced budget, by estimating annual expenditures that would be equal to or less than estimated revenues. The law also required the creation of a special reserve fund within the State general fund called the Budget Stabilization Account Fund. As discussed below, Proposition 2 amended the rules governing how the State contributes money to that reserve, and how the money in the reserve can be spent.

### Proposition 2

In November 2014, State voters approved Proposition 2, the “Rainy Day Budget Stabilization Fund Act,” amending the State Constitution to try to solve the problem the State faces of being more than \$300 billion in debt. Among other changes, there are new rules regarding how the State will contribute to the budget stabilization account (“BSA”) fund and how the money in the fund can be spent.

The new law requires that 1.5 percent of the State general fund be deposited into the BSA annually, plus an additional amount when the State receives capital gains of more than 8 percent of State general fund revenues. After the existing maintenance factor is fully repaid, a Proposition 98 reserve will be funded with the spikes in funding to ensure smooth school spending and minimize future cuts. This does not affect Proposition 98 calculations. The new law requires that the BSA never be more than 10 percent of the State general fund. The new law requires that for the next 15 years, half of the funds deposited each year into the BSA must be used to pay fiscal obligations such as budget loans and unfunded State level pension plans. After 15 years, half of the deposited amount must be saved, and the other half will be used to pay debt payments or for further savings. Funds may be withdrawn from BSA only for a disaster or if, over three years, spending does not rise above the highest level of spending. In the case of a recession, only half of the funds can be withdrawn. The State must forecast multi-year budget projections for the State’s long-term financial stability.

### School District Reserve Minimum and Maximum Requirements

The State has a constitutional obligation to ensure that school districts continue to operate, even if they have financial difficulties, so that the education of students in the State is not disrupted. The State has established guidelines requiring school districts to maintain a minimum reserve to prevent a school district from entering into a financial crisis that requires an emergency loan from the State. The minimum reserve requirement helps school districts manage cash flow, address unexpected costs, save for large purchases, reduce costs of borrowing money, and mitigate the volatility in funding produced by the reliance on tax revenue funding sources.

State guidelines for the minimum required amount that a school district must keep in reserve in its general fund, specifically in the Reserve for Economic Uncertainties Fund, vary according to the size of the school district. Smaller school districts are required to keep a higher percentage of reserves because they are more easily overwhelmed by unexpected costs, such as a single major facility repair, which could deplete most of its reserves in a single year. School districts with enrollment of 300 or fewer students, which represent 25 percent of districts, must keep a minimum reserve of 5 percent of expenditures. School districts with enrollment of 301 to 1,000 students, which represent 17 percent of districts, must keep a minimum reserve of four percent. School districts with enrollment of 1,001 to 30,000 students, which represent 55 percent of districts, must keep a minimum reserve of three percent. School districts with enrollment of 30,001 to 400,000 students, which represent three percent of districts, must keep a minimum reserve of two percent. The one school district in the State with an enrollment of more than 400,001 students must keep a minimum reserve of one percent.

Many school districts attempt to keep their reserve levels above the State minimum requirements, from five percent to as much as 25 percent of expenditures. A 17 percent reserve is equal to approximately two months of expenditures and is a standard reserve level for local public agencies. However, the passage of Proposition 2 in November 2014 included a provision capping school district reserves in certain years. The caps, which only go into effect in a year following a deposit by the State into the State

school reserve Rainy Day Fund established by Proposition 2, prohibit a school district from adopting a budget that contains a total of assigned and unassigned reserves of more than twice the applicable state minimums for unassigned reserves. If the reserve cap does go into effect, county education officials could exempt a district from the cap in special situations if a district demonstrates that it faces extraordinary fiscal circumstances, including undertaking multi-year infrastructure or technology projects. Although the specifics of this legislation are still subject to change, the reserve limit for most school districts could range from three to ten percent of annual general fund expenditures, depending on the district's size. At this time, the State does not project making such a deposit through fiscal year 2018-19.

In the past, most school districts have kept reserve levels much higher than the amount allowed under the potential reserve cap. To gradually bring reserves down to future maximum levels, some districts may start to spend more on teacher pay, books, and other costs in the next few years. Other school districts might wait until after money is deposited in the State reserve for schools and then either spend large amounts all at once to bring their reserves down to the maximum levels or seek exemptions from county education officials to keep their reserves above the maximum levels. If a school district has a smaller reserve as a result, it could affect the district's financial condition at the time of an economic downturn. See "STATE FUNDING OF PUBLIC EDUCATION—Sources of Revenue for Public Education" herein.

### Future Initiatives

Articles XIII A, XIII B, XIII C, and XIII D of the State Constitution and Propositions 98, 111, 39, 1A, 22, 30, 58 and 2 were each adopted as measures that qualified for the ballot pursuant to the State's initiative process. There is no assurance that the State electorate or State Legislature will not at some future time approve additional limitations that could reduce property or other tax revenues and adversely affect the revenues of the District or require additional expenditures.

## STATE FUNDING OF PUBLIC EDUCATION

### Sources of Revenue for Public Education

There are four general sources of funding for K-12 public education in the State: the federal government, local property taxes, other local funding sources and State funding, the principal source of funding for most school districts. Besides the sources discussed below, no other source of general-purpose revenue is currently permitted for schools. Proposition 13 eliminated the possibility of raising additional *ad valorem* property taxes for general school support, and the courts have declared school districts may not charge fees for school-related activities other than for busing services. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING SCHOOL DISTRICT REVENUES AND EXPENDITURES—Article XIII A" herein.

*State Funds.* School districts in the State receive the majority of their funds from the State. In fiscal year 2014-15, State funds are expected to account for approximately 61 percent of K-12 public education funding in the State. There are three sources of State funds for K-12 public education: a guaranteed minimum level under Proposition 98, comprised of a combination of State general fund revenues and local property tax revenues, representing the majority 88 percent in fiscal year 2014-15) of State funding; additional State funds for targeted programs such as facilities and the remaining categorical programs including special education, nutrition, afterschool programs, and home-to-school transportation; and State lottery funds, which may only be used for instructional purposes. The Proposition 98 guaranteed minimum amount is set forth each year in the State budget. See "—The State Budget Process" herein.

Over 60 percent of the State's general fund revenue comes from capital gains taxes, so a downturn in the stock market may significantly impact the State's general fund. Because funding for education in the State depends on the amount of money available in the State general fund, the linkage can result in significant volatility in education funding. For instance, in fiscal year 2011-12 during the recent recession, State general fund revenues available for education funding were approximately 8 percent less than the amount available four years prior. New provisions were added to the State Constitutional and statutes in 2013 and 2014 that attempt to provide funding stability to public education by capturing spikes in capital gains revenue to use for paying down debts and obligations and to create a rainy day fund. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING SCHOOL DISTRICT REVENUES AND EXPENDITURES--Proposition 2" and "—State Budget Process" herein.

*The State Revenue Limit.* The State Revenue Limit was instituted in fiscal year 1973-74 to provide a mechanism to calculate the amount of general purpose revenue a school district, community college district or county board of education is entitled to receive

from State and local sources. Each school district had its own target amount of funding from State funds and local property taxes per average daily attendance. This target was known as revenue limit, and the funding from this calculation formed the bulk of school districts' income. The State Legislature usually granted annual cost-of-living adjustments ("COLAs") to revenue limits. The exact amount of the COLA depended on whether the school district is an elementary, high school or a unified school district.

*Local Control Funding Formula (LCFF).* In landmark legislation, the fiscal year 2013-14 State budget replaced the existing revenue limit allocation formula with a new formula, the Local Control Funding Formula. The LCFF transfers control over spending decisions to local authorities, requiring community input about those spending decisions along with increased transparency and accountability for the outcomes of those decisions. Most public education funding from the State is provided through the LCFF. In fiscal year 2014-15, the State provided 88 percent of K-12 Proposition 98 funding through LCFF. Under LCFF, school districts across the State receive the same base grants for each grade span, based on ADA. As under the previous system, school districts continue to receive funds based on the greater of prior year or current year ADA figures. In fiscal year 2014-15, the base grants were \$7,541 for grades K-3, \$7,117 for grades 4-6, \$7,328 for grades 7-8, and \$8,712 for grades 9-12, which include adjustment increases for class size reduction and career technical education for grade spans K-3 and 9-12 receive, respectively. A school district's average K-3 class size target enrollment is not more than 24 students per teacher at each school site, as may be amended by union contract. Charter schools are not required to make progress towards or to meet this enrollment ratio goal.

School districts receive a supplemental grant of 20 percent of the base grant for each unduplicated student in the district, defined as low-income, English-learner, or foster youth. Enrollment counts are unduplicated, such that students may not be counted as both English-learner and low-income (foster youth automatically meet the eligibility requirements for free or reduced priced meals, and are therefore not discussed separately). School districts with over 55 percent enrollment of unduplicated students receive concentration funding. The concentration grant is an additional 50 percent of the base grant for each unduplicated student above the threshold. The concentration grants are intended to address the additional academic challenges faced by such students when their peers are similarly disadvantaged. The supplemental and concentration factors are allocated so that as a school district's portion of unduplicated students increases, so does its total funding allocation. A school district in which 100 percent of enrollment is unduplicated students will receive 42.5 percent more total funding than a school district with no unduplicated students. For accounting purposes, all LCFF funds will be accounted for as an unrestricted resource. School districts have broad discretion to decide how to spend the base grant. The supplemental and concentration grants must be used to increase or improve services to the population they are intended to serve, although some services may be provided district- or site-wide. The supplemental and concentration grant amounts are based on the unduplicated count of pupils divided by the total enrollment in the school district, based on fall certified enrollment report.

Most districts will receive more funding at full implementation of LCFF than they did previously under the revenue-limit system. Those districts that will receive less under the LCFF base, supplemental and concentration grant framework are guaranteed an additional Economic Recovery Target ("ERT") grant to restore funding to at or above their pre-recession funding, adjusted for inflation. The ERT add-on will be paid incrementally over the LCFF implementation period.

LCFF does not change the minimum required reserve that be kept by a school district for economic uncertainties. See "CONSTITUTIONAL AND STATUTORY PROVISION AFFECTING DISTRICT REVENUES – School District Reserve Minimum and Maximum Requirements" herein.

The implementation of LCFF began in fiscal year 2013-14, with full implementation planned within eight years, fiscal year 2020-21. Until full implementation has occurred, the difference between the actual amount districts receive in a year and the target amount they will receive as of full implementation is referred to as the "funding gap." The funding gap is determined by the difference between the "funding floor," or amount of funding a district received the prior year, and the target amount of funding the district will receive at full implementation. The funding floor consists of fiscal year 2012-13's deficated revenue limit divided by ADA multiplied by current year ADA, plus the sum of any categorical funding. Currently in the second year of LCFF implementation, sufficient funding was available to fund 12 percent of the funding gap in fiscal year 2013-14 and 28 percent of the gap in fiscal year 2014-15.

The LCFF does not alter the budget adoption process for school districts. The State funds the districts in monthly installments based on calculations made in a series of three apportionments throughout the fiscal year. Each apportionment includes funding for the LCFF and for other State programs. The amount of each apportionment is based on calculations made by each school district and reviewed by its county office of education. The Advance Principal Apportionment ("Advance Apportionment"), certified by July 20, sets forth the amount the district will receive for the year, paid in a series of installments from August through January. The First Principal Apportionment ("P-1 Apportionment"), certified by February 20, set forth a new calculation based on the district's first period ADA determined as of December, for installments that will be paid to the district from February

through June. The Second Principal Apportionment (“P-2 Apportionment”), certified July 2, based on second period ADA determined as of April, recalculates the amount of the final installment for the fiscal year paid to the district in July. At the close of the fourth quarter, a final annual recalculation (“Annual Apportionment”) provides an updated estimate of the prior year’s adjustment. In addition, under the EPA, districts receive a quarterly allocation of the tax revenue received from the temporary tax increase under Proposition 30. The funds in the EPA are allocated between K-12 education and community colleges by 89 percent and 11 percent, respectively, in quarterly allocations made in September, December, March and June each year. The amount received by a school district under EPA is a reduction to the aid the district receives from the State applied at each principal apportionment certification. See “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES—Proposition 30” herein.

The LCFF requires each school district to demonstrate that its spending decisions are producing the desired results of increased student performance as stated in each district’s own Local Control Accountability Plan (the “LCAP”). Each school district must create its own annually updated LCAP with input from teachers, parents and the community, including the parents or guardians of unduplicated students. School districts must review and share the results to determine whether spending achieved the goals stated in the LCAP, for each school site and for the school district as a whole. All school districts must use the State’s LCAP template beginning fiscal year 2014-15. The LCAP must include a description of the annual goals to be achieved for each student group for each state priority, including the content standards adopted by the State Board of Education.

Charter schools must comply with LCFF and receive mostly the same funds as public schools, although calculation of targeted disadvantaged students differs somewhat to prevent abuse of the system. There are also differences in the process of LCAP adoption and assessment. In the case of a charter schools that fails to perform according to its LCAP, the State is not required to provide the same support that a public school district or county office of education receives, and its charter can be revoked.

*Federal Funds.* In fiscal year 2014-15, federal revenues are expected to account for approximately 10 percent of K-12 education funding within the State. Approximately 95 percent of federal funds are designated for particular purposes including special education, the No Child Left Behind Act, Drug Free Schools, and Title I.

*Local Property Taxes.* In fiscal year 2014-15, local property taxes are expected to account for approximately 19 percent of K-12 education funding within the State. Property taxes are constitutionally limited to one percent of the property’s value, except to repay voter-approved debt. Approximately 14 percent of school districts in the State receive more from local property tax revenue than they would under the State formulas. Such districts, called “basic aid” districts, receive no money from the State but are allowed to keep any property tax revenue they receive. They must still comply with the accountability requirements adopted with LCFF, discussed below. See “Local Control Funding Formula (“LCFF”)” herein. The District is not a basic aid district.

*Other Local Funds.* In fiscal year 2014-15, miscellaneous local sources are expected to account for approximately 5 percent of K-12 education funding within the State. There are several types of revenue a school district may receive from other local sources, including developer fees, parcel taxes, property lease revenues, and private donations. A school district may levy developer fees on new residential or commercial development within the district’s boundaries to finance the construction or renovation of school facilities. A school district may, with two-thirds approval from local voters, levy special taxes on parcels to fund specific programs within the district. A school district may lease or sell its unused sites or facilities as another source of revenue. A school district may also seek contributions, sometimes channeled through private foundations established to solicit donations from local families and businesses.

In addition, a significant number of school districts have secured voter approval, with either a two-thirds vote or a 55 percent majority, to sell general obligation bonds or to establish special taxing districts for the construction of schools. Use of such taxes is restricted by law. Such taxes are expected to account for approximately 5 percent of K-12 public education funding in the State in fiscal year 2014-15.

### The State Budget Process

Under the State Constitution, money may be drawn from the State Treasury only through an appropriation authorized by law. The primary source of annual appropriations authorizations is the Budget Act approved by the State Legislature and signed by the Governor, which can provide for projected expenditures only to the amount of projected revenues and balances available from prior fiscal years.

The annual budget cycle begins when the Governor releases a proposed budget in January for the next fiscal year, which starts each July 1 and ends June 30. The Governor releases a revised budget in May based on new projections regarding State revenues

and feedback from the State Legislature and other constituents. The State Constitution requires that the State Legislature pass the Budget Act by June 15 by majority approval from both Houses. The Governor may reduce or eliminate specific line items in the Budget Act or any other appropriations bill without vetoing the entire bill. Such individual line-item vetoes are subject to override by a two-thirds majority vote of each House of the State Legislature.

Appropriations may also be included in legislation other than the Budget Act. Bills containing appropriations (including for K-14 education) must be approved by a majority vote in each House of the State Legislature, unless such appropriations require tax increases, in which case they must be approved by a two-thirds vote of each House of the State Legislature, and be signed by the Governor. The State Constitution or a State statute may also provide for continuing appropriations that are available without regard to fiscal year. Funds necessary to meet an appropriation need not be in the State Treasury at the time such appropriation is enacted; revenues may be appropriated in anticipation of their receipt.

The 2014-15 State Budget

On June 20, 2014, the Governor signed the fiscal year 2014-15 State Budget (the “2014-15 State Budget”) and associated trailer bills to enact a budget with general fund resources of \$109.4 billion and general fund expenditures of \$108 billion, over \$45 billion of which goes to K-12 education. The 2014-15 State Budget pays down more than \$10 billion in outstanding obligations to public education by fiscal year 2017-18, including \$5.2 billion in outstanding funding deferrals to K-14 education agencies.

In addition, the 2014-15 State Budget eliminates the \$74.4 billion unfunded STRS liability over a period of approximately 30 years through a combination of State funding and increased school district and teacher payments. For fiscal year 2014-15, the plan directs \$276 million in additional contributions from all three entities. Teacher contributions increase from 8 percent to up to 10.25 percent of pay phased in through fiscal year 2016-17, school district and community college district contributions increase from 8.25 percent to 19.1 percent of eligible pay phased in through fiscal year 2020-21, and State contributions increase by 4.311 percent by fiscal year 2016-17.

The following table identifies budgeted State general fund revenues and expenditures.

State General Fund  
2014-15 State Budget

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	<u>2013-14</u> <u>Revised</u>	<u>2014-15</u> <u>Revised</u>
Prior Year Balance	\$2,429	\$3,903
Revenues and Transfers	<u>\$102,185</u>	<u>\$105,488</u>
Total Resources Available	\$104,614	\$109,391
Total Expenditures	<u>\$100,711</u>	<u>\$107,987</u>
Fund Balance	\$3,903	\$1,404
Encumbrances	\$955	\$955
Uncertainties	\$2,948	\$449
Budget Stabilization Account	-	\$1,606

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Source: State Department of Finance.

*Education Funding.* Under Proposition 98, public education receives a guaranteed minimum amount of funding made up of a combination of State general fund and local property tax revenues. The general intent of Proposition 98 is to increase funding for public education over the prior year’s funding level in order to match growth in both enrollment and the State’s economy. The amount allocated under the guarantee each year depends on whether growth is greater in the State’s general fund or per capita personal income, or whether general fund revenues grow slowly or decline, and which associated test will result in the highest

funding level. In years of extraordinary fiscal hardship in which the State’s revenues are insufficient under any test, the State Legislature can vote by a two-thirds majority to suspend the guarantee altogether.

Test 1, which operates when there is strong growth in State revenues and was used in four of the last 27 years, guarantees that approximately 40 percent of the State’s general fund is allocated to education at a level equal to or greater than the prior year’s funding level, adjusted for changes in enrollment and personal income. The 2014-15 State Budget, a Test 1 year, includes a guaranteed minimum funding to education of \$60.9 billion, an increase of \$2.6 billion over the previous year’s level. For K-12 education, the budget has a funding level of \$9,067 per average daily attendance, a significant increase over the \$7,006 level in fiscal year 2011-12. Test 2, which operates when there is stronger growth in per capita personal income than general fund revenues and was used in 13 of the last 27 years and will be used for fiscal year 2015-16, also guarantees an increase over the prior year’s funding. Test 3 operates in years in which there is little to no growth in the general fund and applied in eight of the last 27 years, including fiscal year 2013-14. In years of fiscal hardship in which the State legislature votes to suspend the guarantee, as happened in two of the past 27 years, fiscal years 2004-05 and 2010-11, a maintenance factor obligation is created in which the State pays the funds owed to education over time in future years. The maintenance factor obligation is equal to the difference between the amount that would have been paid under Test 2 and the amount of funding that was actually provided. The maintenance factor obligation is also created in years in which Test 3 applies. The State has carried an outstanding maintenance factor obligation in 20 of the past 25 years, including an estimated \$2.6 billion at the end of fiscal year 2014-15. In Test 1 years in which there is strong general fund growth, a large maintenance factor payment is made. See “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES- Proposition 98” and “-Proposition 111.”

The following table shows the historical and current levels of Proposition 98 funding in the State Budget.

**Proposition 98 Funding  
2014-15 State Budget**

	2012-13 <u>Revised</u> (Millions)	2013-14 <u>Budget</u> (Millions)	2014-15 <u>Budget</u> (Millions)
Preschool	\$481	\$507	\$664
K-12 Education			
General Fund	36,195	34,693	40,091
Local Property Tax Revenue	<u>13,760</u>	<u>13,036</u>	<u>14,088</u>
Subtotal	\$49,955	\$48,628	\$54,180
California Community Colleges			
General Fund	3,701	3,742	4,293
Local Property Tax Revenue	<u>2,251</u>	<u>2,291</u>	<u>2,309</u>
Subtotal	\$5,951	\$6,033	\$6,602
Other Agencies	78	78	77
Unallocated	<u>0</u>	<u>35</u>	<u>0</u>
Total	\$56,465	\$55,281	\$60,859
General Fund	\$40,454	\$39,055	\$44,462
Local Property Tax Revenue	\$16,011	\$16,226	\$16,397

Source: The State Legislative Analyst’s Office.

The majority of the increase in Proposition 98 funding in fiscal year 2014-15 is allocated towards increasing LCFF funding by \$4.7 billion. As a result, per-pupil funding is 12 percent higher than fiscal year 2013-14 levels. The additional LCFF funding will close more than 28 percent of the remaining gap between the fiscal year 2013-14 funding level and the LCFF funding target for each school district. The fiscal year 2014-15 funding level is approximately 80 percent of full implementation of LCFF. Other provisions for education funding contained in the 2014-15 State Budget include:

- \$450 million to pay down common core implementation mandate backlog,
- \$250 million in one-time additional funding for the Career Pathways Trust,
- \$279 million in Proposition 39 funds for K-12 facilities grants,
- \$28 million for mandates under the Energy Conservation Assistance Act,
- \$188.5 million in one-time funding for the Emergency Repair Program for schools,
- \$26 million for county offices of education for LCFF implementation,
- \$500,000 augmentation for the Fiscal Crisis and Management Assistance Team (FCMAT), which provides fiscal advice and support to school districts with LCFF,
- \$54 million to continue implementation of new student assessments, and
- \$33 million for cost-of-living adjustment for several K–12 programs (including special education and child nutrition programs).

*Cap on School District Reserves.* The passage of Proposition 2 in the November 2014 statewide election included trailing legislation that requires school districts to reduce their reserves in a year following a deposit by the State into the statewide reserve Rainy Day Fund account. Several conditions must be present before the cap would be required. The caps for most districts will range from 3 percent to 10 percent of a district’s annual expenditures. At this time, the State projects that the conditions triggering such a cap will not occur through fiscal year 2018-19. The District cannot predict how the State will implement this cap in the future. See “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND EXPENDITURES—School District Reserve Minimum And Maximum Requirements” herein.

The Proposed 2015-16 State Budget

On January 9, 2015, the Governor released his proposed State budget for fiscal year 2015-16 (the “Proposed 2015-16 State Budget”). The Proposed 2015-16 State Budget calls for \$158.8 billion in general and special fund expenditures, a one percent increase over revised fiscal year 2014-15 levels. Due to the recent strong economy and additional revenues from temporary taxes, the Proposed 2015-16 State Budget projects that State general fund tax revenues for fiscal year 2014-15 will be \$2 billion more and tax revenues for fiscal year 2015-16 will be \$1 billion more than projected in June 2014. The Proposed 2015-16 State Budget recommends \$4 billion for the continued implementation of LCFF to K-12 education, an increase of 8.7 percent from fiscal year 2014-15 spending for LCFF in K-12 education.

The Proposed 2015-16 State Budget is the first budget proposal since the passage of Proposition 2 by voters in the November 2014 election, which directs the State to invest in a Rainy Day Fund / Budget Stabilization Account in times of economic prosperity to build a reserve to help the State avoid the volatility of past budgeting cycles which have had a significant negative impact on education funding. Proposition 2 requires 1.5 percent of general fund revenues and capital gains revenues over 8 percent, after the amount allocated under Proposition 98, to be divided between paying down long term obligations and debts, and saved in a Rainy Day Fund. At the end of fiscal year 2015-16, the State general fund is proposed to have an ending balance of \$1.42 billion with a \$3.36 billion reserve, of which \$1.2 billion is allocated towards the Rainy Day Fund.

The following table identifies historical and budgeted State general fund revenues and expenditures.

Proposed 2015-16 State Budget  
General Fund

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	2013-14 <u>Revised</u> (Millions)	2014-15 <u>Revised</u> (Millions)	2015-16 <u>Budget</u> (Millions)
Prior-year Fund Balance	\$2,264	\$5,100	\$1,423
Revenues and Transfers	<u>102,675</u>	<u>108,042</u>	<u>113,380</u>
Total Resources Available	\$104,939	\$113,142	\$114,803
Expenditures	<u>\$99,838</u>	<u>\$111,720</u>	<u>\$113,298</u>
Ending Fund Balances	\$2,837	\$3,678	\$82
Encumbrances	\$971	\$971	\$971
Reserve <sup>4</sup>	\$4,130	\$2,058	\$3,361
Budget Stabilization Account	-	\$1,606	\$2,826
Economic Uncertainties Fund	\$2,983	452	\$534

Source: The State Legislative Analyst's Office.

*Education Funding.* Under the Proposed 2015-16 State Budget, ongoing K-12 Proposition 98 per-pupil expenditures would be \$9,667 in fiscal year 2015-16, an increase of \$306 or 3.2 percent per-pupil from \$9,361 per pupil in fiscal year 2014-15. The Proposed 2015-16 State Budget assumes that the fiscal year 2015-16 will be a Proposition 98 Test 2 year, and estimates that K-12 ADA will decrease slightly from fiscal year 2014-15 levels. Total per-pupil expenditures from all sources are projected to be \$13,223 in fiscal year 2014-15 and \$13,462 in fiscal year 2015-16, an increase of \$239 or 1.8 percent, including funds repaying all education deferrals in full. This would be a significant increase over fiscal year 2011-12 K-12 spending levels, with an increase of \$2,600 per pupil.

The following table identifies historical and budgeted Proposition 98 funding.

**Proposition 98 Funding  
Proposed 2015-16 State Budget**

	2012-13 <u>Actual</u> (Millions)	2013-14 <u>Revised</u> (Millions)	2014-15 <u>Revised</u> (Millions)	2015-16 <u>Budget</u> (Millions)
Preschool	\$481	\$507	\$664	\$657
K-12 Education				
General Fund	\$37,740	\$38,005	\$41,322	41,280
Local Property Tax Revenue	<u>13,895</u>	<u>13,671</u>	<u>14,184</u>	<u>16,068</u>
Subtotal	\$51,634	\$51,675	\$55,506	\$57,348
California Community Colleges				
General Fund	\$3,908	\$4,581	\$4,581	\$5,002
Local Property Tax Revenue	<u>2,241</u>	<u>2,178</u>	<u>2,321</u>	<u>2,628</u>
Subtotal	\$6,149	\$6,413	\$6,902	\$7,630
Other Agencies	<u>\$78</u>	<u>\$78</u>	<u>\$80</u>	<u>\$80</u>
Total	\$58,342	\$58,673	\$63,153	\$65,716
General Fund	\$42,207	\$42,824	\$46,648	\$47,019
Local Property Tax Revenue	16,135	15,849	16,505	18,697

Source: The State Legislative Analyst's Office.



The Proposed 2015-16 State Budget provides a third-year investment of \$4 billion in the LCFF, estimated to close 32 percent of the remaining funding gap. Under this proposal, the LCFF is estimated to be approximately 85 percent funded. Other provisions for education funding in the Proposed 2015-16 State Budget include:

- \$1.1 billion in one-time funding for further implementation of Common Core curriculum,
- \$900 million in one-time funding to eliminate all remaining outstanding deferral debt for K-12,
- \$273.4 million in one-time funding for the Emergency Repair Program, retiring the State’s obligation under *Williams*,
- \$100 million in one-time funding to support additional investments in internet connectivity and infrastructure,
- \$59.5 million to support projected charter school ADA growth, and
- \$15.3 million to reflect a projected increase in special education ADA.

The Proposed 2015-16 State Budget proposes changes regarding oversight of teacher training systems and \$5 million to fund an advisory panel to recommend standards, data systems and increase transparency about the quality and effectiveness of the system. The Proposed 2015-16 State Budget also proposes that future changes be made to the school facilities program.

### Dissolution of Redevelopment Agencies

Until 2011, a city or county could create a redevelopment agency in territory within one or more school districts. Upon formation of a redevelopment agency “project area”, property tax revenues attributable to the growth in assessed value of taxable property within the project area (known as “tax increment”) were allocated to the redevelopment agency, causing a loss of the one percent countywide property tax levy to other local taxing agencies, including school districts, from that time forward. However, special *ad valorem* property taxes in excess of the one percent property tax levy collected for payment of debt service on school district bonds are based on assessed valuation before reductions for redevelopment increment, and such special *ad valorem* property taxes are not affected or diverted by the operation of a redevelopment agency project area. Any loss of local property taxes that contribute to the revenue limit target of a school district is made up by an increase in State equalization aid until the base revenue limit is reached. “Pass-through” payments of local tax revenues required by law to be paid to the school district by a local redevelopment agency will count toward the revenue limit, except for any portion dedicated to capital facilities or deferred maintenance.

On June 30, 2011, the Governor signed AB1X 26. AB1X 26 dissolved all redevelopment agencies in existence and designated successor agencies and oversight boards to satisfy the enforceable obligations of the former redevelopment agencies and administer dissolution and wind down of the former redevelopment agencies. AB1X 1484, signed by the Governor on June 27, 2012, modified certain provisions enacted under AB1X 26. Beginning February 1, 2012, property taxes that would have been allocated to each redevelopment agency if the agencies had not been dissolved were instead deposited into a “redevelopment property tax trust fund” created and held for each former redevelopment agency by the related county auditor-controller. Amounts in the redevelopment property tax fund, after payment of the county auditor-controller administrative costs, are applied each January 2 and June 1 in the following priority:

- (i) to pay pass-through payments to affected tax entities in the amounts that would have been owed had the former redevelopment agency not been dissolved; provided however that if a successor agency determines that insufficient funds will be available to make payments on the recognized obligation payment schedule and the county auditor controller verifies such determination, pass-through payments that had previously been subordinated to debt service may be reduced;
- (ii) to the former redevelopment agency’s successor agency for payments listed on the successor agency’s recognized obligation payment schedule for the ensuing six month period;
- (iii) to the former redevelopment agency’s successor agency for payment of administrative costs; and
- (iv) to school entities and local taxing agencies any remaining balance.

The District does not receive pass-through payments.

### Future Budgets

The District cannot predict what actions will be taken in the future by the State Legislature and the Governor to address changing State revenues and expenditures or the impact such actions will have on State revenues available in the current or future years for education. The State budget will be affected by national and State economic conditions and other factors over which the District will have no control. Certain actions could result in a significant shortfall of revenue and cash, and could impair the State's ability to fund schools as budgeted. Continued State budget shortfalls in future fiscal years could have an adverse financial impact on the District.

For more information on the State budget, please refer to the State Department of Finance's website at [www.dof.ca.gov](http://www.dof.ca.gov) and to the Legislative Analyst's Office's website at [www.lao.ca.gov](http://www.lao.ca.gov). The District takes no responsibility for the continued accuracy of this internet address or for the accuracy, completeness or timeliness of the information presented therein, and such information is not incorporated herein by such reference.

## LEGAL MATTERS

### No Litigation

There is no action, suit or proceeding known to be pending or threatened restraining or enjoining the sale and delivery of the Bonds, or in any way contesting or affecting the validity thereof or any proceeding of the District taken with respect to the issuance or sale of the Bonds, or the pledge or application of moneys or security provided for the payment of the Bonds, or the authority of the County to levy property taxes to pay principal of and interest on the Bonds when due.

### Legal Opinion

The legal opinion of Bond Counsel, approving the validity of the Bonds, will be supplied to the original purchasers of the Bonds without cost. A copy of the proposed form of such legal opinion is attached to this Official Statement as "APPENDIX C—PROPOSED FORM OF OPINION OF BOND COUNSEL."

Bond Counsel's employment is limited to a review of the legal proceedings required for authorization of the Bonds and to rendering the aforementioned opinion. Bond Counsel has not undertaken any responsibility for the accuracy, completeness, or fairness of this Official Statement and the opinion of Bond Counsel will not extend to any documents, agreements, representations, offering circulars, official statements or other material of any kind concerning the Bonds that are not referred to in the aforementioned opinion. The fees of Bond Counsel are contingent upon the issuance and delivery of the Bonds.

### Tax Matters

*The following discussion of federal income tax matters written to support the promotion and marketing of the Bonds was not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding federal tax penalties that may be imposed. Each taxpayer should seek advice based on the taxpayer's particular circumstances from an independent tax advisor.*

In the opinion of Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, Sacramento, California, Bond Counsel, based upon the analysis of existing statutes, regulations, ruling and court decisions, and assuming, among other things, the accuracy of certain representations and compliance with certain covenants, the interest on the Bonds is excludable from gross income for federal income tax purposes and is exempt from State of California personal income taxes. Bond Counsel is also of the opinion that interest on the Bonds is not an item of tax preference for purposes of the alternative minimum tax imposed on individuals and corporations, however, such interest is taken into account when determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on certain corporations. The District has designated the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. A complete copy of the proposed form of opinion of Bond Counsel is set forth in "APPENDIX C—PROPOSED FORM OF OPINION OF BOND COUNSEL" hereto.

The amount, if any, by which the issue price of any maturity of the Bonds is less than the amount to be paid at maturity of such Bonds (excluding amounts stated to be interest and payable at least annually over the term of such Bonds) constitutes "original issue discount," the accrual of which, to the extent properly allocable to each owner thereof, is treated as interest on the Bonds which is excluded from gross income for federal income tax purposes and which is exempt from State of California personal

income taxes. For this purpose, the issue price of a particular maturity of the Bonds is the first price at which a substantial amount of such maturity of the Bonds is sold to the public (excluding bond houses, brokers, or similar persons, or organizations acting in the capacity of underwriters, placement agents, or wholesalers). The original issue discount with respect to any maturity of the Bonds accrues daily over the term to maturity of such Bonds on the basis of a constant interest rate compounded semiannually (with straight-line interpolations between compounding dates). The accruing original issue discount is added to the adjusted basis of such Bonds to determine taxable gain or loss upon disposition (including sale, redemption, or payment on maturity) of such Bonds. Owners of the Bonds should consult their own tax advisors with respect to the tax consequences of ownership of Bonds with original issue discount, including the treatment of purchasers who do not purchase such Bonds in the original offering to the public at the first price at which a substantial amount of such Bonds is sold to the public.

Bonds purchased, whether at original issuance or otherwise, for an amount greater than their principal amount payable on their respective maturity dates (or, in some cases, at their earlier call date) (“Premium Bonds”) will be treated as having amortizable bond premium. No deduction is allowable for the amortizable premium in the case of bonds, like the Premium Bonds, the interest on which is excluded from gross income for federal income tax purposes. However, a purchaser’s basis in a Premium Bond, and under Treasury Regulations the amount of tax-exempt interest received, will be reduced by the amount of amortizable premium properly allocable to such purchaser. Owners of Premium Bonds should consult their own tax advisors with respect to the proper treatment of amortizable premium in their particular circumstances.

The Internal Revenue Code of 1986, as amended, (the “Code”) imposes various restrictions, conditions, and requirements relating to the exclusion from gross income for federal income tax purposes of interest on obligations such as the Bonds. The District has covenanted to comply with certain restrictions designed to assure that interest on the Bonds will not be included in federal gross income. Failure to comply with these covenants may result in interest on the Bonds being included in federal gross income, possibly from the date of issuance of the Bonds. The opinion of Bond Counsel assumes compliance with these covenants. Bond Counsel has not undertaken to determine (or to inform any person) whether any actions taken (or not taken) or events occurring (or not occurring) after that date of issuance of the Bonds may adversely affect the tax status of interest on the Bonds. Prospective Bondholders are urged to consult their own tax advisors with respect to proposals to restructure the federal income tax.

Certain requirements and procedures contained or referred to in the Resolution, the tax certificate to be entered into on the date of issuance of the Bonds (the “Tax Certificate”), and other relevant documents may be changed and certain actions (including, without limitation, defeasance of the Bonds) may be taken or omitted under the circumstances and subject to the terms and conditions set forth in such documents. Bond Counsel expresses no opinion as to any Bond or the interest thereon if any such change occurs or action is taken or omitted upon the advice or approval of bond counsel other than Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation.

Although Bond Counsel expects to render an opinion that interest on the Bonds is excludable from gross income for federal income tax purposes and exempt from State of California personal income taxes, the ownership or disposition of, or the accrual or receipt of interest on, the Bonds may otherwise affect a Beneficial Owner’s federal or state tax liability. The nature and extent of these other tax consequences will depend upon the particular tax status of the Beneficial Owner or the Beneficial Owner’s other items of income or deduction. Bond Counsel expresses no opinion regarding any such other tax consequences.

In addition, no assurance can be given that any future legislation, including amendments to the Code, if enacted into law, or changes in interpretation of the Code, will not cause interest on the Bonds to be subject, directly or indirectly, to federal and/or state income taxation, or otherwise prevent Beneficial Owners of the Bonds from realizing the full current benefit of the tax status of such interest. Prospective purchasers of the Bonds should consult their own tax advisers regarding any pending or proposed federal and/or state tax legislation. Further, no assurance can be given that the introduction or enactment of any such future legislation, or any action of the Internal Revenue Service (“IRS”), including but not limited to regulation, ruling, or selection of the Bonds for audit examination, or the course or result of any IRS examination of the Bonds, or obligations that present similar tax issues, will not affect the market price or liquidity of the Bonds.

The rights of the owners of the Bonds and the enforceability thereof may be subject to bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditor’s rights heretofore or hereafter enacted to the extent constitutionally applicable, and their enforcement may also be subject to the exercise of judicial discretion in appropriate cases.

The IRS has initiated an expanded program for the auditing of tax-exempt bond issues, including both random and target audits. It is possible that the Bonds will be selected for audit by the IRS. It is also possible that the market value of the Bonds might be affected as a result of such an audit of the Bonds (or by an audit of similar bonds).

### Legality for Investment

Under provisions of the State Financial Code, the Bonds are legal investments for commercial banks in the State to the extent that the Bonds, in the informed opinion of the investing bank, are prudent for the investment of funds of depositors. Under provisions of the State Government Code, the Bonds are eligible to secure deposits of public moneys in the State.

### RATING

Standard & Poor's Financial Services LLC ("S&P"), a subsidiary of The McGraw-Hill Companies, Inc., has assigned a municipal bond rating of "\_\_\_" to the Bonds. Such rating reflects only the views of such organization and an explanation of the significance of such rating may be obtained from S&P. There is no assurance that any such rating will continue for any given period of time or that it will not be revised downward or withdrawn entirely by the rating agency, if in the judgment of the rating agency, circumstances so warrant. Any such downward revision or withdrawal of such rating may have an adverse effect on the market price of the Bonds.

### FINANCIAL ADVISOR

Government Financial Strategies inc. has been employed by the District to perform financial advisory services in relation to the sale and delivery of the Bonds. Government Financial Strategies inc., in its capacity as financial advisor, has read and participated in drafting certain portions of this Official Statement. Government Financial Strategies inc. has not, however, independently verified nor confirmed all of the information contained within this Official Statement. Government Financial Strategies inc. will not participate in the underwriting of the Bonds. Fees charged by Government Financial Strategies inc. are not contingent upon the sale of the Bonds.

### INDEPENDENT AUDITORS

The financial statements of the District as of and for the year ending June 30, 2014, have been audited by James Marta & Company LLP, Sacramento, California and are set forth in "APPENDIX A – THE FINANCIAL STATEMENTS OF THE DISTRICT AS OF AND FOR THE YEAR ENDING JUNE 30, 2014" attached hereto. The District has not requested nor did the District obtain permission from the Auditor to include the audited financial statements as an appendix to this Official Statement. The Auditor has not performed any subsequent events review or other procedures relative to these audited financial statements since the date of its letter. Complete copies of all past and current financial statements may be obtained from the District.

### UNDERWRITING AND INITIAL OFFERING PRICE

The Bonds were sold to \_\_\_\_\_ (the "Underwriter") pursuant to a bond purchase agreement by and among the District and the Underwriter for \$ \_\_\_\_\_, an amount equal to the principal amount of the Bonds, plus an original issue premium of \$ \_\_\_\_\_, less an underwriting discount of \$ \_\_\_\_\_, at a true interest cost (TIC percent) to the District of \_\_\_ percent.

The Underwriter has certified the initial offering prices or yields stated on the inside cover page to this Official Statement. The Underwriter may offer and sell the Bonds to certain dealers (including dealers depositing Bonds into investment trusts), dealer banks, banks acting as agents and others at prices lower than said public offering prices. The reoffering prices may be changed from time to time by the Underwriter.

### CONTINUING DISCLOSURE

The District has covenanted for the benefit of the holders and Beneficial Owners of the Bonds to provide certain financial information and operating data relating to the District (the “Annual Report”), by not later than nine months after the end of the fiscal year, commencing with the report for the 2014-15 fiscal year (which is due no later than March 31, 2016), and to provide notices of the occurrence of certain enumerated events. The Annual Report and notices of certain enumerated events will be filed by the District with the MSRB through its EMMA system. The specific nature of the information to be contained in the Annual Report or the notices are set forth in “APPENDIX B—FORM OF CONTINUING DISCLOSURE CERTIFICATE.” These covenants have been made in order to assist the Underwriter in complying with S.E.C. Rule 15c2-12(b)(5) (the “Rule”).

The District has not had any obligations with regard to the Rule in the past five years.

#### ADDITIONAL INFORMATION

Additional information concerning the District, the Bonds or any other matters concerning the sale and delivery of the Bonds may be obtained by contacting the District through the Chief Business Official at the address and telephone number set forth on page “iv” of this Official Statement, or by contacting Government Financial Strategies inc. at the address and telephone number set forth on page “iv” of this Official Statement.

The execution and delivery of this Official Statement by the District has been duly authorized by its governing board.

Colusa Unified School District

By: \_\_\_\_\_  
Dwayne Newman  
Superintendent

APPENDIX A

THE FINANCIAL STATEMENTS OF THE DISTRICT  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2014

APPENDIX B

FORM OF CONTINUING DISCLOSURE CERTIFICATE

APPENDIX C

PROPOSED FORM OF OPINION OF BOND COUNSEL



APPENDIX D  
COLUSA COUNTY INVESTMENT POLICY

APPENDIX E  
DTC BOOK ENTRY SYTEM

1228 N Street, Suite 13  
Sacramento, CA 95814  
(916) 444-5100



**COLUSA EDUCATORS WIDE AREA NETWORK (CEWAN) USE OF COMPUTERS, COMPUTER NETWORKS, AND INTERNET SERVICES POLICY**

The **COLUSA EDUCATORS WIDE AREA NETWORK (CEWAN)** a consortium of the Colusa County Office of Education (CCOE) with Colusa Unified School District, Maxwell Unified School District, Williams Unified School District and Pierce Joint Unified School District, provides computers and computer network and Internet services for the specific and limited purpose of achieving CEWAN’s goals and accomplishing its educational and organizational purposes. Other uses are prohibited, except as authorized herein. CEWAN computers, computer networks and Internet services are not provided as a public, student, or employee forum. CEWAN’s computers, computer networks and Internet services remain at all times the property of the CEWAN. CEWAN shall be the only approved provider of CEWAN Internet and e-mail services. Any exceptions must be approved by the County or School District Superintendent or her/his designee.

Anyone who violates any of the parts of this policy without specific authorization to do so may be subject to disciplinary actions and/or may be referred to legal authorities.

**No Expectation of Privacy**

Use of CEWAN’s computers, computer networks, and Internet services does not create any expectation of privacy. Work produced by any employee on a CEWAN computer shall be the property of CEWAN. CEWAN reserves the right to search any information accessed, sent, received, or stored in any format by any CEWAN computer user. Users are advised that information and communication deleted by the user may be restored and retrieved from the computer by the CEWAN or a legal authority. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by CEWAN staff.

**User Responsibilities**

CEWAN computers shall not be used to produce, distribute, access, use, or store information which:

- Is prohibited by law, CEWAN, Colusa County office of Education and or any School District’s established rules;
- Is obscene, pornographic, sexually explicit, or harmful as defined in subdivision (a) of Penal Code Section 313;
- Would subject CEWAN or the individual to criminal, civil or administrative liability for its use, production, distribution, access or storage (e.g., is fraudulent, defamatory, racist, or denigrates persons based upon protected classifications, constitutes sexual harassment, etc.);

- Violates copyright laws;
- Is obtained by trespassing\* in private or confidential files;
- Causes delay, disruption or harm to systems, programs, networks or equipment (This includes streaming video and audio such as “internet radio stations” and “personal videos” from sites such as YouTube);
- Is otherwise prohibited in the workplace or on a school campus.

\*Trespassing is defined as the unauthorized access to confidential files or the unauthorized access, use, or distribution of, or allowing another person without valid authorization access to, confidential information contained in computer files.

Student and / or individuals that are not employed by the County or Districts are prohibited to be on a computer that has access to the “CEWAN Administrative Network” for any reason. Any exception to this must be documented with a County or District Superintendent and be made known to the Colusa County Office of Education Director of Technology in advance.

No user may alter work, except their own, without permission from the author. Users assume personal responsibility and liability, both civil and criminal, for unauthorized use of CEWAN computers and computer services.

### **Students**

Use of CEWAN computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. CEWAN and school rules for behavior and communication shall apply to all use of CEWAN computers, computer networks, and Internet services. Anyone who uses a CEWAN computer or access to computer networks or the Internet agrees to comply with CEWAN policies and regulations, school rules, and rules of any computer network accessed. Students using CEWAN computers and equipment are expected to follow the directions of teachers and school staff. CEWAN computers may not be used for commercial purposes, including offering, providing or purchasing goods or services for personal use. Students who violate computer usage rules may lose their computer use privileges, and/or be subjected to discipline. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and/or if the misuse is sufficiently severe or persistent as determined by the teacher and the school administration, the misuse may affect the student's ability to complete the course.

### **Employees**

Some employees may be required to use a computer to fulfill their job responsibilities. Except for required uses, use of CEWAN computers, computer networks and Internet services is a privilege which may be restricted or revoked at

any time. CEWAN rules for appropriate computer usage shall apply to all use of CEWAN computers, computer networks and Internet services. Anyone who uses a CEWAN computer or access to computer networks or the Internet agrees to comply with CEWAN policies and regulations, division and/or department rules, and rules of any computer network accessed. CEWAN computers may not be used for personal commercial purposes, including offering or providing goods or service and political advertisements. All purchases for school/CEWAN purposes shall be made in accordance with CEWAN rules and procedures. Misuse of CEWAN computer equipment and/or programs may result in discipline, up to and including dismissal.

### **Passwords**

Passwords may be assigned to individuals. Assigned passwords shall not be shared or used by anyone else except a student's teacher, an employee's supervisor, authorized computer maintenance and repair personnel, or other personnel designated by the county or district administrators.

### **CEWAN Secured Networks and Confidential Records**

Student and employee records on CEWAN computers are confidential. Anyone accessing these records agrees to keep all information in the records confidential and to use it only for legitimate purposes. Access to student and employee records is governed by superintendent's policies. Students shall not have access to employee or other student records. Anyone who accesses or changes student or employee records or CEWAN secured networks without specific authorization to do so may be subject to disciplinary actions and may be referred to legal authorities.

Any equipment connected to the CEWAN environment must meet CEWAN regulations and technical standards. No addition, removal and or modification of hardware or software is permitted without authorization from CEWAN Technology Services.

### **CEWAN Limitations of Liability**

For some employees use of a computer may be required by CEWAN for job performance. For some students, use of a computer may be required by CEWAN as part of the educational program. In addition to required uses, CEWAN may provide employee and student access to computers, computer networks, and the Internet, but is not obligated to do so. The CEWAN accepts no responsibility or liability for access or lack of access to computers, computer networks, or Internet services. On any computer system there is a potential for loss of data, interruption of services and inaccurate or unreliable information. The CEWAN makes no warranties for computer services or data, and is not liable for damage to or loss of work on CEWAN computers. The CEWAN will not be responsible for financial or other obligations arising from the unauthorized use of CEWAN computers, computer networks, or the Internet.

The Internet opens a world of valuable information to students. However, some information on the Internet may be considered inappropriate for or harmful to young people. Parents and guardians are advised that the CEWAN has no control over information available on the Internet and is limited in its ability to control access to inappropriate information. Parents /guardians are encouraged to discuss their expectations for appropriate activities on the Internet with their child(ren). The CEWAN may install software that limits access to inappropriate or harmful material; however, such software may not adequately protect students from accessing such material. Any installation or removal of blocking software is at the CEWAN's discretion and does not relieve the computer user of his/her personal responsibility not to access inappropriate or harmful materials. Parents/guardians are advised that it may be possible using computer services for a student to purchase goods and services for which the student's parent/guardian may be liable. The CEWAN is not liable for student use of or access to the Internet that is in violation of the CEWAN's rules.

### **Classroom Use**

Information available on computers, computer networks and the Internet which is used in the classroom should be in compliance with the Superintendent's policies and CEWAN procedures governing the selection of instructional materials. Teachers are expected to use classroom materials and give assignments that are age appropriate and relevant to the course objectives, preview information that will be presented to students, direct students in appropriate research activities, and help students learn to analyze the accuracy of information accessed. Staff will provide developmentally appropriate guidance to students as they use telecommunications and electronic information resources. Students will be informed by staff of their responsibilities as users of CEWAN computers, computers networks, and Internet services. Students will be held responsible for complying with all school rules including rules for use of CEWAN computers and computer services. School administrators and teachers will ensure that students using computers are appropriately supervised. However, schools cannot guarantee that each student will be directly supervised at all times.

### **Student Interacting With Other Individuals on Social Networking Websites and in Chat Rooms and Cyber Bullying Awareness and Response**

The County or District Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, and how to respond when subjected to cyber bullying.



## **Electronic Communication/E-Mail**

CEWAN computer users are expected to communicate in a professional manner, consistent with state laws, and CEWAN and school rules. Electronic communications should not be considered confidential, private or protected. CEWAN computer users should never reveal or respond to requests for personal information about themselves or others such as a home telephone number and address, personal habits, or confidential CEWAN information such as student records. Electronic communication resources are not provided as a public, student, or employee forum. Sending unnecessary messages to a large number of people (chain mail) is prohibited.

## **Employee E-Mail**

CEWAN employees may be provided with e-mail accounts for work related communication. In using e-mail, employees are expected to follow the same guidelines that govern employee use of other CEWAN resources, such as CEWAN telephones. Work-related e-mail may be sent to a group of CEWAN users, such as central office or elementary secretaries. The sender should select an appropriate group. A message should not be sent to everyone unless the message applies to everyone. E-mail is not provided as a public forum and should not be used to broadcast personal opinion or personal information.

Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for work related communication. Electronic communication users shall immediately notify their supervisor if they receive a message they believe is inappropriate.

## **Student E-Mail**

Students may be provided with e-mail accounts for instructional purposes. Students may not use e-mail services other than the provided service to send or receive communication on CEWAN computers. Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for communication approved by teachers for specific instructional purposes. Students may not agree to meet someone they have communicated with through electronic communication unless it involves the approval and participation of their parent/guardian. Electronic communication users shall immediately notify their teacher or principal if they receive a message they believe is inappropriate.

## **Internet Regulations**

Any CEWAN information published on the Internet and any information published on the CEWAN's Internet site must be consistent with these regulations.

### 1. General

CEWAN electronic services remain at all times the property of the CEWAN.

## 2. Purpose

The CEWAN provides Internet publication opportunities for the specific and limited purpose of achieving the CEWAN's goals and accomplishing its educational purposes. The purpose of any CEWAN Internet publication shall be for public information about CEWAN, a school, or instructional activities.

## 3. Use

CEWAN shall be the only approved provider of Internet services. Any exceptions must be approved by the County or School District Superintendent or her/his designee. Use of CEWAN Internet services is restricted to CEWAN departments, schools, and other CEWAN purposes. Any school or office publishing approved Internet information shall also be responsible for updating that information. CEWAN's Internet services are not provided as a public, student, or employee forum. Internet pages for schools, classrooms, and departments/offices are appropriate. Internet pages for individuals and organizations are not permitted. Any exceptions must be approved by the County or School District Superintendent or her/his designee.

## 4. CEWAN Review

Prior to publishing, all Internet information must be approved by the division's assistant superintendent or her/his designees. CEWAN reserves the right to monitor all information on its servers and to change or delete information at any time.

## 5. Student Information

Student information is private and protected, and the release of any personally identifiable student information, including photographs and student work, must be in accordance with CEWAN policies and regulations on student records and Internet publications. No information may be released about a student if the student's parent/guardian has made a written request to the administrator not to have information released. In information published on the Internet students may be identified by initials, but not by name. No photographs of individual students will be published. Group photographs of students may be published provided students are not personally identified except by initials, and provided no parent has objected.

## 6. Copyright Clearance

CEWAN policies and existing laws on copyright shall govern materials accessed through computer networks and the Internet. To republish text or graphics on the Internet, the County or School District Superintendent or her/his designee must have written permission from the owner to use any copyright protected work. In addition, there must be a notice crediting the original producer and noting how and when written permission was granted. Or, printed evidence must be provided to document the material's public domain status.

## **Donated Computers**

CEWAN can accept donated computer and or networking equipment from the public as long as it meets the technical standards set by CEWAN. All donations that are accepted are then the official property of the County or District and will become part of the computer inventory. CEWAN has the choice to refuse to accept the equipment being offered. Accepted equipment will be provided to programs or classrooms that the CEWAN Technology Department and / or Superintendent feels will get the best use out of the equipment and not the individual or party donating the equipment.

## **Bring Your Own Device (BYOD) / Guest Internet Access**

Personal devices such as computers, laptops, smart phones, etc. for staff and students will be allowed on the CEWAN network to utilize provided guest internet access if the County or District has established a BYOD policy and the user has accepted said policy. If the county or District elects to create a BYOD policy, the agency will be responsible for all licensing costs associated with providing guest internet access. Guest Access will only provide access to internet services outside of the CEWAN network and shall not have access to internal resources. Guests must adhere to all rules established in this CEWAN policy. Guest internet access will be filtered under the Child Internet Protection Agency (CIPA) guidelines. CEWAN Tech support will not provide technical support for any guest access. CEWAN is not responsible for any data on personal devices. All users will use at their own risk.

Emergency  
Operations Plan for

Colusa Unified School  
District

**March 2015**

District Superintendent: \_\_\_\_\_  
*Signature* *Date*

Date Adopted by Board: \_\_\_\_\_

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# INTRODUCTION

## THE SEQUENCE OF CRISIS MANAGEMENT

The results of extensive interviews and a review of the crisis literature reveal that experts employ four phases of crisis management:

- **Mitigation/Prevention** addresses what schools and districts can do to reduce or eliminate risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** deals with how to restore the learning and teaching environment after a crisis.

Crisis management is a continuous process in which all phases of the plan are being reviewed and revised. Good plans are never finished. They can always be updated based on experience, research, and changing vulnerabilities. This Plan provides the resources needed to respond to emergencies of all types.

<http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>

## MODEL EMERGENCY OPERATION PLAN TEMPLATE

The model Emergency Operations Plan (EOP) template has been designed specifically to help school district offices efficiently and effectively develop their own Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) compliant plans. The EOP can be used for any size or type of district office and is intended to walk you through the planning process, help you establish your site emergency teams, and implement necessary training and exercises to make your emergency procedures really work. In addition, the EOP contains a variety of recordkeeping templates and pull-out forms to facilitate training and use of your crisis "Go Kits" during exercises and real emergencies.

Remember, this is *your* Emergency Operations Plan so feel free to modify it or rearrange it in any way that makes the document useful and effective for your site emergency team. However, the basic structure of the plan is in compliance with the requirements of both SEMS and NIMS and should not be significantly modified. A key component to this plan is the Incident Command System (ICS). The five basic functions of: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration must remain consistent, but the formation of the teams within those sections can be flexible to meet your needs.

Special thanks go to the staff at the Sonoma County Office of Education and Redwood Empire Schools Insurance Group for doing most of the work preparing the EOP forms, instructions, and guidance materials. A United States Department of Education Emergency Response and Crisis Management Grant initially provided the needed support and resources to make this project possible. To properly complete the EOP, schools need to: **(1) Assign roles for Management staff and Section Chiefs (2) form their site emergency teams, (3) provide the appropriate training for all staff who are assigned roles within the plan (4) conduct exercises to test their plan, and (5) update their plans as needed.**



# Resources Available for Schools

## Information, Guides and Reports

### **Emergency Plan Web Site**

The U.S. Department of Education's (USDOE) Office of Safe and Drug-Free Schools' Emergency Plan Web site [www.ed.gov/emergencyplan](http://www.ed.gov/emergencyplan) provides a one-stop site for information to help plan for, mitigate, respond to and recover from any emergency (natural disasters, violent incidents, terrorist acts and the like). The site provides access to USDOE materials, such as *Practical Information on Crisis Planning*, and links to additional emergency planning resources of government agencies, nongovernmental organizations, health-care provider resources, mental health resources, and state and local resources.

### ***Practical Information on Crisis Planning: A Guide for Schools and Communities***

This binder provides schools and communities with basic guidelines and useful ideas on how to develop and refine their emergency response and crisis management plans for each phase of crisis planning: mitigation and prevention, preparedness, response and recovery. This information is available at [www.ed.gov/emergencyplan](http://www.ed.gov/emergencyplan).

### **Bomb Threat Assessment Guide: USDOE and Bureau of Alcohol, Tobacco and Firearms**

The *Step-by-Step Guide for Bomb Threats* can assist school districts, administrators and emergency responders in planning an effective bomb threat response protocol in schools. A CD-ROM interactive planning tool provides schools with a 15-step guide. In 2003, a copy of the CD-ROM was distributed to every school district in the country. It is still available at [www.ed.gov/emergencyplan/](http://www.ed.gov/emergencyplan/)

### **Campus Public Safety Guide**

The Department of Homeland Security's Office of Domestic Preparedness published a series titled *Campus Public Safety: Weapons of Mass Destruction and Terrorism Protective Measures* in April 2003. This document describes affirmative steps colleges and universities can take to prevent, deter or effectively respond to an attack by weapons of mass destruction. It is available at [www.ed.gov/emergencyplan/](http://www.ed.gov/emergencyplan/)

### **Safe Schools Initiative: USDOE and the U.S. Secret Service**

The 2002 *Safe Schools Initiative Guide and Final Report* provides guidelines for managing threatening situations and offers ways to create a safe school environment. It is available at [www.ed.gov/emergencyplan/](http://www.ed.gov/emergencyplan/)

### **Information Specifically for Children**

A Web site with age-appropriate information for children on disasters is at [www.fema.gov/kids/](http://www.fema.gov/kids/). In addition, the Department of Homeland Security is working to expand its citizen preparedness “Ready” campaign by getting children involved in preparing for crises. The Web site is planned to be launched later this year.

### **Information Dealing With Trauma**

The National Child Traumatic Stress Network Web site [http://www.nctsn.org/nccts/nav.do?pid=ctr\\_tool](http://www.nctsn.org/nccts/nav.do?pid=ctr_tool) contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

*The link to “Presentation Tools”*

[http://www.nctsn.org/nccts/nav.do?pid=ctr\\_tool\\_present](http://www.nctsn.org/nccts/nav.do?pid=ctr_tool_present) allows one to view and download slide presentations on selected topics related to child trauma and traumatic stress, including statistics on the prevalence of child trauma, current interventions to reduce the impact of child traumatic stress, and an overview of the National Child Traumatic Stress Network.

*The “Educational Materials” link*

[http://www.nctsn.org/nccts/nav.do?pid=ctr\\_tool\\_educ](http://www.nctsn.org/nccts/nav.do?pid=ctr_tool_educ) includes tip sheets for parents, caregivers, and teachers on current topics, as well as basic information on child traumatic stress for different audiences.

\*\*\*

### **Grants available from the U.S. Department of Education [www.ed.gov](http://www.ed.gov)**

#### ***Emergency Response and Crisis Management Discretionary Grants***

Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. In 2005, USDOE obligated 105 awards for a total of \$28 million. USDOE anticipates conducting another competition in the area of crisis planning and response in future years as well. [www.ed.gov/programs/dvpemergencyresponse/resources.html](http://www.ed.gov/programs/dvpemergencyresponse/resources.html)

#### ***The Safe Schools-Healthy Students Initiative Grants***

These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, USDOE contributed a total of \$95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in future years.

## What Laws Apply to Schools?

### **THE FIELD ACT**

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

### **THE KATZ ACT**

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

**PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS**  
California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

**or,**

- A federal disaster declaration has been made

**NOTE: During a declared disaster, school employees are required, by law, to serve as disaster service workers and cannot leave their school site until formally released.**

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

**POST-DISASTER SHELTERS**

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

**THE PETRIS BILL**  
California Government Code Section 8607

Requires schools to respond to disasters using the  
Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5**

February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

**NIMS training requirements:** All school employees (as designated Disaster Services Workers) are to complete ICS100, ICS200 and IS700. Deadline was: Sept. 2007.  
(NOTE: RESIG has developed a 1 hour combined course to meet this requirement.)

**Initial compliance deadlines:**

- Phase I:** Initial Staff Training by **Oct. 2004**
- Phase II:** Identification of Relevant Plans, Procedures and Policies by **Nov. 2004**
- Phase III:** Modification of Existing Plans, Procedures and Policies by **July 2005**
- Phase IV:** Supporting NIMS Integration Center Standards by **2007**

# Emergency Telephone Numbers

In an **EMERGENCY**, dial 9-1-1 for:

- Fire Department
- Police Department
- Sheriff's Office
- Highway Patrol

<b>American Red Cross, Three Rivers Chapter</b> .....(530) 673-1460
<b>Animal Regulation, Colusa County</b> .....(530) 458-0229
<b>CalTrans</b> .....(530) 458-2381
<b>Highway Patrol Info Line</b> .....(530) 473-2821
<b>Pacific Gas &amp; Electric Company</b> .....(800) 743-5000
<b>Wells Fargo Insurance</b> .....(530) 271-2722
<b>City Of Colusa Fire Department</b> .....(530) 458-7721
<b>Sac River Fire Department</b> .....(530) 458-0239
<b>City of Colusa Police Department</b> .....(530) 458-7777 or 458-7778
<b>Colusa County Office of Education</b> .....(530) 458-0350
<b>Colusa County Sheriff's Department</b> .....(530) 458-0200
<b>Colusa County Dept. of Health Services (information)</b> .....(530) 458-0250
<b>Health Services Communicable Disease Reporting</b> ..(530) 458-0380 or (800) 655-3110

## About Emergency Management Systems

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: the Incident Command System (ICS). As a member of your district's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

**Incident Command System (ICS)** Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

**Standardized Emergency Management System (SEMS)** Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the **STATE** reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

**National Incident Management System (NIMS)** After the national tragedy on September 11, 2001, it became clear that the country needed an emergency response system to address incidents that affected the entire nation. The national government looked at the system used in California and used it as a model to develop a national response system called NIMS. It is a FEMA approved emergency response system and will become the national model. National compliance was expected by 2006, but is still in progress. **FEDERAL** funding for emergency response/recovery grants is tied to the use of NIMS.

### SO, WHAT'S A SCHOOL DISTRICT TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill **requires** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, emergencies and disasters. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5, which mandated the development and implementation of NIMS, now requires school districts to integrate that system into their plans as well.

## WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

### WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

## WHAT ARE THE ELEMENTS OF SEMS?

### Key Components:

- **ICS** is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

### There are **SIX** levels of Communication:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- SCOE for Information Coordination
- School District Level
- School Site Level

### Key Functions:

- **MANAGEMENT/COMMAND**
- **OPERATIONS**
- **PLANNING/INTELLIGENCE**
- **LOGISTICS**
- **FINANCE/ADMINISTRATION**

## WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

### WHY USE NIMS?

- To qualify to receive Federal preparedness and response grants
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

## WHAT ARE THE ELEMENTS OF NIMS?

### Key Components:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

### Key Organizational Structures:

- **ICS** - Incident Command System
- Multi-Agency Coordination System
- Public Information Systems

### Key Functions:

- **MANAGEMENT/COMMAND**
- **OPERATIONS**
- **PLANNING/INTELLIGENCE**
- **LOGISTICS**
- **FINANCE/ADMINISTRATION**



## USING SEMS AND NIMS IN YOUR PLAN - AN OVERVIEW

Within SEMS and NIMS, an emergency response organization, known as the Incident Command System, consists of five Sections:

**Management:** responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four members, the EOC Director/Incident Commander (IC), the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer (LO). In short: they are *the leaders*.

**Planning/Intelligence:** responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management Section. Planning/Intelligence are often referred to as *the thinkers*.

**Operations:** responsible for response preparedness of the Assembly/Shelter, Communications, Crisis Intervention, Light Search and Rescue, First Aid, Staff and Visitor Accounting, and Maintenance/Fire/Site Security Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with the Management Section. These folks represent *the doers*.

**Logistics:** prior to a disaster, this section is in charge of creating a transportation plan, and ensuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are *the getters*.

**Finance/Administration:** in charge of creating policies and procedures for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster, they activate contracts with vendors, keep time records, track receipts, and account for expenditures. Their efforts make it possible for school districts to reclaim costs associated with response and recovery activities from the state. They also gather all paperwork and documentation at the end of the incident for inclusion in the After Action Report (AAR). They are called *the payers*.

### THE EMERGENCY OPERATIONS CENTER

During an emergency, the Management Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs.

## A Word about Unified Command

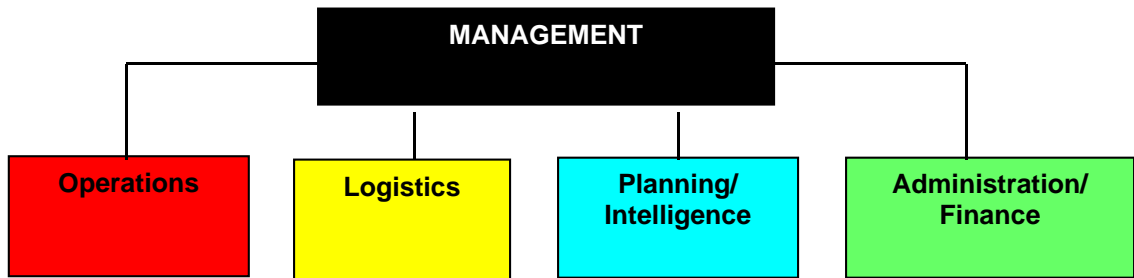
The control of and response to school district emergencies is the sole responsibility of the site emergency teams *until* first responders arrive. Once they are on site, incident command transitions to “**Unified Command.**” This transition is immediately facilitated by an on-site briefing of first responders by the Management Staff and Section Chiefs. Following the initial briefing, the District’s EOC Director/Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities. Other district employees may be asked to participate as well, depending upon the incident at hand and the available staffing of emergency responders. All staff should be prepared to participate if necessary.

In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the District’s Management Staff and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the EOC Director/Incident Commander has deemed it is too dangerous or unsafe for them to do so. *Remember*, first responders are professionals. Work with them and take your cues from them.

## The Dual Role of the District Office

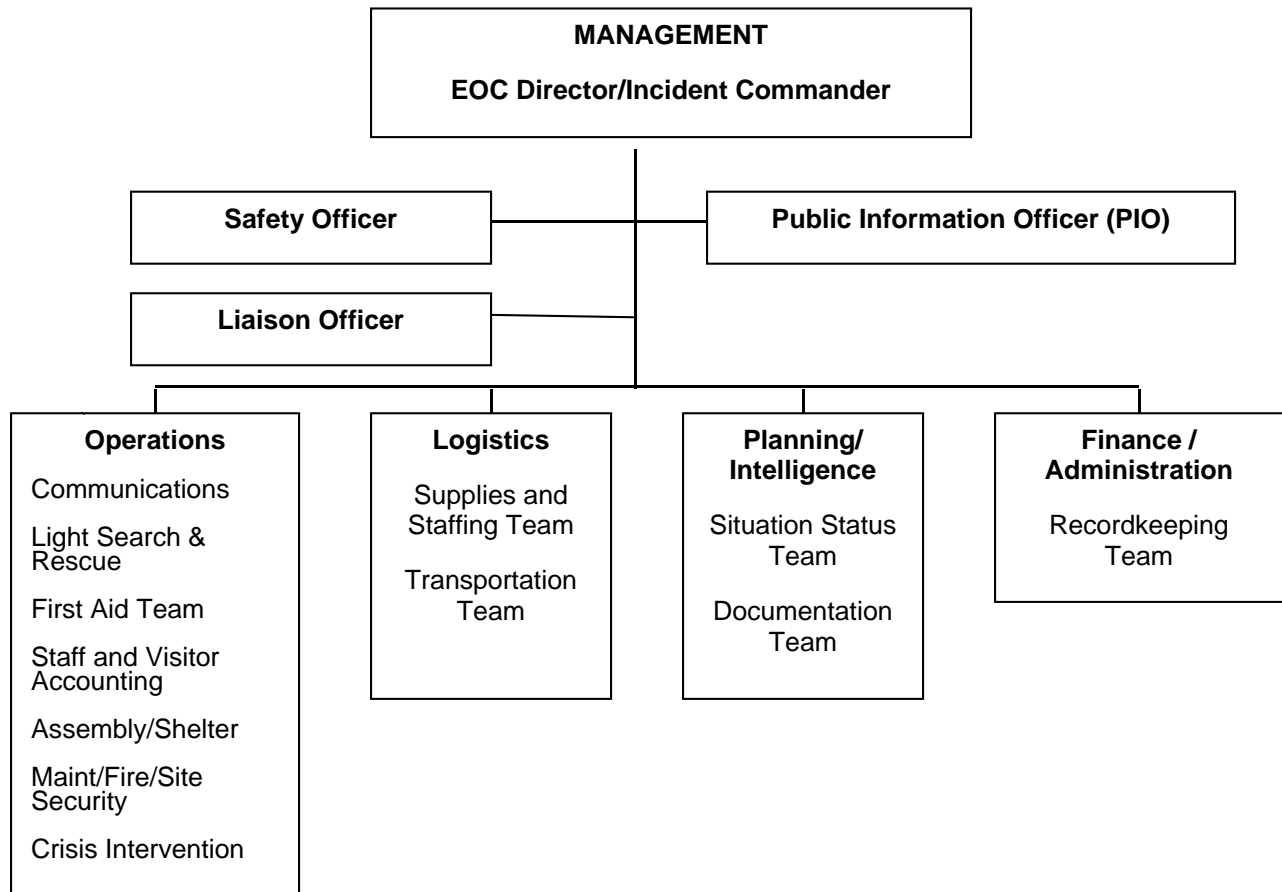
- The District Office must organize to respond to incidents that occur at the DO
  - Ensure that the DO has a functional Emergency Operations Plan
  - Ensure that DO staff are trained and well prepared
  
- The DO must also organize to provide support when the incident happens at school sites within the district
  - Provide leadership
  - Provide assistance with response and recovery, when needed
  - Ensure that school staff are trained and well prepared
  - Ensure that each school has a functional Emergency Operations Plan

# INCIDENT COMMAND SYSTEM – DIVISION OF LABOR

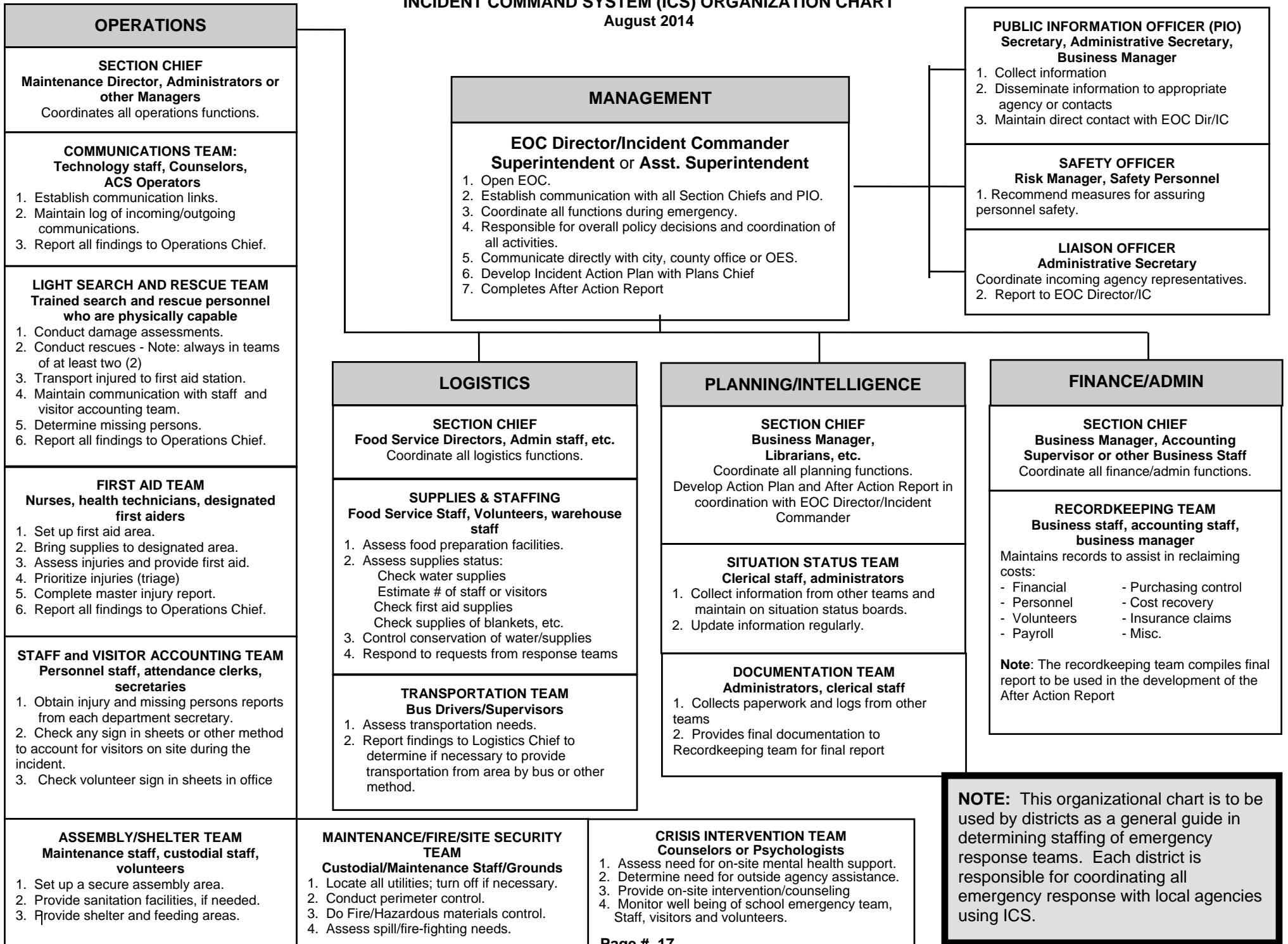


## Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or district emergency. The Management Section oversees response activities in consultation with the Chiefs of the Operations, Logistics, Planning/Intelligence, and Administration/Finance Sections. Each of these sections in turn, has a team or teams tasked with implementing very specific components of the District’s emergency response plan. These teams and their affiliate Sections are outlined in the chart, below.

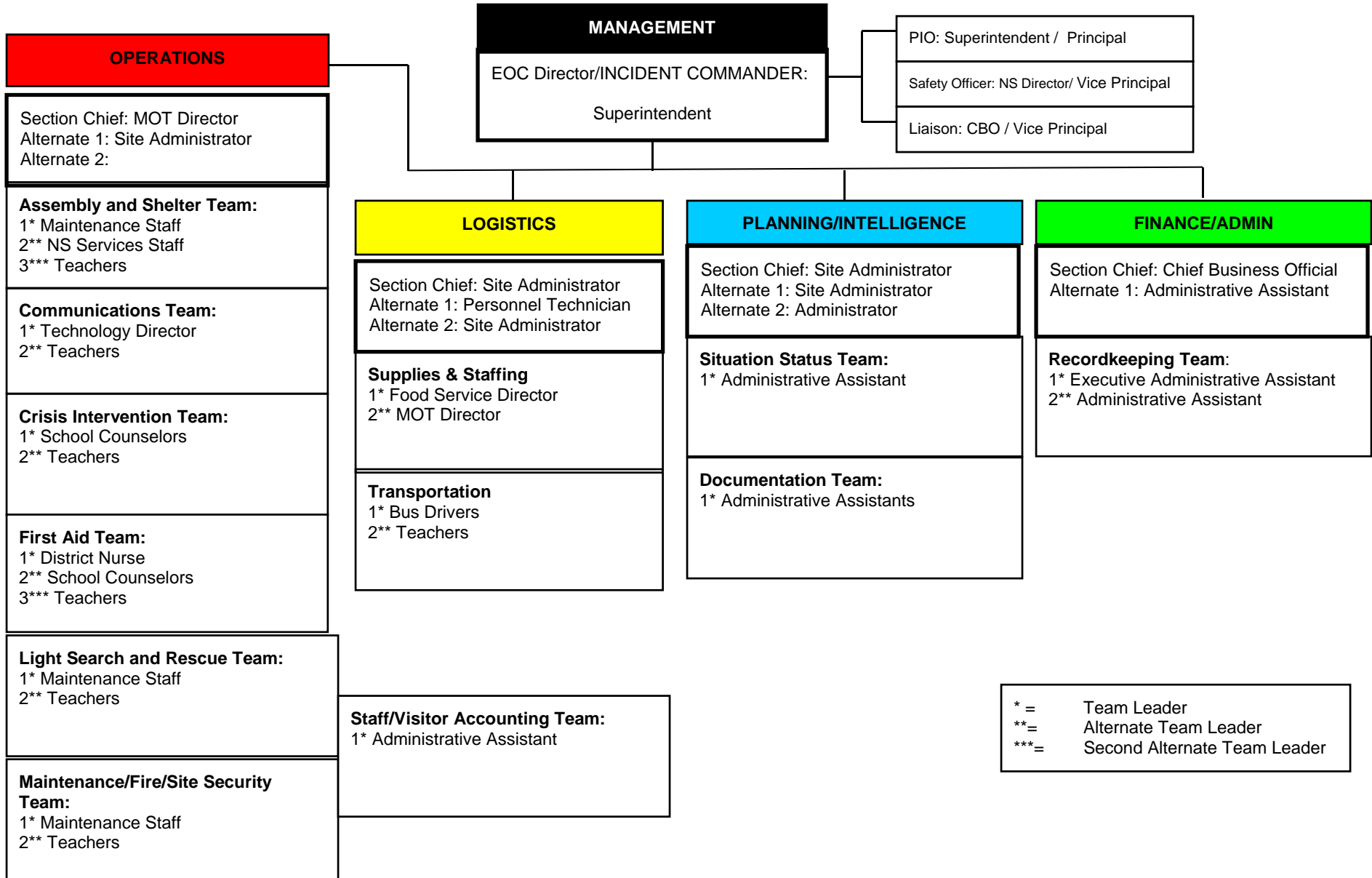


**INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART**  
August 2014



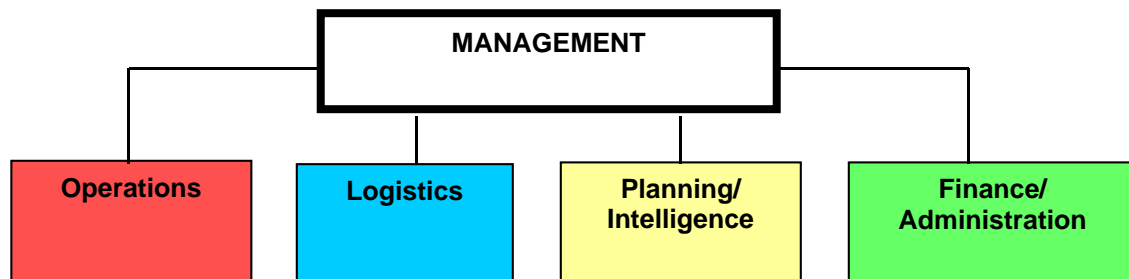
**NOTE:** This organizational chart is to be used by districts as a general guide in determining staffing of emergency response teams. Each district is responsible for coordinating all emergency response with local agencies using ICS.

# CUSD Incident Command System Organizational Chart



# MANAGEMENT

During a district emergency, the Management Section is responsible for coordinating all response activities. The staff is comprised of the EOC Director/Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **EOC DIRECTOR/INCIDENT COMMANDER** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation and assigning/releasing staff as needed and developing the Incident Action Plan in coordination with the Planning/Intelligence chief. They are also responsible at the end of the incident for completing the After Action Report in coordination with the Planning/Intelligence Chief.
- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the district, the media and the public. The PIO must be aware of all incident response activities and is **the only person** authorized to speak to the media.
- **SAFETY OFFICER (SO)** is charged with the safety of all staff and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.
- **LIAISON OFFICER (LO)** is the point of contact/coordination between the EOC Director/Incident Commander and public agencies and organizations (such as the American Red Cross, or the local utility company) working on site in support of response activities. This person is also responsible for keeping track of the Management Section staff and Section Chiefs using the Staff Sign In/Sign Out Log to ensure that every person involved in the response signs in when they are assigned and signs out when they are released.

## Management Section Roster

- **EOC Director/Incident Commander**

<b><u>Primary: Dwayne Newman</u></b>	Contact Info: Office: (530) 458-7791
District Superintendent	Cell: (530) 434-0178
Alternate 1: Jody Johnston	Contact Info: Office: (530) 458-7631
EMS Principal	Cell: (530) 682-9044
Alternate 2: Darren Brown	Contact Info: Office: (530) 458-2156
CHS Principal	Cell: (530) 682-6937

- **Public Information Officer**

<b><u>Primary: Dwayne Newman</u></b>	Contact Info: Office: (530) 458-7791
District Superintendent	Cell: (530) 434-0178
Alternate 1: Jody Johnston	Contact Info: Office: (530) 458-7631
EMS Principal	Cell: (530) 682-9044
Alternate 2: Darren Brown	Contact Info: Office: (530) 458-2156
CHS Principal	Cell: (530) 682-6937

- **Liaison Officer**

<b><u>Primary: Sheryl Parker</u></b>	Contact Info: Office: (530) 458-7791
CBO	Cell: (530) 933-9314
Alternate 1: Erica Lemenager	Contact Info: Office: (530) 458-7791
EMS Vice Principal	Cell: (530) 362-0481
Alternate 2: Shannon Laux	Contact Info: Office: (530) 458-7791
Personnel Technician	Cell: (530) 713-7114

- **Safety Officer**

<b><u>Primary: Leasa Hill</u></b>	Contact Info: Office: (530) 458-7791
NS Director	Cell: (530) 566-6251
Alternate 1: Rebecca Changus	Contact Info: Office: (530) 458-5004
CHS Vice Principal	Cell: (530) 321-5163
Alternate 2: Jim LaGrone	Contact Info: Office: (530) 458-5004
MOT Director	Cell: (530) 682-9055

## Management Checklist

*EOC DIRECTOR/INCIDENT COMMANDER*

The EOC Director/Incident Commander is the person responsible for conducting emergency/disaster operations on-site at the DO and for coordinating assistance to off-site programs/departments and individual schools within the district if they are unable to provide for themselves. One of the primary responsibilities is to activate the Emergency Operations Center (EOC). During the emergency/disaster, the EOC Director/IC oversees and directs response activities until relieved by an alternate or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the EOC Director/IC is charged with ensuring the safety of staff, volunteers and visitors. They are also responsible for developing the Incident Action Plan and the After Action Report in cooperation with the Planning/Intelligence Chief.

### Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Assess nature and scope of emergency/disaster and determine if EOC activation is necessary
- Determine level of threat to people and facilities
- Implement emergency/disaster plan appropriate to situation
- Activate Section Chiefs and team leaders as needed
- Fill in the EOC Staffing form as positions are filled
- Meet with Management Staff and Section Chiefs and provide initial briefing
- Ensure that communications have been established between the DO and off-site programs/departments and the schools within the district
- Work with Planning/Intelligence Chief to begin development of Incident Action Plan
- Make sure you have a back-up or alternate EOC Director/IC
- Have your GETS card available

### Operational Duties

- Monitor overall response activities by staying in communication with Section Chiefs
- Maintain regular communication with school sites within the district to determine if additional support or services are needed
- Issue regular updated status reports to SCOE at (707) 524-2606
- Work with Planning and Intelligence Chief to write Incident Action Plan and revise as situation warrants
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- Supervise section activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff



**Closing Down/Deactivation****EOC DIRECTOR/INCIDENT COMMANDER**

- Terminate all response activities at the direction of first responders or after making the determination that the incident has been resolved
- Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- Initiate recovery operations
- Direct the return of all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

**Go-Kit**

- District Emergency Plan
- EOC Director/Incident Commander checklist
- Site map
- Staff rosters
- Walkie talkie/FRS
- AM/FM radio (w. batteries)
- Bullhorn
- Whistle
- Pens, pencils, paper and clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Flashlight

**Supplies/Equipment**

- Table and chairs
- Computer or laptop if available

**Forms**

- ICS Organizational Chart
- Section Team Rosters
- Incident Action Plan
- EOC Staffing List
- EOC Section Tasks
- EOC Management Situation Report
- Scheduled Briefings/Meetings
- Section Activity Log
- After Action Report Template

## Management Checklist

## PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is the district's official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media.

### Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Designate a media reception area (*with EOC Director/IC approval*)
- Consult with SCOE to coordinate information release, if possible
- Advise on-site media of time of first press release or press conference

### Operational Duties

- Keep updated on response activities, both at the DO and off-site programs/departments and the individual schools within the district
- Schedule regular press conferences, if appropriate
- Get approval of EOC Director/IC for all press releases/statements (*\*see Guidelines for Speaking to the Media*)
- Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being made on the Section Activity Log
- Arrange for the translation of announcements and response-related information (*as needed*)
- Monitor news broadcasts and correct any misinformation as soon as possible
- Make sure that the EOC Director/IC is aware of all media-related incidents

### Closing Down/Deactivation

- Release PIO staff and volunteers when directed by EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

**Go-Kit****PUBLIC INFORMATION OFFICER**

- District Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie talkie/FRS
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- Site maps and regional/neighborhood maps
- List of Media Contacts
- Job Description Checklist
- List of schools within the district and contact information

**Supplies/Equipment**

- Newsprint or dry erase board and portable easel
- "Media Here" Sign

**Forms**

- Sample Press Release
- Section Activity Log
- Guidelines for Speaking to the Media
- Joint Information System for Schools

## Guidelines for Speaking to the Media

When speaking to the media about school related emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT** release any names
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

**\*\*SAMPLE PRESS RELEASE\*\***

Event:     EARTHQUAKE    

Date:     MARCH 1, 2006    

Release #:     001    

Time:     8:00 A.M.    

TITLE OF RELEASE:     LARGE EARTHQUAKE CAUSES MODERATE DAMAGE TO  
THE DOWNTOWN **Name of City** AREA    

**FOR IMMEDIATE RELEASE**

EXAMPLE.....At 5:25 a.m. on March 1, 2006 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the **Name of City** area. There are no reports of injuries or damages available at this time. The public is asked to remain clear of the downtown area to allow emergency responders to access the area.

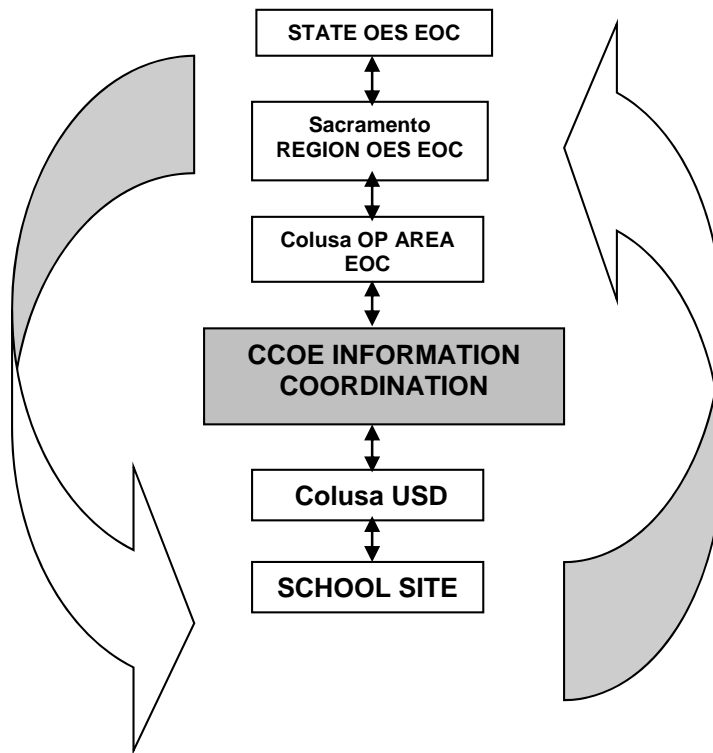
Schools within the district are instructed to call in to the **Name of District** Office to report any damage or injuries to their own buildings or their school sites following established reporting procedures.

Due to the magnitude of the earthquake and the damage throughout the county, the Sonoma County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by called the Op Area EOC Hotline at 565-3856. Further details will be provided when available.

Next Scheduled Release: As needed

**###**

**JOINT INFORMATION SYSTEM (JIS) FOR SCHOOLS**  
*(Joint Information Center (JIC) at CCOE)*



**PROPOSED PROCESS:**

1. Incident occurs at a school site
2. School communicates with their District Office
3. District Office (Superintendent/Designee) communicates with CCOE to provide information regarding situation and to report school closures, damages, injuries or deaths
4. CCOE will communicate with Schools' Rep in Colusa County Op Area EOC
5. Schools' Rep in Op Area EOC will coordinate information and maintain communication with CCOE
6. CCOE will maintain an up-to-date report on the incident status throughout the county
7. Colusa County Op Area EOC coordinate any response activities and will provide information to the public via the media

**\*NOTE:** If an incident occurs during non-school hours, District Superintendent or designee is responsible to call the County Superintendent of Schools at home (530) 458-2203. If Superintendent is not available, call Tina Maxwell, Executive Administrative Assistant (530) 458-2902.

If an incident occurs during school hours, District Superintendent or designee is to call CCOE at (530) 458-0350.

## Management Checklist

*SAFETY OFFICER*

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

### Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs

### Operational Duties

- Maintain incident records and track response activities
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor emergency response activities for safe practices
- Identify and mitigate on-site hazards and unsafe situations whenever possible
- Stop or modify any unsafe activities/operations
- Ensure that school response teams are using appropriate safety equipment
- Anticipate situation/problems before they occur
- Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- Work with Maintenance/Fire/Site Security Team Leader to determine if buildings are safe to search

### Closing Down/Deactivation

- Release Safety staff and volunteers when directed by EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

### Go-Kit

- |  |  |
|--|--|
| <input type="checkbox"/> District Emergency Plan   | <input type="checkbox"/> Hard hat/safety equipment |
| <input type="checkbox"/> Job Description Checklist | <input type="checkbox"/> Pens, paper and clipboard |
| <input type="checkbox"/> Vest and/or ID badge      | <input type="checkbox"/> Walkie-talkie/FRS         |
| <input type="checkbox"/> Site Map                  | <input type="checkbox"/> Flashlight                |

### Forms

- Section Activity Log

## Management Checklist

*LIAISON OFFICER*

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during an emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information. This person is also responsible for initiating and maintaining the Staff Sign In/Sign Out Log. They must ensure that every person assigned as Management Staff or Section Chief signs in when they are assigned and signs out when they are released.

### Start-up Actions/Activation

- Initiate Sign In/Sign Out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with the EOC Director/IC, Management Staff and Section Chiefs

### Operational Duties

- Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure the coordination of efforts by keeping the EOC Director/IC informed of agency action plans
- Provide periodic updates to agency representatives as necessary

### Closing Down/Deactivation

- Release Liaison staff and volunteers when directed by the EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Complete Sign In/Sign Out Log and provide to Documentation Team. Make sure to leave contact information in case you need to be reached

### Go-Kit

- |  |  |
|--|--|
| <input type="checkbox"/> District Emergency Plan   | <input type="checkbox"/> Pens, paper and clipboard |
| <input type="checkbox"/> Vest and/or ID badge      | <input type="checkbox"/> Walkie talkie/FRS         |
| <input type="checkbox"/> Hard hat/safety equipment | <input type="checkbox"/> Job Description Checklist |

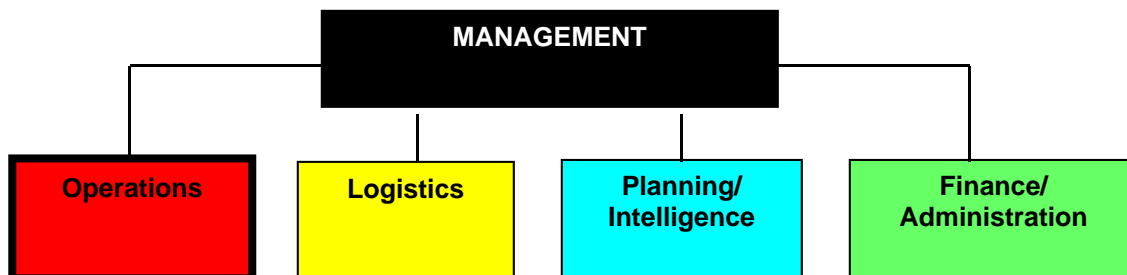
### Forms

- Section Activity Log
- Staff Sign In/sign Out Log



# OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Assembly/Shelter, Communications, Crisis Intervention, First Aid, Maintenance/Fire/Site Security, Light Search and Rescue, and Staff and Visitor Accounting Teams.



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.
- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs, the management staff, off-site programs/departments and schools within the district during response activities.
- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.
- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.
- **LIGHT SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.
- **STAFF AND VISITOR ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

# Operations Section Roster

- **Section Chief**

<b><u>Operations Chief: Jim LaGrone</u></b>	Contact Info: Office: (530) 458-5004
Director of Maintenance and Operations	Cell: (530) 682-9055
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Assembly/Shelter Team Leader**

<b><u>Team Leader: Custodial Staff</u></b>	Contact Info: Contact Jim LaGrone
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Communications Team Leader**

<b><u>Team Leader: Jeremy Miller</u></b>	Contact Info: Office: (530) 458-7791
	Cell: (530) 701-4005
Alternate 1: Alex Evans	Contact Info: Office: (530) 458-0350
Colusa COE Technology Coordinator	Cell: (530) 682-3302
Alternate 2	Contact Info:

- **Crisis Intervention Team Leader**

<b><u>Team Leader: Lori Tanner</u></b>	Contact Info: Office: (530) 458-2156
CHS Counselor	Cell: (530) 682-9050
Alternate 1: Kathy Aplanalp	Contact Info: Office: (530) 458-7631
BPS/EMS Counselor	Cell: (530) 682-9051
Alternate 2	Contact Info:

- **First Aid Team Leader**

<b><u>Team Leader: Barbara Hankins</u></b>	Contact Info: Office: (530) 458-7791
District Nurse	Cell: (530) 682-9047
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Light Search and Rescue Team Leader**

<b><u>Team Leader: Maintenance Staff</u></b>	Contact Info:
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Maintenance/Fire/Site Security Team**

<b><u>Team Leader: Maintenance Staff</u></b>	Contact Info:
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Staff and Visitor Accounting Team Leader**

<b><u>Team Leader: Sheryl Parker</u></b>	Contact Info: (530) 458-7791
	Cell: (530) 933-9314
Alternate 1	Contact Info:
Alternate 2	Contact Info:

**INSERT OPERATIONS SECTION TEAM ROSTERS HERE:**

## Operations Checklist

## SECTION CHIEF

The Operations Section is responsible for initiating and directing the “hands on” response to the district’s disaster/emergency through the activities of the following teams:

- Assembly/Shelter
- Communications
- Crisis Intervention
- First Aid
- Light Search and Rescue
- Maintenance/Fire/Site Security
- Staff and Visitor Accounting
- 

May also facilitate assistance to off-site programs/departments and school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leaders, as needed and provide initial briefing
- Assume lead of all Operations Teams until staffed
- Meet with Team Leaders and assist them in initiating their team’s response activities

### Operational Duties

- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor response activities through contact with Team Leaders
- Keep EOC Director/IC informed of field activities
- Notify Logistics Team if additional supplies or staff is needed
- Coordinate Light Search and Rescue Operations with the Management Staff
- Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Staff
- Stay in touch with Communications Team Leader to determine what assistance, if any, is needed by off-site programs/departments and individual schools within the district
- Gather Situation Status Forms from Team Leaders and relay information to Situation Status Team Leader on a regular basis
- Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- Supervise section activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

**Closing Down/Deactivation**

- Release Operations Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to Logistics
- Close logs. Collect all logs, reports, and response-related documentation from Team Leaders and submit to the Documentation Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

**Go-Kit**

- District Emergency Plan
- Operations Section Chief checklist
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie talkie/FRS
- Supply storage lists
- Site maps and regional/neighborhood maps
- Flashlight

**Forms**

- Situation Status Form
- Section Activity Log

## Operations Checklist

### ASSEMBLY/SHELTER TEAM LEADER

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of staff, visitors and volunteers during an emergency when it becomes necessary to remain on site. This person is also in charge of facilitating site evacuation when the building is deemed to be unsafe by the EOC Director/Incident Commander. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assess available personnel, assign team members and provide a briefing
- If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- Initiate shelter set-up or, *if evacuating*:
  - Confirm that assembly area and routes to it are safe
  - Count/observe staff and visitor evacuations (make sure **all** exit the building)

### Operational Duties

- Ensure initial record of all staff and visitors in shelter/assembly area is made and that it is updated regularly during the incident
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor safety/well being of staff and visitors in shelter or assembly area
- Oversee the procurement and distribution of food and water
- Direct set-up of sanitary facilities when necessary
- Administer *minor* first aid, as needed
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### Closing Down/Deactivation

- Close shelter per direction of Operations Section Chief
- Release staff and volunteers per direction of Operations Section Chief
- Collect all logs, documentation and paperwork and provide to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

## **ASSEMBLY/SHELTER TEAM LEADER**

### **Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of staff and visitors, if available
- Walkie-talkie/FRS
- Hard hat and vest/safety equipment
- Facility and supply storage maps
- Pens, pencils, paper and clipboard
- Bullhorn
- Flashlight

### **Forms**

- Section Activity Log
- Staff Sign In/Sign Out Log



## Operations Checklist

### ASSEMBLY/SHELTER TEAM

The Assembly/Shelter Team provides for the safe sheltering and care of staff, visitors and volunteers during an emergency when it becomes necessary to remain on site. This team is also responsible for evacuating all staff and visitors when the building is deemed to be unsafe by the EOC Director/Incident Commander or first responders. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign with Team Leader
- Meet with Assembly/Shelter Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- Gather all supplies from storage locker(s) and transport to assembly/shelter site
- Conduct initial population assessment

### Operational Duties

- Facilitate the orderly distribution of food and water
- Request additional supplies/materials from Logistics Section
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- Maintain and update staff and visitor population log

### Closing Down/Deactivation

- Break down and clean up shelter
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Hard hats and vests/safety equipment
- Masking and/or Duct tape
- Whistles
- File boxes
- Flashlight

**Supplies/Equipment**

- Supply storage map
- Tarps/black poly sheeting (rolls)
- 5-gallon toilet buckets
- Toilet bucket liners
- Toilet paper
- Stainless steel clamps
- Sanitation supplies
- Poles for building shelters (PVC pipe?), tents or other shelter materials
- Disposable hand-wipes
- Blankets
- Duct Tape
- Lanterns

**Forms**

- Section Activity Log

## Operations Checklist

## COMMUNICATIONS TEAM LEADER

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the schools within the district. They are also responsible for directing the set up of communications systems and ensuring that communications devices are functioning properly. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Set-up and test communications equipment
- Establish communications "center" in quiet location in proximity to EOC
- Confirm that communication has been established between the DO and any off-site programs/departments and the individual schools within the district
- Keep Section Chief informed of the status of off-site programs/departments and the schools within the district
- Assign staff and volunteers to appropriate positions and provide a briefing
- Advise Operations Section Chief when communications center is "operational"

### Operational Duties

- Coordinate all internal communications and between the DO, off-site program/departments and the individual schools within the district
- Ensure communication is established between the DO and SCOE
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure all communication systems (incoming and outgoing) are functioning properly and are being properly logged
- Oversee message relay via runners when necessary
- Monitor radio station(s) for local emergency news
- Refer all media requests to the PIO
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Close out all logs and pending messages, and turn over to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

**COMMUNICATIONS TEAM LEADER**

**Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Battery Operated Radio w/batteries/FRS
- Hard hat and vest/safety equipment
- Flashlight
- List of off-site programs/departments and individual schools within the district and contact information

**Supplies/Equipment**

- Table and chairs
- File boxes

**Forms**

- Section Activity Log
- Staff Sign In/Sign Out Log

## Operations Checklist

## COMMUNICATIONS TEAM

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with off-site programs/departments and the individual schools within the district. They are also responsible for setting up of communications systems and ensuring that communications devices are functioning properly. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Communications Team Leader for a briefing
- Gather all supplies from storage locker(s)
- Set-up communications center
- Test equipment
- Establish communications between the DO, off-site programs/departments and the individual schools within the district

### Operational Duties

- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Dispatch runners to relay messages to EOC Director/IC, Management Staff, Section Chiefs, and Team Leaders, as needed
- Provide Team Leader with regular updates on the status of off-site programs/departments and the individual schools within the district
- Ensure that all communications systems and devices are functioning properly
- Refer all media requests to the PIO

### Closing Down/Deactivation

- Close out all logs and pending messages, and turn over to Team Leader
- Return all equipment and reusable supplies to Logistics
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Map of facility
- Pens, pencils, paper and clipboards
- Hard hats and vests/safety equipment
- Flashlight

**Supplies/Equipment**

- Tables and chairs
- File boxes
- Computer or laptop, if available
- Power strip
- Extension cords
- Communications Equipment – phones/two way radios, etc.
- Phone book

**Forms**

- Section Activity Log

## Operations Checklist

### CRISIS INTERVENTION TEAM LEADER

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of staff, visitors and volunteers involved in or affected by a district emergency. This person is also responsible for mobilizing the Crisis Intervention Team. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

**NOTE:** Refer to the “School Crisis Response and Recovery Manual” for additional information.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Determine immediate need for mental health support/intervention
- Activate personnel, assign team members and provide a briefing
- Identify appropriate on-site location for intervention/counseling

### Operational Duties

- Implement components of the School Crisis Response and Recovery Manual as needed
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Oversee set-up of intervention/counseling site
- Monitor well being of team members, staff, visitors, and volunteers
- Determine need for outside assistance
- Activate off-campus crisis intervention teams/support personnel when directed by the EOC Director/IC
- Provide information to the PIO for dissemination (with approval from EOC Director/IC)
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Operations Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

## **CRISIS INTERVENTION TEAM LEADER**

### **Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Info
- Roster staff
- Flashlight
- Walkie-talkie/FRS
- Pens and pencils, paper
- Hard hat and vest/safety equip
- School Crisis Response & Recovery Manual
- Map of facility

### **Supplies/Equipment**

- Table and chairs

### **Forms**

- Section Activity Log
- Staff Sign In/Sign Out Log



## Operations Checklist

## CRISIS INTERVENTION TEAM

The Crisis Intervention Team monitors and supports the mental health needs of staff, visitors and volunteers involved in or affected by a district emergency. May also assist off-site programs/departments and individual school sites within the district when necessary.

**NOTE:** Refer to the "School Crisis Response and Recovery Manual" for additional information.

### Start-up Actions/Activation

- Sign in with Team Leader
- Meet with Crisis Intervention Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies and transport to intervention/counseling site

### Operational Duties

- Set-up campus intervention/counseling site
- Provide for and monitor well being of staff, students, and volunteers
- Maintain log of all assistance given and nature of that assistance
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Communicate need for outside assistance to Crisis Intervention Team Leader
- Cooperate with outside agency crisis intervention teams
- When necessary, request student emergency contact cards from Team Leader

### Close Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

## **CRISIS INTERVENTION TEAM**

### **Go-Kit**

- Team Checklist and Contact Information
- Staff roster and list of visitors, if available
- School Crisis Response & Recovery Manual
- Map of facility
- Hard hats/vests/safety equipment
- Walkie-talkies/FRS
- Pens and pencils, paper and clipboards
- Tissues and rubber gloves
- Flashlight

### **Supplies/Equipment**

- Table and chairs
- Privacy Screen
- Phones and phone book

### **Forms**

- Section Activity Log

## Operations Checklist

## FIRST AID TEAM LEADER

The First Aid Team Leader is responsible for coordinating all emergency medical responses. This responsibility includes determining when the scope of an emergency exceeds the capabilities of the team and notifying the EOC Director/IC of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Determine if medical needs exceed scope of on-site team (*if so, have Operations Section Chief notify Management Staff*)
- Assess available staff, assign team members and provide a briefing
- Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- Establish entry or "triage" station adjacent to first aid treatment area and assign 2 people to this station
- Review the List of Staff Trained in First Aid and CPR to ensure current certifications
- Direct set-up of areas for "immediate" and "delayed" treatment and assign at least 2 people to each station
- Discuss need to set-up intervention/counseling area with Crisis Intervention Team Leader

### Operational Duties

- Oversee/monitor the assessment, care and treatment of patients
- Ensure caregiver and rescuer safety (*use of rubber gloves*)
- Maintain open lines of communication with Light Search and Rescue and Crisis Intervention Team Leaders
- Gather Situation Status Forms from Team and relay information to OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Keep Section Chief updated
- Provide staff for "field" injury response/treatment
- Maintain Medical Treatment Log
- Request additional personnel from Logistics
- Report deaths immediately to Section Chief (not by radio)
- Determine need for morgue set-up and choose location
- Monitor situation for communicable diseases
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

**Closing Down/Deactivation**

- Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- Release medical teams per direction of Operations Section Chief
- Ensure close-out of all logs and other paperwork and turn them over to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

**Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Site Map
- Hard hat/vest/safety equipment
- Rubber gloves (box)
- Staff roster and list of visitors, if available
- Walkie-talkie/FRS
- Pens, pencils, paper and clipboard
- Quick reference medical guides
- Flashlight

**Supplies/Equipment**

- Table and chairs

**Forms**

- List of Staff with First Aid and CPR Certification
- Medical Treatment Log
- Situation Status Form
- Staff Sign In/Sign Out Log

## Operations Checklist

## FIRST AID TEAM

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities. Responsible for recording accurate treatment notes for all victims. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with First Aid Team Leader for a briefing
- Gather all supplies and personal safety equipment and transport to site of first aid station
- Set-up first aid stations
- Set-up morgue *(if directed to do so by Team Leader)*

### Operational Duties

- Maintain accurate treatment records using the Medical Treatment Form on the back of each Triage Tag *(Note: if triage category changes due to a change in condition, attach new tag to previous tag(s))*
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor/assess patients at regular intervals
- Fill out Situation Status Form and relay information to Team Leader
- Report deaths immediately to First Aid Team Leader *(by runner, NOT over the radio)*
- When transportation becomes available, facilitate patient evacuation and note status on back of triage tag; *do not send any original campus records off-site with patient*
- If injured student is transported off campus, send a copy of student emergency contact card with him/her *(request copies from Team Leader)*
- Provide Team Leader with patient information to record in Medical Treatment Log

### **Set Up Treatment Areas “Immediate” and “Delayed”**

- Assign one team member to do intake:
  - Greet injured student/staff, reassess and/or confirm triage category
  - Direct victim or transport of victim to appropriate treatment area along with triage tag and Medical Treatment Form
- Assign one team member to conduct “head to toe” assessment
- Provide appropriate first aid
- Fill out Medical Treatment Form on the back of the Triage Tag. If triage category changes, attach any previous tags to current tag
- Monitor condition of “delayed” victims and watch for any changes in condition
- Maintain Medical Treatment Log that includes information for all victims

### **Set Up Morgue *(if directed to do so by Team Leader)***

### **Closing Down/Deactivation**

- Clean up first aid station and properly dispose of hazardous waste
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other forms and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### **Go-Kit**

- Team Checklist and Contact Information
- Staff roster and list of visitors, if available
- Walkie-talkies/FRS
- Hard hats/vests/safety equipment
- Sharpies
- Rubber gloves (2 boxes)
- Site Map
- Pens, pencils, paper and clipboards
- Duct tape
- Quick reference medical guides
- Triage Tags/Medical Treatment Forms
- Flashlight

### **Supplies/Equipment**

- Tables and chairs
- Campus First Aid Kit (*\*see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets
- EZ-Up tents or ropes(or other method) to elevate tarps for shelter

### **Forms**

- Section Activity Log
- Medical Treatment Log
- Situation Status Form
- Triage Tags/Medical Treatment Forms

## Operations Checklist

### LIGHT SEARCH & RESCUE TEAM LEADER

The Light Search and Rescue (S&R) Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Light Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Locate all needed supplies
- Assign staff and volunteers to teams of at least two people for each team and provide a briefing
- Ensure all teams have appropriate gear
- Visually inspect outgoing teams' gear and perform radio check
- Meet with Maintenance/Fire/Site Security Team Leader and Safety Officer to determine if buildings are considered safe to enter for search

### Operational Duties

- Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Remain at the Command Post to stay in contact with the S & R Teams
- Gather Situation Status Forms and relay information to the OPS Section Chief
- Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- Notify Maintenance/Fire/Site Security Team Leader of any reported gas leaks, fires or structural damage
- Notify First Aid Team Leader when injured staff or visitors are located
- Keep triage tally on the map
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

## **LIGHT SEARCH & RESCUE TEAM LEADER**

### **Closing Down/Deactivation**

- Release S & R teams when directed by Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and maps and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign Yourself out and leave contact information in case you need to be reached

### **Go-Kit**

- |  |   |
|--|---|
| <input type="checkbox"/> Team Leader Checklist                           | <input type="checkbox"/> Map of facility        |
| <input type="checkbox"/> Team Checklist and Contact Information          | <input type="checkbox"/> Walkie-talkie/FRS      |
| <input type="checkbox"/> Staff roster and list of visitors, if available | <input type="checkbox"/> Flashlight w/batteries |
| <input type="checkbox"/> Hard hat, vest and safety equipment             | <input type="checkbox"/> Pens and paper         |

### **Supplies/Equipment**

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent

### **Forms**

- Situation Status Form
- Section Activity Log
- Staff Sign In/Sign Out Log



## Operations Checklist

## LIGHT SEARCH & RESCUE TEAM

The Light Search and Rescue Team (S & R) is responsible for safely conducting all on-site search and rescue efforts under the direction of the Team Leader. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Team Leader for briefing and assignments
- Gather all S & R equipment and supplies
- Check flashlight and radio batteries; perform radio check
- Visually inspect each other's gear
- Make sure you and your partner have site maps and are clear on your assignment

### Operational Duties

- Report all gas leaks, fires, and structural damage to the S & R Team Leader (*he/she will relay this information to the Maintenance/Fire/Site Security Team Leader*)
- Inspect the exterior of each building for structural integrity *before entering* (Size-Up).
- Identify unsafe areas with caution tape (**DO NOT** enter unsafe buildings)
- Search **ONLY** structurally sound buildings
- Search assigned areas using established search protocols
- As searched rooms have been cleared, call in report to the S & R Team Leader (*"Room B-2 is clear."*) *When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- Rescue lightly trapped victims first
- Conduct triage using established procedures
- Fill out triage form for each victim and transport to medical treatment area using stretchers or other method\*. List any medical treatment given on back of tag.
  - \*Remember to use proper lifting techniques to avoid back strain*
- Fill out Situation Status Forms and relay information to the Team Leader
- Provide S & R Team Leader with regular updates on numbers and condition of victims (*Use proper protocol, i.e., no names are broadcast over the radio.*)
- Note damage on your team map and relay information to S & R Team Leader
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

### **Closing Down/Deactivation**

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other documents and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### **Go-Kit**

- |  |  |
|--|--|
| <input type="checkbox"/> Team Checklist and Contact Information          | <input type="checkbox"/> Walkie-talkies/FRS                  |
| <input type="checkbox"/> Staff roster and list of visitors, if available | <input type="checkbox"/> Flashlight                          |
| <input type="checkbox"/> Duct tape and sharpies                          | <input type="checkbox"/> Hard hats/vests/safety equip        |
| <input type="checkbox"/> Whistles  | <input type="checkbox"/> Rubber gloves/dust masks            |
| <input type="checkbox"/> Clipboards, paper and pens                      | <input type="checkbox"/> Leather gloves                      |
| <input type="checkbox"/> Map of facility                                 | <input type="checkbox"/> Triage Tags/Medical Treatment Forms |

### **Supplies/Equipment**

- Plastic buckets for tools/gear
- Sturdy shoes/boots
- Blankets
- Fire extinguishers
- Bolt cutter
- Crowbars and fire axes
- Shovels and ropes
- Caution tape and barricades
- Basic first aid kit
- Cribbing supplies
- Stretchers
- Backpacks for gear/first aid supplies
- Masking or painters tape for marking doors

### **Forms**

- Situation Status Form
- Section Activity Log
- Triage Tags/Medical Treatment Form

## Operations Checklist

### ***MAINTENANCE/FIRE/SITE SECURITY TEAM LEADER***

The Maintenance/Fire/Site Security Team Leader is responsible for assessing, identifying and mitigating (to the extent possible) hazards, during and immediately following an on-site disaster/emergency. This team is responsible for site security for the duration of the incident, or until first responders assume that responsibility. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Locate all needed supplies
- Assess available personnel, assign team members and provide a briefing
- Survey on-site hazards and prioritize team response
- Work with Safety Officer to determine if buildings are safe to begin search and convey information to OPS Chief and Light Search and Rescue Team Leader
- Distribute a map to each team delineating their area of responsibility

### **Operational Duties**

- Verify the shut-off of utilities as necessary
- Determine integrity of on-site water system and report this information to the Operations Section Chief
- Gather Situation Status Forms from Team and relay information to the OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Direct the suppression of small fires
- Coordinate the posting of the locations of existing and potential hazards
- Facilitate emergency vehicle access to the campus
- Oversee/Monitor campus security/perimeter control
- Secure district site and buildings from un-authorized access
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release staff and volunteers per direction of Section Chief
- Ensure close out of all logs and other paperwork and turn them over to Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

**MAINTENANCE/FIRE/SITE SECURITY TEAM LEADER**

**Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Utility shut-off map/checklists
- Walkie-talkie/FRS
- DANGER placards
- Duct tape and sharpies
- Facility and supply storage maps
- Pens and pencils
- Hard hat, vest and safety equipment
- Flashlight

**Supplies/Equipment**

- Wrenches and assorted tools
- Caution Tape (yellow and red)
- Fire suppression gear

**Forms**

- Situation Status Forms
- Section Activity Log
- Staff Sign In/Sign Out Log

## Operations Checklist

## MAINTENANCE/FIRE/SITE SECURITY TEAM

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is responsible for campus security for the duration of the incident, or until first responders assume that responsibility. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Maintenance/Fire/Site Security Team Leader for briefing and assignments
- Gather all supplies
- Check radios and flashlights

### Operational Duties

- Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- Secure on-site water system
- Control and/or suppress small fires
- Survey buildings for potential hazards and post warnings with signs and yellow caution tape (Size Up)
- If possible, determine damage levels and inform Team Leader if buildings are safe to enter for search
- Fill out Situation Status Forms and relay information to Team Leader
- Provide clear routes for access for emergency response vehicles
- Establish and maintain site security/perimeter control
- Secure district site and buildings from unauthorized access
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

### Closing Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Complete/close out all logs and other paperwork and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

**MAINTENANCE/FIRE/SITE SECURITY TEAM**

**Go-Kit**

- Team Checklist and Contact Information
- Facility and supply storage maps
- Walkie-talkies/FRS
- Hard hats, vest and safety equipment
- Leather gloves
- DANGER placards
- First Aid Kit
- Utility shut-off map/checklists
- Goggles and dust masks
- Duct tape and sharpies
- Yellow caution tape/RED danger tape
- Flashlight

**Supplies/Equipment**

- Wrenches and assorted tools
- Fire suppression gear
- Large pads of paper for signage
- Sturdy shoes/boots

**Forms**

- Situation Status Form
- Section Activity Log

## **Operations Checklist**

**STAFF AND VISITOR ACCOUNTING TEAM LEADER**

The Staff and Visitor Accounting Team Leader is responsible for directing the accounting for all staff and visitors on site at the time of the incident. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assign staff and volunteers to teams and provide initial briefing
- Direct the collection of information from department secretaries or other method to determine if there are any missing staff members or visitors

### **Operational Duties**

- Assist with the location/verification of missing staff or visitors
- Provide information on any missing persons to Light Search and Rescue Team Leader
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff
- Gather Situation Status Forms from Team and relay information to the OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release team members when directed by Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and paperwork and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

**STAFF AND VISITOR ACCOUNTING TEAM LEADER**

**Go-Kit**

- Team Leader Checklist
- Map of facility
- Walkie-talkie/FRS
- Team Checklist and contact information
- Pens and paper
- Staff roster and list of visitors, if available
- Hard hat/vest/safety equipment

**Supplies/Equipment**

- Table and chair

**Forms**

- Situation Status Form
- Section Activity Log
- Staff Sign In/Sign Out Log



## Operations Checklist

*STAFF AND VISITOR ACCOUNTING TEAM*

The Staff and Visitor Accounting Team is responsible for accounting for all staff and visitors on site during the incident. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Team Leader for briefing and assignments
- Gather all equipment and supplies

### Operational Duties

- Collect information from department secretaries or other method to determine if there are any missing staff members or visitors
- Provide list of any missing persons to Team Leader

### Closing Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- |   |  |
|---|--|
| <input type="checkbox"/> Team Checklist and Contact Information           | <input type="checkbox"/> Site Map          |
| <input type="checkbox"/> Staff rosters and list of visitors, if available | <input type="checkbox"/> Dry erase markers |
| <input type="checkbox"/> Walkie-talkie/FRS                                | <input type="checkbox"/> Clipboards        |
| <input type="checkbox"/> Paper, pens, markers, stapler and staples        | <input type="checkbox"/> Vests             |
| <input type="checkbox"/> Scotch tape and dispenser                        | <input type="checkbox"/> Flashlight        |

### Supplies/Equipment

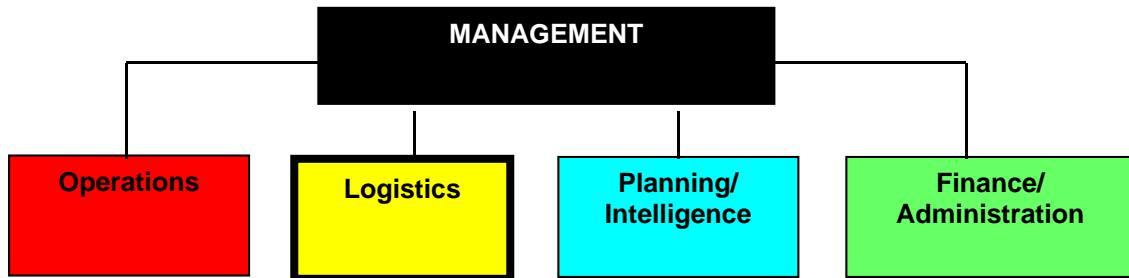
- Tables and chairs
- White board

### Forms

- Situation Status Form
- Section Activity Log

# LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting staff and visitors to alternative evacuation sites and of trucks/vehicles for ferrying equipment to and from the site during the emergency.

## Logistics Section Roster

- **Section Chief**

<b><u>Section Chief: Site Principals</u></b>	Contact Info: School Site numbers
Alternate 1: Shannon Laux	Contact Info: Office: (530) 458-7791
Personnel Coordinator	
Alternate 2	Contact Info:

- **Supplies and Staffing Team Leader**

<b><u>Team Leader: Audrey Taylor</u></b>	Contact Info: Office: 458-2408
Food Service Director	Cell: (530) 713-9317
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Transportation Team Leader**

<b><u>Team Leader: Head Custodians at each site</u></b>	Contact Info: School site phone numbers
Alternate 1	Contact Info:
Alternate 2	Contact Info:

**INSERT LOGISTICS SECTION TEAM ROSTERS HERE:**

## **Logistics Checklist**

### **SECTION CHIEF**

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. The Logistics Section is made up of the following teams:

- Supplies and Staffing
- Transportation

May also facilitate assistance to off-site programs/departments and school sites within the district when necessary.

### **Start-up Actions/Activation**

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Open on-site supplies containers/facilities
- Activate Team Leaders and provide initial briefing
- Assume lead of all Logistics teams until staffed

### **Operational Duties**

- Ensure that EOC and other facilities are properly set-up
- Meet with team leaders and assist initiating their team's response activities
- Coordinate supplies, equipment, and personnel needs with the EOC Director/IC
- Oversee distribution of supplies and equipment as needed
- Maintain security of stored supplies and equipment
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise section activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release Logistics Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies from all deactivating sections
- Close logs. Collect all logs, reports, and response-related documentation from Team Leaders and submit to the Documentation Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

**LOGISTICS SECTION CHIEF**

**Go-Kit**

- District Emergency Plan
- Logistics Section Chief checklist
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Copies of vendor contracts/agreements list/MOUs
- Flashlight

**Supplies/Equipment**

- Table and chair
- Computer or laptop, if available
- Phone
- Phone book
- Regional Maps

**Forms**

- Emergency Supply Inventory
- Section Activity Log

## **Logistics Checklist**

### **SUPPLIES & STAFFING TEAM LEADER**

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- Open Go-Kit and put on personal safety equipment
- Locate all supplies
- Assess available personnel, assign team members and provide a briefing

### **Operational Duties**

- Oversee the distribution of supplies and equipment
- Coordinate the assignment of staff and volunteers
- Stay in contact with Section Chief about the needs of other sections and teams
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release staff and volunteers when directed by Logistics Section Chief
- Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- Collect all logs, paperwork and other documentation from team members and turn them over to Documentation Team
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

### **Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Walkie-talkie/FRS
- Supply storage list(s)/map
- Hard hat, vest and safety equipment
- Flashlight

## **SUPPLIES AND STAFFING TEAM LEADER**

### **Supplies/Equipment**

- Table and chair
- Phone
- Computer or laptop
- Phone Book
- Regional Maps

### **Forms**

- Emergency Supply Inventory
- Staff Roster
- Section Activity Log
- List of volunteers, if available
- Sign In/Sign Out Log



## Logistics Checklist

## SUPPLIES & STAFFING TEAM

The Supplies and Staffing Team is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Meet with the Supplies and Staffing Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Open storage facility/containers and gather necessary supplies

### Operational Duties

- Distribute supplies and equipment as requested
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Stay in contact with Team Leader

### Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete inventory of equipment and supplies and provide list of materials that need to be replaced
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- |   |  |
|---|--|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Map of facility                       |
| <input type="checkbox"/> Walkie-talkies/FRS                     | <input type="checkbox"/> Pens and pencils, paper               |
| <input type="checkbox"/> On-campus supply storage list(s)/map   | <input type="checkbox"/> Hard hats, vests and safety equipment |
| <input type="checkbox"/> Communications log                     |  |

### Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop

### Forms

- Emergency Supply Inventory
- Section Activity Log
- Staff Roster

## **Logistics Checklist**

## **TRANSPORTATION TEAM LEADER**

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- Open Go-Kit and put on personal safety equipment
- Determine transportation equipment and resources needed
- Assess available personnel, assign team members and provide a briefing

### **Operational Duties**

- Direct transportation activities as needed
- Direct the safe use of vehicles on campus
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release staff and volunteers per direction of Section Chief
- Arrange for the return of vehicles to pre-incident locations
- Return all equipment and reusable supplies to Logistics
- Ensure close-out of all logs, paperwork and other documentation and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

### **Go-Kit**

- |   |   |
|---|---|
| <input type="checkbox"/> Team Leader Checklist                  | <input type="checkbox"/> Local Area and Neighborhood Maps             |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> List of available vehicles and equipment     |
| <input type="checkbox"/> Map of facility                        | <input type="checkbox"/> Copies of any established MOUs or agreements |
| <input type="checkbox"/> Hard hat, vest and safety equipment    | <input type="checkbox"/> Maps of bus routes/schedules                 |
| <input type="checkbox"/> Walkie-talkie/FRS                      | <input type="checkbox"/> List of available vehicles and equipment     |
| <input type="checkbox"/> Pens and pencils, paper                |   |
| <input type="checkbox"/> Local Area and Neighborhood Maps       |   |

**TRANSPORTATION TEAM LEADER**

**Supplies/Equipment**

- Table and chair
- Phone
- Phone book

**Forms**

- Section Activity Log
- Sign In/Sign Out Log

## Logistics Checklist

## TRANSPORTATION TEAM

The Transportation Team is responsible for facilitating the use of vehicles, buses or other methods of transportation during school emergencies. Those responsibilities include assessing the need for buses and trucks for the ferrying of students, staff and/or supplies. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Meet with the Transportation Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies and equipment needed

### Operational Duties

- Provide for transportation needs as assigned by Team Leader
- Assess the need for and use of vehicles on campus
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

### Closing Down/Deactivation

- Facilitate the return of vehicles to pre-incident locations
- Complete/close-out all logs and other paperwork and turn them over to Team Leader
- Return all equipment and reusable supplies to Supplies and Staffing Team
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Walkie-talkies/FRS
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Flashlight

### Supplies/Equipment

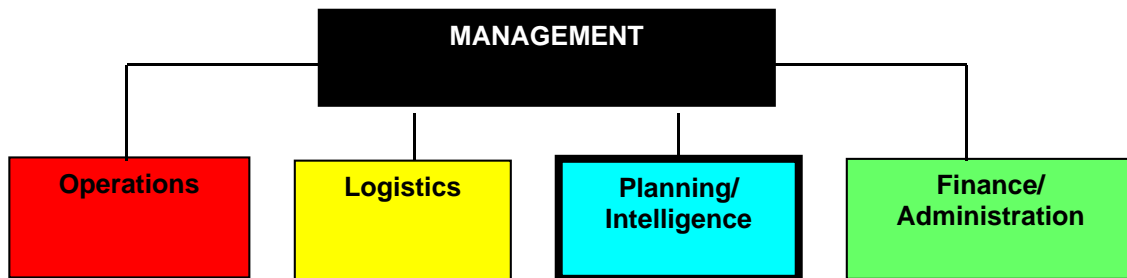
- Table and chair
- Phones

### Forms

- Section Activity Log

# PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities. The chief is responsible for developing the Incident Action Plan and completing the After Action Report in cooperation with the EOC Director/Incident Commander



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes. Responsible for gathering final logs, paperwork and other documentation to submitting to the Recordkeeping Team.
- **SITUATION STATUS TEAM** is responsible for collecting and evaluating situation status reports from other sections about response-related information in support of

## Planning/Intelligence Section Roster

- **Section Chief**

**Section Chief: Dave Tarr – BPS Principal**

Contact Info: Office: (530) 458-5854

Cell: (530) 682-9042

Alternate 1: Dave McGrath – CHS Principal

Contact Info: Office: (530) 458-2156

Cell: (530) 682-6731

Alternate 2: Jody Johnston, EMS Principal

Contact Info: Office (530) 458-7621

Cell: (530) 682-9044

- **Situation Status Team Leader**

**Team Leader: Dave McGrath - CHS Principal**

Contact Info: See Above

Alternate 1: Jody Johnston - EMS Principal

Contact Info: See Above

Alternate 2

Contact Info:

- **Documentation Team Leader**

**Team Leader: Administrative Assistants**

Contact Info: Contact at school sites

Alternate 1

Contact Info:

Alternate 2

Contact Info:

**INSERT PLANNING/INTELLIGENCE SECTION TEAM ROSTERS  
HERE:**

## Planning/Intelligence Checklist

### SECTION CHIEF

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. Works with the EOC Director/IC to develop and update the Incident Action Plan and for completing the After Action Report in collaboration with the EOC Director/IC. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

May also facilitate assistance to off-site programs/departments and school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leaders and provide initial briefing
- Direct the initiation of response activities
- Assume lead of teams until staffed

### Operational Duties

- Develop Incident Action Plan in cooperation with the EOC Director/IC
- Update Incident Action Plan in cooperation with the EOC Director/IC at regular intervals so it reflects the current situation.
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Oversee the collection of Situation Status Forms and relay information to the EOC Director/IC
- Supervise section activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### Closing Down/Deactivation

- Release Planning/Intelligence Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to Logistics
- Ensure that all final logs, reports, and response-related documentation are submitted to the Recordkeeping Team
- After Recordkeeping Team has added final financial and time records and has compiled a final report, work with EOC Director/IC to complete the After Action Report
- Sign out with Liaison Officer and leave contact information in case you need to be reached



**PLANNING/INTELLIGENCE SECTION CHIEF**

**Go-Kit**

- District Emergency Plan
- Planning/Intel Section Chief checklist
- Pens and pencils, paper
- Hard hat, vest and safety equip
- Walkie-talkie/FRS
- On-campus supply storage list(s)
- Map of facility
- Flashlight

**Supplies/Equipment**

- Table
- Chair
- Whiteboard/flip charts/easel

**Forms**

- Section Activity Log
- Incident Action Plan
- Situation Status Form
- After Action Report Template

## **Planning/Intelligence Checklist**

## **DOCUMENTATION TEAM LEADER**

The Documentation Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assess available personnel, assign team members and provide a briefing

### **Operational Duties**

- Ensure all radio and verbal communications are recorded on Section Activity Log
- Stay in contact with Section Chief about the needs of other sections
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure that all sections are completing situation status forms and submitting them to the Situation Status Team
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Gather all final logs, paperwork and other documentation from Documentation team and turn them over to Recordkeeping Team
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

**Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- Supply storage list(s)/map
- Flashlight

**Supplies/Equipment**

- Table
- Chair
- Computer or laptop, if available

**Forms**

- Section Activity Log
- Sign In/Sign Out Log

## Planning/Intelligence Checklist

**DOCUMENTATION TEAM**

The Documentation Team is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Documentation Team Leader for a briefing
- Gather all supplies

### Operational Duties

- Ensure all radio and verbal communications are recorded on Section Activity Log
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

### Closing Down/Deactivation

- Collect/call-in paperwork from each deactivating section
- Compile all response-related documents into one final report and provide to Team Leader
- Return all equipment and reusable supplies to Logistics
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Flashlight
- File folders
- Accordion files

### Supplies/Equipment

- Table
- Chairs

### Forms

- Section Activity Log

## **Planning/Intelligence Checklist**

### **SITUATION STATUS TEAM LEADER**

The Situation Status Team Leader is responsible for overseeing the collection and evaluation of situation status reports received from other sections about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status through the use of Situation Status Boards, if available. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### **Start-up Actions/Activation**

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Activate personnel, make appropriate assignments and provide a briefing

### **Operational Duties**

- Facilitate the updating of the site map throughout the response
- Assess and analyze situation-relevant information
- Anticipate situations and potential problems and develop contingency plans
- Gather Situation Status Forms from Team and record on Situation Status Board, if available
- Keep Section Chief informed by relaying information gathered from Situation Status Forms
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other documentation and turn them over to Documentation Team Leader
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

## **SITUATION STATUS TEAM LEADER**

### **Go-Kit**

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Assorted regional/area maps
- Flashlight
- Large facility and site maps
- Pens and pencils, markers and paper
- Hard hat, vest and safety equipment
- File Boxes

### **Supplies/Equipment**

- Table
- Chairs
- Situation Status Boards, if available

### **Forms**

- Situation Status Report
- Section Activity Log
- Staff Sign In/Sign Out Log

## Planning/Intelligence Checklist

## SITUATION STATUS TEAM

The Situation Status Team is responsible for collecting and evaluating the situation status forms submitted by other sections about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status. May also assist off-site programs/departments and individual school sites within the district when necessary.

### Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with the Situation Status Team Leader for a briefing
- Gather all supplies

### Operational Duties

- Record appropriate response-related information on site map (and keep it current)
- Keep Team Leader apprised of response-related information as it comes in
- Anticipate situations and potential problems and develop contingency plans
- Gather Situation Status Forms from other Sections and relay information to Team Leader
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

### Closing Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and documentation and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### Go-Kit

- |   |   |
|---|---|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Large facility and site maps |
| <input type="checkbox"/> Walkie-talkies/FRS                     | <input type="checkbox"/> File Boxes                   |
| <input type="checkbox"/> Assorted regional/area maps            | <input type="checkbox"/> Flashlight                   |
| <input type="checkbox"/> Hard hat, vest and safety equipment    |   |
| <input type="checkbox"/> Pens, pencils, markers and paper       |   |

### Supplies/Equipment

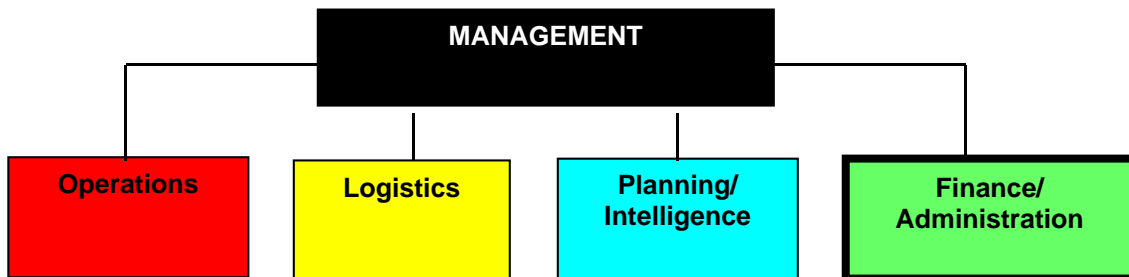
- Table
- Chairs
- Situation Status Boards

### Forms

- Situation Status Report
- Section Activity Log

# FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities. Also responsible for compiling final information for After Action Report.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities. Responsible for compiling all final paperwork, logs and other documentation to submit to EOC Director/IC and Planning Intelligence Chief for inclusion on the After Action Report.



## Finance/Administration Section Roster

- **Section Chief**

<b>Section Chief: Sheryl Parker</b>	Contact Info: Office: (530) 458-7791
District Chief Business Official	Cell: (530) 933-9314
Alternate 1	Contact Info:
Alternate 2	Contact Info:

- **Recordkeeping Team Leader**

<b>Team Leader: Terry Weldon</b>	Contact Info: Office: (530) 458-7791
District Accounts Payable Clerk	
Alternate 1	Contact Info:
Alternate 2	Contact Info:

**INSERT FINANCE/ADMINISTRATION SECTION TEAM  
ROSTERS HERE:**

## **Finance/Administration Checklist**

## **SECTION CHIEF**

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. Responsible for submitting all final paperwork, logs and other documentation to EOC Director/IC and Planning Intelligence Chief for inclusion on the After Action Report. The Finance/Administration Section is made up of the Recordkeeping team. May also facilitate assistance to off-site programs/departments and school sites within the district when necessary. In many cases, such as in a small school district, the Finance/Administration function is done at the district office level with information being provided from each school.

### **Start-up Actions/Activation**

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leader and provide initial briefing
- Initiate response activities (set-up work station)
- Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

### **Operational Duties**

- Assume all duties of Recordkeeping Team until staff arrive
- Ensure that all procedures are in place to accurately track time and expenditures
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Supervise section activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### **Closing Down/Deactivation**

- Release Recordkeeping Team when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Collect, file and secure all final logs, reports, and response-related documentation from Team Leader and submit to EOC Director/IC.
- Sign out with Liaison Officer and leave contact information in case you need to be reached

## **FINANCE/ADMINISTRATION SECTION CHIEF**

### **Go-Kit**

- District Emergency Plan
- Finance/Administration Section Chief checklist
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/FRS
- File folders and labels
- Flashlight

### **Supplies/Equipment**

- Table
- Chair
- Computer or laptop, if available
- Calculator
- File Folders, binders, accordion files

### **Forms**

- Section Activity Log

## Finance/Administration Checklist

**RECORDKEEPING TEAM  
LEADER**

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies. Responsible for collecting all final paperwork, logs and other documentation from team and submitting to Section Chief. May also coordinate assistance to off-site programs/departments and individual school sites within the district when necessary. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

### Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with Finance/Administration Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assess available personnel, assign team members and provide a briefing

### Operational Duties

- Monitor the tracking of staff and volunteer hours
- Monitor the tracking of response-related requests and purchases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Facilitate the processing of purchase requests from Logistics Section Chief
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember shift changes and establish a process for briefing incoming staff

### Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Collect all final logs, paperwork and other documentation from Team and turn them over to the Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

### Go-Kit

- |   |  |
|---|--|
| <input type="checkbox"/> Team Leader Checklist                  | <input type="checkbox"/> File Boxes              |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Flashlight              |
| <input type="checkbox"/> Copies of vendor contracts/agreements  | <input type="checkbox"/> Pens and pencils, paper |
| <input type="checkbox"/> Walkie-talkie/FRS                      | <input type="checkbox"/> Hard hat and vest       |

**RECORDKEEPING TEAM LEADER**

**Supplies/Equipment**

- Table, chair
- Calculator
- Computer or laptop

**Forms**

- Section Activity Log
- Staff Sign In/Sign Out Log
- EOC Staffing List

## **Finance/Administration Checklist**

**RECORDKEEPING TEAM**

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities. Responsible for collecting and compiling all final paperwork, logs and other documentation from Documentation Team and submitting to Team Leader. May also assist off-site programs/departments and individual school sites within the district when necessary.

### **Start-up Actions/Activation**

- Sign in with Team Leader
- Meet with the Recordkeeping Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies

### **Operational Duties**

- Track staff and volunteer hours
- Track response-related purchases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Process purchase requests from Logistics Section Chief

### **Closing Down/Deactivation**

- Return all equipment and reusable supplies to Logistics
- Add team's completed logs, paperwork and other documentation to final information submitted from Documentation Team and turn them over to the Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

### **Go-Kit**

- Team Checklist and Contact Information
- Vendor contracts/agreements list
- Pens and pencils, paper
- File Boxes, file folders, accordion files
- Walkie-talkies/FRS
- Hard hat and vest
- Flashlight

**Supplies/Equipment**

- Table and chairs
- Computer or laptop if available
- Calculator

**Forms**

- Section Activity Log



# EMERGENCY ACTIONS AND PROCEDURES

## ACTION:

### CLOSURE OF OFFICE *During Office Hours*

The District Office may be ordered closed when it is **unsafe** for staff and visitors to be there due to road closures, power outages, severe weather, earthquakes, etc. The office may also be closed as a wide scale public health measure such as social distancing in the event of a Pandemic Influenza or other disease outbreak.

### WHEN TO CLOSE YOUR OFFICES

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm
- Extended Power Outage
- Drought

### OFFICE CLOSURE PROCEDURES

- ✓ There are several people with the authority to order the closure of the office. The local Public Health Officer, the State Superintendent of Schools, the Superintendent/Designee and also the Governor may issue the order, depending upon the circumstances involved.
  - ✓ Notify Staff and Visitors
    - a. Make an announcement over the PA:

“Your attention please. Your attention please. Due to the \_\_\_\_\_, it has been determined that our offices must close. Please report to your immediate supervisor and sign out before leaving the building. Please remember to take your personal items with you.”
- OR**
- b. Send runners to each department with above information. Be sure **all** departments and other on-site programs and offices are also notified.

- ✓ Post “Office Closed” signs at main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)
- ✓ Notify CCOE at (530) 458-0350 that your office is closing along with the circumstances

## **SECTIONS ACTIVATED IN OFFICE CLOSURE**

- Management
- Operations

**ACTION:**

**CLOSURE OF THE OFFICE  
*Before the Workday Begins***

If conditions warrant the closure of the office prior to the beginning of the workday, ***every effort will be made to contact all staff members to notify them of the closure.***

**WHEN TO CLOSE YOUR OFFICES**

- Civil Unrest
- Dam Failure
- Drought
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

## OFFICE CLOSURE PROCEDURES

Staff will be notified at the earliest possible opportunity in the event of an office closure. The Superintendent/Designee will notify staff by phone or through a staff notification system prior to regularly scheduled work hours to the extent possible. The Superintendent/Designee will assign an individual to go to the District Office (if it is safe to do so) to post an “OFFICE CLOSED” sign with information to direct anyone coming to the office where to find additional information.

- ✓ Superintendent/Designee will notify the County Office of Education in the following manner:

a. Between 5 a.m. and 7 a.m., the County Superintendent

Home:           (530) 682-5507          

b. If the County Superintendent is unavailable contact:

Alternate Contact: Tina Maxwell, Executive Administrative Assistant

Home:           (530) 458-2902          

c. After 7 a.m., the Superintendent will call the Colusa County Office of Education

**(530) 458-0350**

## SECTION ACTIVATED IN CLOSURE OF THE OFFICE

- Management

## ACTION:

## SHELTER-IN-PLACE

Whenever an emergency situation presents itself such that it is safer for staff and visitors to remain inside the building, the Superintendent/designee may issue an order to “shelter-in-place.” This action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the District Office. “Shelter-in-place” may also be called for in response to terrorist activities.

## WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Biological Incident

## SHELTER-IN-PLACE PROCEDURES

- ✓ Notify Staff and Visitors

- d. Make an announcement over the PA:

“Your attention please. Your attention please. Due to the

---

all staff and visitors should immediately prepare to shelter-in-place and stand-by for further instructions.”

**OR**

- e. If you do not have a PA system **and it is safe to do so**: send runners to each office and meeting room with above information. Be sure **all** on-site programs and offices are also notified.

- ✓ Order facilities manager or custodian to shut down air circulation system
- ✓ Turn on radio and monitor updates
- ✓ Post signs on exterior windows, if there is time **and it is safe to do so**

**“This Office is Sheltering-in-Place. Do Not attempt to enter any office or building.”**

**IN CLASSROOMS AND OFFICES**

- ✓ Post “shelter-in-place” sign on exterior door or window (*if* it is safe to do so)
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Turn off lights
- ✓ Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- ✓ Instruct staff and visitors to stay away from windows
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

**IN MEETING ROOMS**

- ✓ Move staff and visitors into a hallway or small room
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Turn off lights
- ✓ Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- ✓ Write down names of everyone in the room or collect sign in sheets
  
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

**OUTDOORS**

- ✓ Move inside the nearest building
- ✓ Follow procedures above

## SECTIONS ACTIVATED IN SHELTER-IN-PLACE

- Management
- Operations (*if long duration*)
- Logistics (*if long duration*)
- Planning/Intelligence (*if long duration*)
- Finance/Administration (*if long duration*)

### **NOTE**

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” there will be access to food and water in emergency kits.

## ACTION:

## LOCKDOWN

Lockdown is the response action initiated when the District Office is faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or police activity in the vicinity that could threaten the safety of staff and visitors. **Lockdowns are serious business.** When the Superintendent/designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on campus.

## WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter or Intruder on site
- Terrorism

## LOCKDOWN PROCEDURES

- ✓ Immediately notify Staff and visitors
  - a. Make an announcement over the PA:  
**“LOCKDOWN-LOCKDOWN!!!** Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”  
  
***Remember to lockdown your office!***
  - b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure **all** on-site programs are also notified.
- ✓ Designate an individual to **Call 9-1-1** and **stay on the phone** with the operator
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions



### **IN OFFICES**

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until “All Clear” signal is given
- ✓ Move away from windows and stay low (below window line)
- ✓ Turn off lights
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign on exterior door or window if there are any missing/injured staff or visitors (**IF it is safe to do so**)
- ✓ **REMAIN** in offices until the “All Clear” signal is given or you are escorted out by first responders

### **IN MEETING ROOMS**

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move all students and staff away from windows and stay low (below window line)
- ✓ Turn off lights
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign on exterior door or window if there are any missing/injured staff or visitors (**IF it is safe to do so**)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

### **OUTDOORS**

- ✓ **IMMEDIATELY** move inside the nearest building
- ✓ Follow procedures above

## SECTIONS ACTIVATED IN LOCKDOWN

- Management
- Operations: *(these teams will ONLY be activated when it is safe to do so)*

## ADDITIONAL LOCKDOWN PROCEDURES

### **Short-term lockdown** (less than 8 hours)

Open emergency supply box/kit if needed

### **Long-term lockdown** (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

### **After “All Clear” Signal is given**

- ✓ The Superintendent/Designee will determine if it is necessary to close the office for the remainder of the day and release staff or to continue normal business activities.
  - ❖ If the decision is made to close the office, refer to the ACTION: CLOSURE OF THE OFFICE
  - ❖ If the decision is made to continue normal business activities, return to departments and provide staff with an opportunity to share their thoughts on the incident
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc. if necessary

### **NOTE**

“Lockdown,” like “Drop and Cover,” can be initiated by any staff member in response to violent behavior, shots fired, or any other activity that threatens the safety of staff and visitors. When initiated by a staff member, it is their responsibility to get a message to the main office about the nature of the incident, when it is safe to do so.

## ACTION:

## EVACUATION

This emergency response activity is initiated when it is determined that it is not safe to remain in the buildings or to stay on site. In this situation, staff and visitors are moved to a safer location either on or off site.

### WHEN TO EVACUATE THE DISTRICT OFFICE

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

### EVACUATION PROCEDURES

#### REMEMBER TO TAKE YOUR PERSONAL BELONGINGS WITH YOU (SUCH AS PURSES AND CAR KEYS) WHEN YOU EVACUATE!!\*

*\*IMPORTANT NOTE: If the evacuation is initiated by an incident that is determined to be a crime, such as a bomb threat or actual bomb, the building will become a crime scene. Law enforcement officers will not allow individuals to return to their offices to retrieve their belongings until the investigation is completed.*

#### **ON-SITE EVACUATION**

- ✓ Notify staff and visitors

- a. Make an announcement over the PA:

“Your attention please. Your attention please. Due to the

\_\_\_\_\_ ,  
staff and visitors are to evacuate the building immediately. You should proceed immediately to the primary (or secondary) evacuation site.”

**OR**

If you do not have a PA system **and it is safe to do so**: send runners to each department and meeting room with above information. Be sure **all** on-site programs and offices are also notified.

- ✓ When all staff members and visitors have arrived at the evacuation site, have department secretaries take roll and determine if anyone is missing. Add names of guests/visitors, if available.
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if any staff or visitors are unaccounted for or injured

### **OFF-SITE EVACUATION**

- ✓ Follow procedures above to notify staff and visitors of the need to evacuate and to direct them to alternative evacuation site or designated transportation staging area
- ✓ Post sign in main office with directions to evacuation site along with any emergency numbers to call for additional information
- ✓ Make sure to have someone take the names of those staff and visitors who are boarding buses or are waiting at the evacuation staging area.
- ✓ Have someone take the names of staff and visitors when they arrive at the evacuation site

### **SECTIONS ACTIVATED IN EVACUATION**

- Management
- Operations
- Logistics

## **ACTION:**

## **RETURN TO BUILDING/REVERSE EVACUATION**

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the office could pose a threat to staff or visitors.

### **WHEN TO INITIATE REVERSE EVACUATION**

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm
- Intruder/shooter on site

### **REVERSE EVACUATION PROCEDURES**

- ✓ Notify Staff and visitors
    - a. Make an announcement over the PA:  
"Your attention please. All staff and visitors should return to the building immediately and stand-by for further instructions."
  - OR**
  - b. If you do not have a PA system, use Bell Code System to alert all areas of the building.
  - OR**
  - c. If it is safe to do so, send runners to all outdoor areas with above information.
- ✓ Notify Main Office
  - ✓ Once threat passes, issue "All clear" to resume regular activities

### **SECTIONS ACTIVATED IN REVERSE EVACUATION**

- Management
- Operations

## **ACTION:**

## **DROP, COVER AND HOLD**

Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-site.

***The action to “drop, cover and hold” is normally initiated by incident itself, such as shaking in an earthquake or the sound of gunfire. Train staff to act immediately when they become aware of the danger and not to wait for someone to tell them!!***

## **WHEN TO DROP, COVER AND HOLD**

- Civil Unrest
- Explosion
- Landslide
- Major Earthquake
- National Security Emergency
- Shooter/Intruder on Campus
- Terrorism
- Transportation Accident
- Winter Storm

## **DROP, COVER AND HOLD PROCEDURES**

- ✓ At the first sign of shaking or imminent threat, all students and staff should immediately **drop to the floor, hold on to the closest piece of furniture** (desk or chair) or other stable object and **cover the back of their necks** with their free hand/forearm.
- ✓ Stay in this position until the threat passes and an “All Clear” announcement has been made – either through the PA system or via runners.
- ✓ The main office should then make the announcement to “Resume Regular Activities” or direct another response action (such as Evacuation, or Closure of the Office)

## **INDOORS**

- ✓ Staff and visitors should drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓ Stay put until “All Clear” announcement is made and then wait for additional instructions for next actions to take.
- ✓ Check for injuries and make sure everyone is accounted for

## **HALLWAYS AND BATHROOMS**

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “All Clear” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

## **OUTDOORS**

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “All Clear” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

## **SECTIONS ACTIVATED IN DROP, COVER AND HOLD**

- Management
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

### **NOTE**

After an earthquake, remember to stay alert for aftershocks!

# EMERGENCY RESPONSE MANUAL

BURCHFIELD PRIMARY SCHOOL

# In an Emergency Say it twice. Say it twice.



Lockout



Lockdown



Shelter



Evacuate



## Standard Response Protocol – Public Address Protocol

Animal Outside	Lockout! Secure the Perimeter
Bomb	Evacuate to ?????????? Shelter for Bomb! Drop, Cover and Hold!
Earthquake	Shelter for Earthquake! Drop, Cover and
Fire Inside	Evacuate to ??????????????
Fire Outside	Shelter in Silence
Chemical Spill	Shelter for Hazmat! And Seal
Intruder Inside	Lockdown! Locks, Lights, Out of Sight!
Intruder Outside	Lockout! Secure the Perimeter
Kidnapping	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to ??????????????! Shelter for Tornado! Drop, Cover and Hold!
Weapon	Lockdown! Locks, Lights, Out of Sight!



DRAFT Public Address Protocol | Version 0.9.1 | 09/03/2009 | Revised:09/21/2009 | John-Michael Keyes jk@iloveguys.org | <http://iloveguys.org>  
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# FIRE ALARM

## SIGNAL:

The signal for a fire drill will consist of a series of **short bells** lasting for several minutes and continuing until system is shut off. Fire drills will be conducted monthly.

## Exit Routes:

Please follow the exit routes shown on the attached map of the campus. (Make sure map is posted by exit door.)

## Procedure:

1. All pupils shall stop work immediately and prepare to evacuate the room.
2. All pupils should not take any personal belongings with them during fire drill.
3. All school personnel and visitors must leave the building, regardless of their activities.
4. There shall be no talking during the drill.
5. There shall be no running or pushing allowed during the drill, but move quickly.

**During Lunch:** Noon duty aides go to playground field.

# EARTHQUAKE

## ADMIN/DESIGNEE

Initial signal  
--call 911 as needed  
--supervise evacuation  
--handle any follow-up  
--emergency needs  
--signals 'ALL CLEAR' w/  
office Nextel

## TEACHER

-- bring roll books and keys  
-- do not lock doors; post 'ALL  
CLEAR' sign on door  
--lead students to designated area  
--take attendance  
--green & red verification

## OFFICE STAFF

-- admin. assist  
-- records attendance  
--**brings:**  
emergency cards  
crisis resp. box  
office Nextel  
--other office staff assists

## CUSTODIANS

--report to admin. for further direction

## OTHER CLASSIFIED

--report to admin. for further directions

# EARTHQUAKE PROCEDURES

## INITIAL SHOCK:

Order **students** to drop, hold, and cover at the first sign of a quake. Do not wait for a bell.

## EVACUATE:

1. After the initial shock, evacuate the building according to Fire Drill Procedure.
2. There will be no bell.
3. If an after-shock should occur during the evacuation process, order students to drop and cover.
4. **Teachers** make sure to take roll and keys.
5. **Head Custodian** turns off power and gas.

Take your class directly to the assembly area using the safest path available. Avoid overhangs, power lines, and anything that may fall on your students during transit.

**ASSEMBLY FIELD:**

Assemble your class as a unit (refer to the map). Do not release any students. Take roll immediately. Send a list of any missing or injured students to the office; include possible locations of missing or injured students.

**ASSEMBLY\*:**

If an earthquake should occur during an assembly, order your students to drop and cover. After the initial shock, escort students outside using the nearest functional exit. Direct them to assemble on the field. Remind students not to leave school. All teachers should proceed to their assigned locations. Follow steps under "Assembly Field" and "Release of Students."

**LUNCH:**

If an earthquake should occur during lunch, the **duty aides** must order the students to duck and cover. All **teachers** must report to the assembly field and follow steps under "Assembly Field" and "Release of Students."

**DROP DRILL:**

Each teacher is responsible for the safety of their students. Drop drills should be conducted in each class. Instruct the students to duck under their desk, assume a position on their knees using one arm and hand to protect the neck/spinal area and the other arm and hand to secure the desk's position.

\*Roll books should be taken to the assembly.

**CHEMICAL SPILL**

**ADMIN/DESIGNEE**

Determine course of action and notifies teachers.  
--call emergency services for direction

**TEACHER**

--keep students inside  
--close doors/windows  
--continue class activities  
--wait for all clear sound

**OFFICE STAFF**

--shut doors/windows  
--check with admin. for phone statement

**CUSTODIANS**

--shut off power as directed by admin.

**OTHER CLASSIFIED**

--report to admin. for further directions

1. Should a spill occur within a classroom:
  - A. Evacuate according to Fire Drill Procedure
  - B. Notify office via a runner or phone
  - C. Classroom teacher will be instructed by the Administration as to what procedures to follow.
  
2. Should a spill occur within the vicinity of Burchfield Primary School:
  - A. 911 will be called
  - B. Remain in your classroom unless ordered by the administration to evacuate.
  - C. Close all windows and doors (Custodians turn off all outside air intake vents or fans.)

- D. The custodian will shut down the main power system for the entire school after directed by Admin/Desig.
- E. Leave your building **only when told to do so**, as directed by the Principal or designee.

## BOMB THREAT

### ADMIN/DESIGNEE

- initiate signal to evacuate
- call 911
- supervise evacuation
- establish command to determine next steps

### TEACHER

- evacuate class
- bring:**
- roll book
- keys
- personal belongings
- post 'ALL CLEAR' sign
- lead students to designated area
- take attendance
- runner notifies secretary at auditorium door
- remain with class pending further direction

### OFFICE STAFF

- Admin. Assist: records attendance
- bring:**
- Emergency cards
- crisis resp. box
- office Nextel
- other office staff assists

### CUSTODIANS

Report to admin/designee for further directions

### OTHER CLASSIFIED

Report to admin. for further directions

## BOMB THREAT GUIDELINES

(Administrator-in-charge may need to make changes in these procedures according to circumstances.)

1. Procedure followed:
  - A. **SIGNAL:** Administrator or designee rings continuous bell then pulls fire alarm (Admin. Assts. take out Emergency cards.)
  - B. Administrators and Admin. Assts. meet at front parking lot.
  - C. Teachers bring out materials to occupy students.
2. Administrator or designee calls 911 to notify authorities and Superintendent.
3. After teachers have students out of building and lined up at their evacuation sites, the administrator designates a staff member to notify classes to move to City Hall.
4. Parents must check students out at **check-out area** (designed with red triangular sign).
5. Administrator determines if parents are to be called to pick up their children. If so, refer to School Closure Procedures.
6. If parents must be called:
  - A. Admin. Assts. and any other volunteers go to District Office or other school site to call parents.
  - B. Parents notified on phone where to pick up students.

## DANGEROUS STRANGER

### ADMIN/DESIG

### TEACHER

### OFFICE STAFF

--initiate signal  
--call 911 and share all known info.  
--prepare phone statement with Supt.  
--get directions and give to office

--stay in room  
--turn off lights  
--pull curtains  
--students sit on floor  
--keep students quiet  
--lock doors if it can be done safely  
--report missing students to office (phone)

--secure office  
--prepare to answer calls with statement

**CUSTODIANS**

--report to admin/designee for further directions

**OTHER CLASSIFIED**

--remain in your location

## **DANGEROUS STRANGER ON CAMPUS/CRIME IN PROGRESS IN VACINITY OF SCHOOL**

- A. The **SIGNAL** is a series of short, intermittent bells.
- B. **PLAYGROUND** – when the dangerous stranger alarm sounds, students on the playground need to sit down immediately on the ground and wait for further instructions.
- C. **LUNCHROOM** or **COMPUTER LAB/LIBRARY OR OTHER ROOM BESIDES THEIR CLASSROOM.** Students are to sit on the floor.

## **FLOOD**

- A. Immediate danger to City Hall
  - 1. Students evacuate to City Hall 2<sup>nd</sup> Floor using Bomb Threat Procedure
  - 2. Flood Threat (School Closure Procedure)

## **MISSING STUDENT**

- 1. When a child is reported missing, the person receiving the call must notify the Principal.
- 2. Note the time of the report and get a description of what the child was wearing.
- 3. Call all of the pull-program instructors (Special E., ELD, Labs, Music, Peer Counseling, P.E., Early Dismissal, etc.) to be sure the student is not with them.
- 4. Check the playground and restrooms to be sure the student is not on campus.
- 5. The Principal may drive around the school area and check local businesses.
- 6. The Admin. Asst. will call the parents and the police will be notified.

## **MISSING STUDENTS DURING A DRILL**

- 1. Runner notifies Admin. Asst.
- 2. Admin. Asst. notifies Administrator or Designee
- 3. Administrator/Designee assigns staff member to confirm absence and report back.

4. If student is not found, authorities and parents are to be notified.

## **SCHOOL CLOSURE / STUDENT CHECK-OUT ON CAMPUS**

### **ADMIN/DESIGNEE**

- with Superintendent's direction initiates procedure
- initiates sign-out process
- coordinates bus pick-up

### **TEACHER**

- take students to designated areas
- supervise class until released by Admin/Designee person with authorization form.

### **OFFICE STAFF**

- assist checking out students, bring check-out materials and set up station.

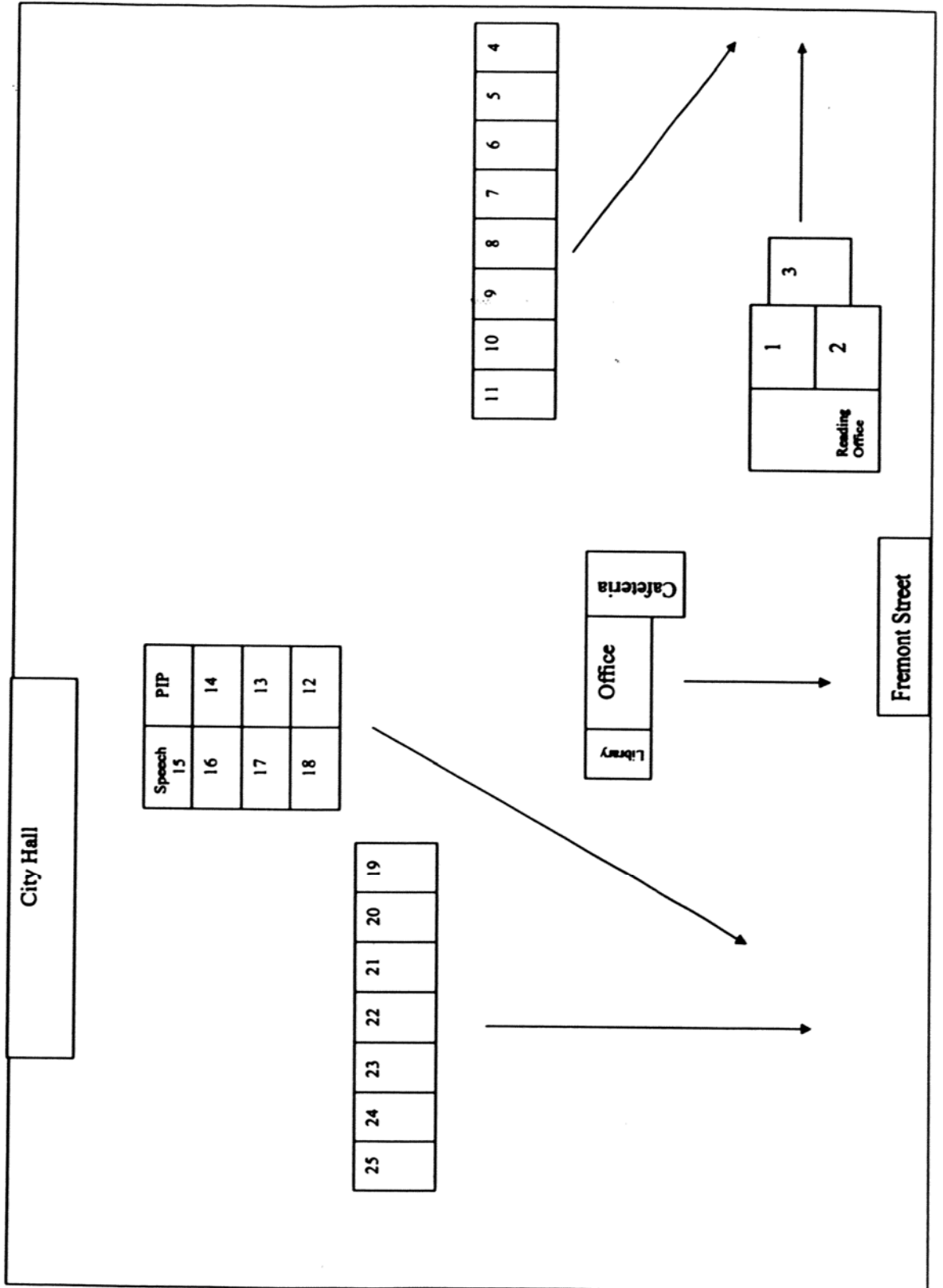
### **CUSTODIAN/CLASSIFIED**

- report to Admin./Designee

All students remain in classrooms (during recess or lunch recess).

1. Parents notified by office staff to pick up students.
2. Parents pick up students at check-out area designated with red triangular sign (in front office). Office personnel will have parents sign out their children (parents or persons with name on Emergency card or parent authorization).
3. Runners will notify teachers to release students or teachers will be notified over intercom.

# BPS Map of School & Fire Evacuation Routes



# EMERGENCY RESPONSE MANUAL

## GEORGE T. EGLING MIDDLE SCHOOL

Revised 3/15/14

# In an Emergency Say it twice. Say it twice.



Lockout



Lockdown



Shelter



Evacuate



# Standard Response Protocol – Public Address Protocol

Animal Outside	Lockout! Secure the Perimeter
Bomb	Evacuate to ?????????? Shelter for Bomb! Drop, Cover and Hold!
Earthquake	Shelter for Earthquake! Drop, Cover and
Fire Inside	Evacuate to ??????????????
Fire Outside	Shelter in Silence
Chemical Spill	Shelter for Hazmat! And Seal
Intruder Inside	Lockdown! Locks, Lights, Out of Sight!
Intruder Outside	Lockout! Secure the Perimeter
Kidnapping	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to ??????????????! Shelter for Tornado! Drop, Cover and Hold!
Weapon	Lockdown! Locks, Lights, Out of Sight!



DRAFT Public Address Protocol | Version 0.9.1 | 09/03/2009 | Revised:09/21/2009 | John-Michael Keyes jk@iloveguys.org | http://iloveguys.org  
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## FIRE ALARM

### ADMIN/DESIGNEE

- initial signal
- call 911
- supervise evacuation
- handle any follow-up emergency needs
- signals ALL CLEAR

### TEACHER

- bring roll book and keys
- do not lock doors, post 'ALL CLEAR' sign on door
- lead students to designated area
- take attendance
- runner notifies Admin. Assist. at middle goal post of unaccounted students

### OFFICE STAFF

- Admin. Assist. records attendance
- brings:**
  - emergency cards
  - crisis resp. box
  - office Nextel
- other office staff assists students

### CUSTODIANS

- report to Admin. for further direction

### OTHER CLASSIFIED

- report to Admin. for further directions

## **SIGNAL:**

The signal for a fire drill will consist of a series of **short bells** lasting for several minutes and continuing until system is shut off. Fire drills will be conducted monthly.

## **Exit Routes:**

Please follow the exit routes shown on the attached map of the campus. (Make sure map is posted by exit door.)

### **Procedure:**

1. All pupils shall stop work immediately and prepare to evacuate the room.
2. All pupils should not take any wraps, books, flags or personal belongings with them during fire drill.
3. All school personnel and visitors must leave the building, regardless of their activities.
4. There shall be no talking during the drill.
5. There shall be no running or pushing allowed during the drill, but move quickly.

**During Lunch:** Teachers go to football field with roll books to assemble their class (7<sup>th</sup>-8<sup>th</sup> Homeroom). All students are led to the football field to meet with their teachers.

**Passing Period and Recess:** During 7<sup>th</sup>-8<sup>th</sup> passing period and recess, students assemble on the football field to meet with Homeroom Teachers.

# **EARTHQUAKE**

## **ADMIN/DESIGNEE**

- initial signal
- call 911
- supervise evacuation
- handle any follow-up emergency needs
- signals 'ALL CLEAR' office Nextel

## **TEACHER**

- bring roll books and keys
- do not lock doors; post 'ALL CLEAR' sign on door
- lead students to designated area
- take attendance
- green & red verification

## **OFFICE STAFF**

- Admin. Assist records attendance
- brings:** Emergency cards  
crisis resp. box  
office Nextel
- other office staff assists

## **CUSTODIANS**

- report to admin. for further direction

## **OTHER CLASSIFIED**

- report to admin. for further direction

# **EARTHQUAKE PROCEDURES**

## **INITIAL SHOCK:**

Order students to drop, hold, and cover at the first sign of a quake. Do not wait for a bell.

## **EVACUATE:**

1. After the initial shock, evacuate the building according to Fire Drill Procedure.
2. There will be no bell.
3. If an after-shock should occur during the evacuation process, order students to drop and cover.
4. Teachers make sure to take roll and keys.
5. Head Custodian turns off power and gas.

Take your class directly to the assembly area, using the safest path available. Avoid overhangs, power lines, and anything that may fall on your students during transit.

**ASSEMBLY FIELD (Football field):**

Assemble your class as a unit (refer to the map). Do not release any students. Take roll immediately. Send a list of any missing or injured students to the Goal Posts, include possible locations of missing or injured students.

**ASSEMBLY\*:**

If an earthquake should occur during an assembly, order your students to drop and cover. After the initial shock, escort students outside using the nearest functional exit. Direct them to assemble on the field. Remind students not to leave school. All teachers should proceed to their assigned locations. Follow steps under "Assembly Field" and "Release of Students."

**LUNCH:**

If an earthquake should occur during lunch, the duty teachers must order the students to duck and cover. The duty teachers must instruct the student body to report to their teachers (4<sup>th</sup>-6<sup>th</sup>) or Homeroom (7<sup>th</sup> & 8<sup>th</sup>) on the assembly field (Football field). All teachers must report to the assembly field and follow steps under "Assembly Field" and "Release of Students."

**PASSING PERIOD:**

If an earthquake should occur during a passing period, students and faculty should duck and cover. After the initial shock, students and faculty must proceed to the assembly field. Students must locate and report to their teacher (4<sup>th</sup>-6<sup>th</sup>) or Homeroom (7<sup>th</sup> & 8<sup>th</sup>).

**RELEASE OF STUDENTS:**

Students will be released to parents at student check-out area.

**DROP DRILL:**

Each teacher is responsible for the safety of their students. Drop drills should be conducted in each class. Instruct the students to duck under their desk, assume a position on their knees using one arm and hand to protect the neck/spinal area and the other arm and hand to secure the desk's position.

\*Roll books should be taken to the assembly.

## CHEMICAL SPILL

**ADMIN/DESIGNEE**

- Determine course of action and notifies teachers.
- call emergency services for direction

**TEACHER**

- keep students inside
- close doors/windows
- continue class activities
- wait for all clear sound

**OFFICE STAFF**

- shut doors/windows
- check with Admin. for phone statement

**CUSTODIANS**

- shut off power as directed by Admin.
- report to Admin. for further direction

**OTHER CLASSIFIED**

- report to Admin. for further directions

## CHEMICAL SPILL PROCEDURES

1. Should a spill occur within a classroom:
  - A. Evacuate according to Fire Drill Procedure
  - B. Notify office via a runner or phone
  - C. Classroom teacher will be instructed by the Administration as to what procedures to follow.
  
2. Should a spill occur within the vicinity of Egling Middle School:
  - A. 911 will be called
  - B. Remain in your classroom unless ordered by the Administration to evacuate.
  - C. Close all windows and doors (Custodians turn off all outside air intake vents or fans.)

- D. The custodian will shut down the main power system for the entire school after directed by Admin/Desig.
- E. Leave your building **only when told to do so**, as directed by the Principal or designee.

## **BOMB THREAT**

### **ADMIN/DESIGNEE**

- initiate signal to evacuate
- call 911
- supervise evacuation
- establish command to determine next steps

### **TEACHER**

- evacuate class
- bring:**
  - roll book
  - keys
  - personal belongings
- post all clear sign
- lead students to designated area
- take attendance
- runner notifies Admin. Asst. at middle goal post of unaccounted students
- remain with class pending further direction

### **OFFICE STAFF**

- Admin. Assist:
  - records attendance
- bring:**
  - emergency cards
  - crisis resp. box
  - office Nextel
- other office staff assists

### **CUSTODIANS**

report to Admin/designee for further directions

### **OTHER CLASSIFIED**

report to admin. for further directions

## BOMB THREAT GUIDELINES

(Administrator-in-charge may need to make changes in these procedures according to circumstances.)

1. Procedure followed:
  - A. Administrator or designee rings continuous bell then pulls fire alarm (Secretaries take out Rolodex & emergency cards.)
  - B. Administrators and Secretaries meet at designated evacuation site (Community Theater).
  - C. Teachers bring out materials to occupy students.
2. Administrator or designee calls 911 to notify authorities, and Superintendent.
3. After teachers have students out of building and lined up at their evacuation sites, the Administrator designates a staff member to notify classes to move to:
  - A. 4<sup>th</sup>-6<sup>th</sup> grade classes go to auditorium (Community Theater).
  - B. 7<sup>th</sup> & 8<sup>th</sup> grade classes go to Will S. Green Park (District Office hallway if raining).
4. If parents pick up a student without following proper procedure, it is an unexcused absence (unless school is officially closed).  
Parents must check students out at **check-out area** (designed with red triangular sign).
5. Administrator determines if parents are to be called to pick up their children. If so, refer to School Closure Procedures.
6. If parents must be called:
  - A. Secretaries and any other volunteers go to District Office to call parents.
  - B. Parents notified on phone where to pick up students.

## DANGEROUS STRANGER

### ADMIN/DESIG

- initiate signal
- call 911 and share all known info.
- prepare phone statement with Supt.
- get directions and give to office

### TEACHER

- stay in room
- turn off lights
- pull curtains
- students sit on floor
- keep students quiet
- lock doors if it can be done safely
- report unaccounted students to office (intercom)

### OFFICE STAFF

- secure office
- prepare to answer calls with statement

### CUSTODIANS

- report to Admin/designee for further directions

### OTHER CLASSIFIED

- remain in your location

## DANGEROUS STRANGER ON CAMPUS/CRIME IN PROGRESS IN VICINITY OF SCHOOL

- A. The **SIGNAL** is a series of short, intermittent bells.
- B. **PLAYGROUND** – when the dangerous stranger alarm sounds, students on the playground need to sit down immediately on the ground and wait for further instructions.
- C. **LUNCHROOM** or **COMPUTER LAB/LIBRARY OR OTHER ROOM BESIDES THEIR CLASSROOM**  
Students are to sit on the floor.

## FLOOD

- A. Immediate danger to District Office
1. Students evacuate to District Office 2<sup>nd</sup> Floor using Bomb Threat Procedure
  2. Flood Threat (Close School Procedure)

## MISSING STUDENT

1. When a child is reported missing, the person receiving the call must notify the Principal or Assistant Principal.
2. Note the time of the report and get a description of what the child was wearing.
3. Call all of the pull-program instructors (Special Ed., ELD, Labs, Music, Peer Counseling, P.E., Early Dismissal, etc.) to be sure the student is not with them.
4. Check the playground and restrooms to be sure the student is not on campus.
5. The Principal or Assistant Principal may drive around the school area and check local businesses.
6. The Admin. Assist. will call the parents and the police will be notified.

## MISSING STUDENT DURING A DRILL

1. Runner notifies Admin. Assist.
2. Admin. Assist. notifies Administrator or Designee
3. Administrator/Designee assigns staff member to confirm absence and report back.
4. If student is not found, authorities and parents are to be notified.

## SCHOOL CLOSURE/STUDENT CHECK-OUT OFF CAMPUS

### ADMIN/DESIGNEE

- with Superintendent's direction initiates procedure
- initiates sign-out process
- coordinates bus pick-up
- monitors holding areas

### TEACHER

- take students to designated 4<sup>th</sup>-6<sup>th</sup> Community Theater 7<sup>th</sup>-8<sup>th</sup> Park or District Office hallway if raining
- supervise class until released by Admin/Designee
- release student to parent or person with authorization form.

### OFFICE STAFF

- assist checking out students, bring check out materials and set up station:
  - 4<sup>th</sup>-6<sup>th</sup> (Auditorium steps)
  - 7<sup>th</sup>-8<sup>th</sup> (Will S. Green Park by Scout Cabin or back entrance to District Office)
- (See staffing and procedure below for on-campus checkout)

### CUSTODIAN/CLASSIFIED

- report to Admin./Designee

## SCHOOL CLOSURE/STUDENT CHECK-OUT ON CAMPUS

1. All students remain in classrooms (during recess or lunch recess 4<sup>th</sup>-6<sup>th</sup> in their classrooms, 7<sup>th</sup>-8<sup>th</sup> advisement classroom).
2. Parents notified by office staff to pick up students.

2. Parents pick up students at check-out area designated (in front of office or cafeteria/gym). Office personnel will have parents sign out their children (parents or persons with name on emergency card or parent authorization).
3. Runners will notify teachers to release students or teachers will be notified over intercom.

Needed at Check-out Station

- a. Table, chairs
- b. Student list

- I. Check-out  
Nora, Shot and Cuca
- II. Calling  
Maureen (a.m.) at desk  
Barbara at desk  
Sally (p.m.) Counseling office  
Paige (a.m.) Nurse's office
- III. Runner  
Sal (9:30 – 1:30)  
Renee (11:00 – 1:00)  
Yard Duty (9:30-12:30)

**SCHOOL YEAR 2010-2011**

**CLASS ASSEMBLY AREA**  
Command & First Aid Area

P-1  
P-2  
P-3  
Choir  
Band

102  
101  
103  
132  
131

119  
118  
Media I  
104

120  
121  
P-4  
P-5  
P-6

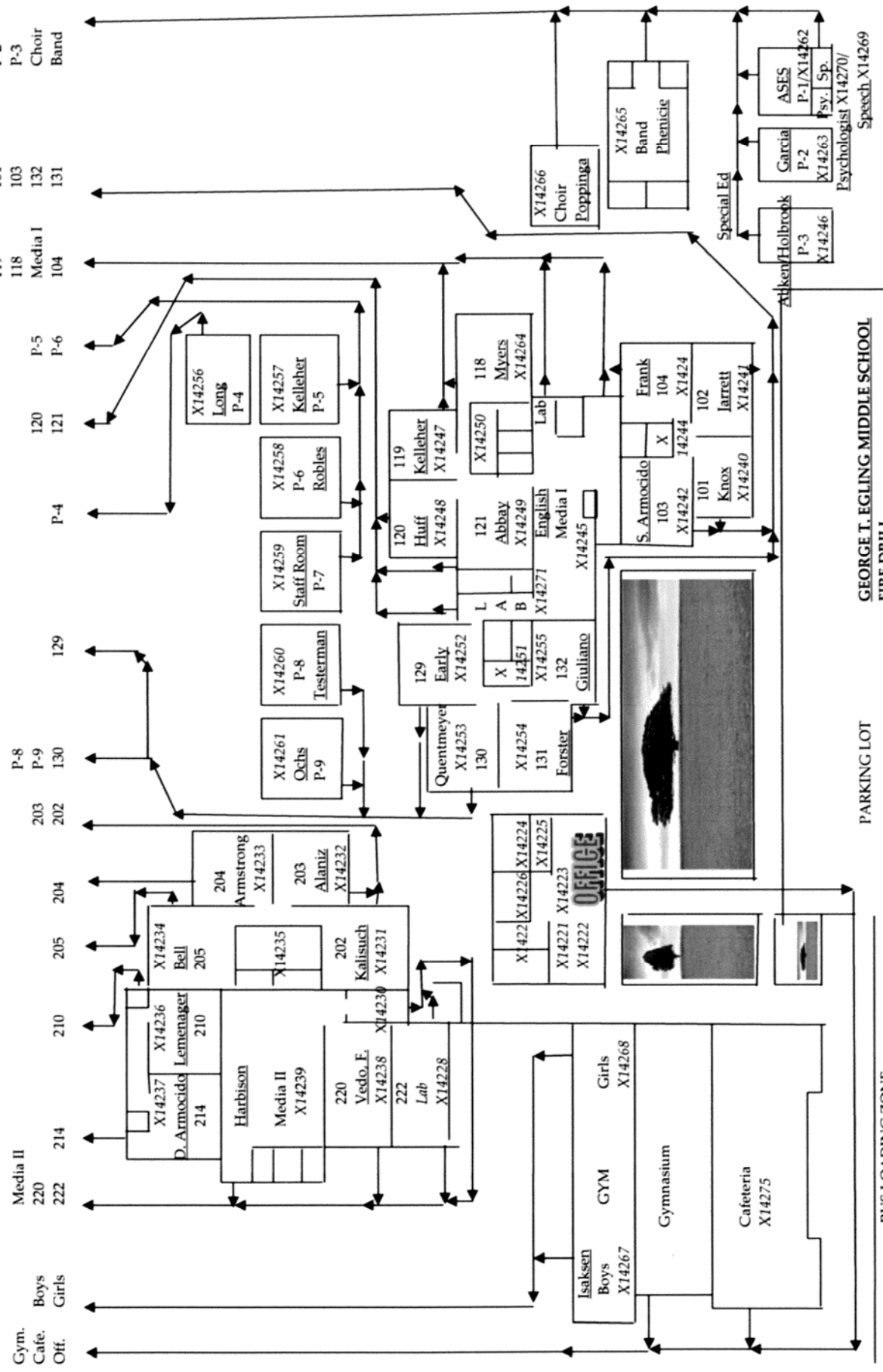
129

P-8  
P-9  
203  
202  
130

204  
205  
210  
214  
210

Media II  
220  
222  
Boys  
Girls

Gym.  
Cafe.  
Off.



**GEORGE T. EGLING MIDDLE SCHOOL**  
FIRE DRILL  
EVACUATION ROUTES

PARKING LOT

BUS LOADING ZONE



# EMERGENCY RESPONSE MANUAL

COLUSA HIGH SCHOOL  
COLUSA ALTERNATIVE HIGH

# In an Emergency Say it twice. Say it twice.



Lockout



Lockdown



Shelter



Evacuate

# Standard Response Protocol – Public Address Protocol

Animal Outside	Lockout! Secure the Perimeter
Bomb	Evacuate to ?????????? Shelter for Bomb! Drop, Cover and Hold!
Earthquake	Shelter for Earthquake! Drop, Cover and
Fire Inside	Evacuate to ??????????????
Fire Outside	Shelter in Silence
Chemical Spill	Shelter for Hazmat! And Seal
Intruder Inside	Lockdown! Locks, Lights, Out of Sight!
Intruder Outside	Lockout! Secure the Perimeter
Kidnapping	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to ??????????????! Shelter for Tornado! Drop, Cover and Hold!
Weapon	Lockdown! Locks, Lights, Out of Sight!



DRAFT Public Address Protocol | Version 0.9.1 | 09/03/2009 | Revised:09/21/2009 | John-Michael Keyes [jk@iloveguys.org](mailto:jk@iloveguys.org) | <http://iloveguys.org>  
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## BOMB THREAT

Procedures for bomb threat are as follows:

1. Upon receipt of a bomb threat, person answering phone should gather as much information as possible.
2. Administrator in charge will call 911 or 458-0200 and reports a bomb threat has been received.
3. Administrator in charge will announce on PA system.
4. The fire alarm bell will be sounded by the Administration.
5. Students are to leave the room by single file.
6. Students are to stay together and go to designated area (tennis courts).
7. Last person out of the room is to turn off the lights and shut the door. (DO NOT LOCK THE DOOR)
8. Teacher is to take roll book.
9. Teacher is to take students to designated area and immediately take roll.

10. Teacher is to have a written list of students that are not accounted for and their possible location.
11. Teacher is to remain with class until the duration of the event.
12. Students are not to leave class/group at any time.
13. Once the event/drill has been completed a single ten second bell will sound and students may be escorted back to the classroom.

## **CHEMICAL SPILL**

### **In the event a chemical spill occurs in the vicinity of Colusa High School/CAHS:**

1. All students are to remain in the classroom unless ordered to evacuate.
2. Close all doors, windows and shut off air and/or heating system. (Do not lock door.)
3. The school's power may be shut down, if deemed necessary. (Don't panic.)
4. Only use the telephone for communication with authorities directly in charge of event.

### **In the event a chemical spill occurs within the classroom or building:**

1. Students are to stay away from material spill. (Do not touch, step in, or track material.)
2. Students should cover/close their mouths and noses with their shirt or a garment.
3. Students are to leave the room by single file.
4. Students are to stay together and go to designated emergency evacuation area.
5. Teacher is to notify Administration of spill.
6. **LOCK** the room where the spill occurred.
7. Teacher is to take roll book.
8. Teacher is to take students to designated area and immediately take roll.
9. Teacher is to have a written list of students who are not accounted for and their possible location.
10. Teacher is to remain with class for the duration of the event.
11. Students are not to leave class/group at any time.
12. A runner from the Administration will gather rolls.
13. Once the event/drill has been completed the teacher will be notified verbally and then the students will be escorted back to the classroom.

## **CRIME IN PROGRESS IN VICINITY OF SCHOOL/ POTENTIAL DANGER**

Administrator will:

1. Announce on the intercom Precautionary Lock Down.
2. Teacher should lock the door to the classroom. (Close any hallway doors.)
3. Teacher pulls the shades/curtains in the classroom.
4. Students are not to be allowed to leave classroom during event.
5. Teachers to notify administration of any stranger seen on or around campus.
6. Do not use telephone except for calling administrators.
7. Intercom will be used to notify school of an "all clear".

## **EARTHQUAKE PROCEDURES**

Students are to **drop** to the floor, **hold** and **cover** their head at the first sign of an earthquake.

1. After the initial shock has subsided, students are to evacuate the building in a single file line.
2. Students are to stay together and go to designated area, if safety permits.
3. Last person out of the room is to turn off the light and shut the door. (DO NOT LOCK THE DOOR.)
4. Teacher is to take roll book.
5. Teacher is to take students to designated area and immediately take roll.
6. Teacher is to have a written list of students who are not accounted for and their possible location.
7. Teacher is to remain with class through the duration of the event.
8. Students are not to leave class/group at any time.
9. Once the event/drill has been completed a single ten second bell will sound and students may be escorted back to the classroom.

### **ASSEMBLY/LUNCH/PASSING PERIOD**

If an earthquake should occur during an assembly, order students to drop to the ground and cover. After the initial shock, escort students outside using the nearest safe and functional exit. Direct them to assemble at the tennis courts according to their **next** class. Students are not to leave their group at any time. Teachers are to be highly visible and directing students to their **next** period teacher.

## **FIRE ALARM**

### **ADMIN/DESIGNEE**

- initial signal
- call 911
- supervise evacuation
- handle any follow-up emergency needs
- signals all clear

### **TEACHER**

- bring roll book and keys
- do not lock doors, post all clear sign on door
- lead students to designated area
- take attendance
- runner notifies Admin. Assist.

### **OFFICE STAFF**

- Admin. Assist.:  
records attendance  
**brings:**  
emergency cards  
crisis resp. box  
office Nextel
- other office staff assists

### **CUSTODIANS**

- report to Admin. for further direction

### **OTHER CLASSIFIED**

- report to Admin. for further directions

## **FIRE DRILL**

### **SIGNAL:**

The signal for a fire drill will consist of a series of **short bells** lasting duration of the drill or event.

1. All School personnel and visitors must leave the building immediately.
2. Students should stop talking and working and evacuate the room.
3. Students are to follow the teacher out of the building in an orderly fashion.
4. Teacher is to take the roll book and immediately take roll at designated area.
5. A single runner should bring the names of missing students to the Administration in front of the school.
6. Teacher is to remain with the class for the duration of the event.
7. Students are not to leave the evacuation site for any reason.

8. Students and teacher may return to class after all clear bell sounds (one long bell ring).

## **INTRUDER ON CAMPUS**

The **signal** is a continuous bell.

1. Teacher is to lock classroom door (not letting any persons in the classroom).
2. Turn off the light.
3. Pull curtains and/or shades.
4. Students are to get on the floor and sit still (motion will attract attention).
5. Students are to remain quiet and still.
6. Do not let any person in the room.
7. Drill/event will be concluded when an Administrator or a SWAT/POLICE officer personally gives the all clear and shows himself.

### **BREAKS/LUNCH TIME**

1. Students are to get down, or move to nearest safe enclosure.

## **MISSING STUDENT/ABDUCTION**

1. When a student is reported missing from school, the person receiving the call must notify the Principal or Assistant Principal.
2. Document the time of the report, who was making the report, and take a description of what the student was wearing.
3. Check the campus, restrooms, library and gym to be sure the student is not on campus.
4. The Principal or Assistant Principal will drive around the school area and check local businesses.
5. The Admin. Assist. will call the parents and the police will be notified.
6. The Administrative Assistant will fill out the form for "missing student."

## **PARENTAL EMERGENCY INFORMATION PROCEDURES**

1. If school is canceled in the morning before school starts or bus routes run how will I know?
  - A. Tune your radio to one of the following stations for information:
    - i. KPPL 107.5
    - ii. KALF 95.7
    - iii. KRCX 99.9
  - B. Call your school
    - i. Burchfield Primary School – 458-5853
    - ii. Egling Middle School – 458-7631
    - iii. Colusa High School – 458-2156
    - iv. Colusa Alternative High School – 458-2232
    - v. Colusa Unified School District – 458-7791
2. If my student has already left for school, what should I do?
  - A. Come to the school and pick up your student.
  - B. Call the school

3. What should I do when I come to school to pick up my student?  
**SEE SCHOOL CLOSURE**

## **SCHOOL CLOSURE/FLOOD EVACUATION PLAN**

In the event that the schools are closed at any point due to threat of student safety or for security reasons the following procedures are to be followed:

1. An announcement will be made on the PA system explaining the circumstances.
2. Students are to remain with teacher/class at that time. If the event occurs during break or lunch, they will be instructed to report to their **NEXT** period class/teacher.
3. There will be four check-out stations. An Administrator will oversee the process for each teacher/class coming to the assigned check-out station, parents being called, and dismissal information logged before anyone is released.
4. Beginning with the **lowest numbered classroom**, check-out will proceed as follows:
  - 100 and 200 Buildings to Library – The Principal’s Admin. Assist. will make calls and log information from Library.
  - 300 and 800 Building to Main Office – Attendance Clerk will make calls and log information from main office.
  - 500 Building to Counseling Office – Counseling Admin. Assist. will make calls and log information from the Counseling Office.
  - CAHS, 400 and 700 Buildings to CAHS Office – CAHS Office Assist. will make calls and log information from the CAHS office.

Student information is to be logged on a “Student Information Log Sheet” and used as the official attendance record. When approval has been obtained, Administrator will dismiss each student. Students whose parents cannot be reached are to remain under supervision of teacher/administrators and report to the gym. Repeated attempts will be made until parents are reached and/or permission given to leave school.

- ***In the event of immediate threat of flooding, staff and students are to evacuate to highest rows of HIGH SCHOOL STADIUM.***

## **SCHOOL CLOSURE/DISMISSAL PROCEDURES**

In the event that schools are closed at any point due to student safety/security reasons, procedures for orderly dismissal follow:

1. An announcement will be made on the PA system explaining the circumstances.
2. Students remain with the teacher/class at that time. If at break or lunch, they will be instructed to report to their **NEXT** period teacher.
3. There will be four check-out stations. An Administrator will oversee the process for each teacher/class coming to the assigned check-out station, parents being called, and dismissal information logged before anyone is released.
4. Beginning with the **lowest numbered classroom**, check out will proceed as follows:
  - 100 and 200 Buildings to Library – The Principal’s Admin. Assist. will make calls and log information.
  - 300 and 800 Building to Attendance Office – Attendance Clerk will make calls and log information from Main Office.
  - 500 Building to Counseling Office – Counseling Admin. Assist. will make calls and log information from the Counseling Office.
  - CAHS, 400 and 700 Buildings to CAHS Office – CAHS Office Assist. will make calls and log information from the CAHS office.

Student information is to be logged below as the official record. When approval has been obtained, Administrator will dismiss each student. Students whose parents cannot be reached are to remain under supervision of teacher/administrator and report to the Gym. Repeated attempts will be made until parents are reached and/or permission given to leave.

Teacher: \_\_\_\_\_ Room Number: \_\_\_\_\_

<u>Student's Name</u>		<u>Person Contacted</u>	<u>Permission given to:</u>
<u>Destination:</u>			
Last	First		W=Walk R=Ride/Drive H=Home
_____		_____	B=Take Bus Other=Specify _____

# EMERGENCY RESPONSE MANUAL

COLUSA USD  
DISTRICT OFFICES  
CAHS CLASSROOMS

# In an Emergency

Say it twice. Say it twice.



Lockout



Lockdown



Shelter



Evacuate

# Standard Response Protocol – Public Address Protocol

Animal Outside	Lockout! Secure the Perimeter
Bomb	Evacuate to Egling Cafeteria Shelter for Bomb! Drop, Cover and Hold!
Earthquake	Shelter for Earthquake! Drop, Cover and Hold!
Fire Inside	Evacuate to the south parking lot
Fire Outside	Shelter in Silence
Chemical Spill Outside	Shelter for Hazmat! And Seal
Intruder Inside	Lockdown! Locks, Lights, Out of Sight!
Intruder Outside	Lockout! Secure the Perimeter
Tornado	Shelter in the Hallway for Tornado Shelter! Drop, Cover and Hold!
Weapon	Lockdown! Locks, Lights, Out of Sight!



DRAFT Public Address Protocol | Version 0.9.1 | 09/03/2009 | Revised: 09/21/2009 | John-Michael Keyes jk@iloveguys.org | <http://iloveguys.org>  
© Copyright 2009. All Rights Reserved. The "I Love U Guys" Foundation. Bailey, CO 80241. The SRP Logo is a Trademark of The "I Love U Guys" Foundation.

## BOMB THREAT

Procedures for bomb threat are as follows:

1. Upon receipt of a bomb threat, the person answering phone should gather as much information as possible.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible.
- **DO NOT HANG UP, even if the caller does.**
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.



**Ask the caller:**

Where is the bomb located? \_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Did you place the bomb yourself? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Estimate the caller's age:

Is the voice familiar? \_\_\_\_\_

If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself **ON A DIFFERENT PHONE LINE**.

If your phone has a display, copy the number and/or letters on the window display.

Write down as much detail as you can remember. Try to get exact words. If you have a recording device available, use it. Complete the Bomb Threat Checklist below immediately. Circle all that apply:

**Caller's Voice**

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male

**Background Sounds:**

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery

**Threat Language:**

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

**Other Voice Characteristics:**

- |       |        |         |       |         |
|-------|--------|---------|-------|---------|
| Nasal | Normal | Ragged  | Rapid |         |
| Raspy | Slow   | Slurred | Soft  | Stutter |

2. Administrator in charge will call 911 or 458-7777 and reports a bomb threat has been received.
3. Administrator in charge will announce Evacuate or Shelter as appropriate.
4. If Evacuation is announced:
  - a) The fire alarm bell will be sounded by the Administration.
  - b) Students are to leave the room by single file.
  - c) Students are to stay together and go to designated area.
  - d) Last person out of the room is to turn off the lights and shut the door. (DO NOT LOCK THE DOOR)
  - e) Teacher is to take roll book.

- f) Teacher is to take students to designated area and immediately take roll.
  - g) Teacher is to have a written list of students that are not accounted for and their possible location.
  - h) Teacher is to remain with class until the duration of the event.
  - i) Students are not to leave class/group at any time.
5. Once the event/drill has been completed a single ten second bell will sound and students may be escorted back to the classroom.

## **CHEMICAL SPILL**

### **In the event a chemical spill occurs in the vicinity of CUSD Offices:**

- 1. All staff and students are to remain in the offices / classroom unless ordered to evacuate.
- 2. Close all doors, windows and shut off air and/or heating system. (Do not lock door.)
- 3. The school's power may be shut down, if deemed necessary. (Don't panic.)
- 4. Only use the telephone for communication with authorities directly in charge of event.

### **In the event a chemical spill occurs within the classroom or building:**

- 1. Staff and students are to stay away from material spill. (Do not touch, step in, or track material.)
- 2. Staff and students should cover/close their mouths and noses with their shirt or a garment.
- 3. Staff and students are to leave the room by single file.
- 4. Staff and students are to stay together and go to designated emergency evacuation area.
- 5. Teacher is to notify Administration of spill.
- 6. **LOCK** the room where the spill occurred.
- 7. Teacher is to take roll book.
- 8. Teacher is to take students to designated area and immediately take roll.
- 9. Teacher is to have a written list of students who are not accounted for and their possible location.
- 10. Teacher is to remain with class for the duration of the event.
- 11. Students are not to leave class/group at any time.
- 12. A runner from the Administration will gather rolls.
- 13. Once the event/drill has been completed the teacher will be notified verbally and then the students will be escorted back to the classroom.

## **CRIME IN PROGRESS IN VICINITY OF SCHOOL/ POTENTIAL DANGER / WILD ANIMAL NEARBY**

Administrator will:

- 1. Send runners to announce Lockout! Secure the perimeter.
- 2. Staff should lock the door to the office / classroom. (Close any hallway doors.)
- 3. Staff pulls the shades/curtains in the office / classroom.
- 4. Students are not to be allowed to leave classroom during event.
- 5. Staff shall notify administration of any stranger seen on or around campus.
- 6. Do not use telephone except for calling administrators.
- 7. Runners will be used to notify building of an "all clear".

# EARTHQUAKE PROCEDURES

Staff and Students are to **drop** to the floor, **hold** and **cover** their head at the first sign of an earthquake.

1. After the initial shock has subsided, staff and students are to evacuate the building in a single file line.
2. Staff and Students are to stay together and go to designated area, if safety permits.
3. Last person out of the room is to turn off the light and shut the door. (DO NOT LOCK THE DOOR.)
4. Teacher is to take roll book.
5. Teacher is to take students to designated area and immediately take roll.
6. Teacher is to have a written list of students who are not accounted for and their possible location.
7. Teacher is to remain with class through the duration of the event.
8. Students are not to leave class/group at any time.
9. Once the event/drill has been completed a single ten second bell will sound and students may be escorted back to the classroom.

## FIRE ALARM

### ADMIN/DESIGNEE

- initial signal
- call 911
- supervise evacuation
- handle any follow-up emergency needs
- signals all clear

### TEACHER

- bring roll book and keys
- do not lock doors, post all clear sign on door
- lead students to designated area
- take attendance
- runner notifies Admin. Assist.

### OFFICE STAFF

- follow evacuation directions

### CUSTODIANS

- report to Admin. for further direction

### OTHER CLASSIFIED

- report to Admin. for further directions

## FIRE PROCEDURES

### **SIGNAL:**

The signal for a fire or fire drill will consist of a series of **short bells** lasting duration of the drill or event, if safe to do so, runners will also be sent to announce "Fire Inside; Evacuate to South Parking lot."

1. All School personnel and visitors must leave the building immediately.
2. Students should stop talking and working and evacuate the room.
3. Students are to follow the teacher out of the building in an orderly fashion.
4. Teacher is to take the roll book and immediately take roll at designated area.
5. A single runner should bring the names of missing students to the Administration in front of the school.
6. Teacher is to remain with the class for the duration of the event.
7. Students are not to leave the evacuation site for any reason.
8. Students and teacher may return to class after all clear bell sounds (one long bell ring).

## INTRUDER ON CAMPUS

If safe to do so, runners will be sent to announce "Lockdown: Locks, Lights, Out of Sight!". Staff should also use their discretion in determining the need to lockdown the District Office.

- Staff are to lock doors.
- Turn off the light.
- Pull curtains and/or shades if possible to do so without attracting attention.
- Students and staff are to get on the floor out of sight and sit still (motion will attract attention).
- Staff should make a list of everyone in the room. Make note of anyone who is typically present at the time, but not in the room.
- If possible to do so, record events, sounds, and the times they occurred.
- Everyone should remain quiet and still. Have everyone check that cell phones are silenced. Do not use cell phones – a flood of cell calls could overload the local system and interrupt communication between District staff and emergency responders. Students may text parents as long as the process is silent and the light from their phone would not alert an intruder.
- One adult should call 911.
- Drill/event will be concluded when an Administrator or a Police officer enters the room. Do not open the door to anyone.

Prepare to spend hours in lockdown. Although the events usually end quickly, the process of evacuating the site may take some time.

**FOLLOW INSTRUCTIONS** of the police officers aiding evacuation.

**Staff should use their discretion as to the best course of action in an emergency.**

Consider barricading doors using classroom / office furniture.

Consider evacuation through windows should a violent intruder be attempting to gain entry.

Consider "Active Resistance" (fighting back) if necessary.

Refer to the **Standard Reunification Protocol** for instructions on returning students to the care of their parents.

## MISSING STUDENT/ABDUCTION

1. When a student is reported missing from school, the person receiving the call must notify the Principal or Assistant Principal.
2. Document the time of the report, who was making the report, and take a description of what the student was wearing.
3. Check the campus, restrooms, library and gym to be sure the student is not on campus.
4. The Principal or Assistant Principal will drive around the school area and check local businesses.
5. The Admin. Assist. will call the parents and the police will be notified.
6. The Administrative Assistant will fill out the form for "missing student."

## PARENTAL EMERGENCY INFORMATION

If school is canceled in the morning before school starts or bus routes run, parents and staff should:

- A. Tune your radio to one of the following stations for information:
  - i. KPPL 107.5 (530) 899-3600
  - ii. KALF 95.7 (530) 899-3600
  - iii. KRCX 99.9 (530) 858-1600
  
- B. Check the district home page:  
[www.colusa.k12.ca.us](http://www.colusa.k12.ca.us)
  
- C. Call your school
  - i. Burchfield Primary School – 458-5853
  - ii. Egling Middle School – 458-7631
  - iii. Colusa High School – 458-2156
  - iv. Colusa Alternative High School – 458-2232
  - v. Colusa Unified School District – 458-7791

If my student has already left for school, what should I do?

- A. Come to the school and pick up your student.
- B. Call the school

In the event of a violent incident at one of the school sites, parents should tune to the above radio stations, or check the district web site to obtain information about where they may pick up their students. The district may also utilize an automated calling system or the reverse 911 system to get information to parents after an incident. In most cases following a criminal incident, the students will be bused off site and reunified with parents in controlled atmosphere away from the crime scene.

Refer to the **Standard Reunification Protocol** for information on how the district will go about returning students to the care of their parents.

## SCHOOL CLOSURE/FLOOD EVACUATION PLAN

In the event that the schools are closed at any point due to safety or security reasons the following procedures are to be followed:

1. Runners will alert staff explaining the circumstances.
2. Students are to remain with teacher/class at that time.
3. There will be one check-out station set up at the south entrance to the building. An Administrator or teacher will oversee the process. Parents will be called and dismissal information logged before any student is released. No staff may leave until all students are returned to the care of their parents.

Student information is to be logged on a "Student Release Log Sheet" and used as the official attendance record. When approval has been obtained, Administrator will dismiss each student. Students whose parents cannot be reached are to remain under supervision of teacher/administrators. Repeated attempts will be made until parents are reached and/or permission given to leave school.

- ***In the event of immediate threat of flooding, staff and students are to evacuate to the second floor of the District Office Building.***

**Example Student Release Log Sheet:**

Student's Name	Person Contacted	Administrator / Teacher Initials	Permission given to: W=Walk R=Ride/Drive B=Take Bus	Destination: H=Home Other=Specify	Time Released:

## EMERGENCY CONTACT LIST

Unless otherwise stated, all phone numbers have a 530 area code.

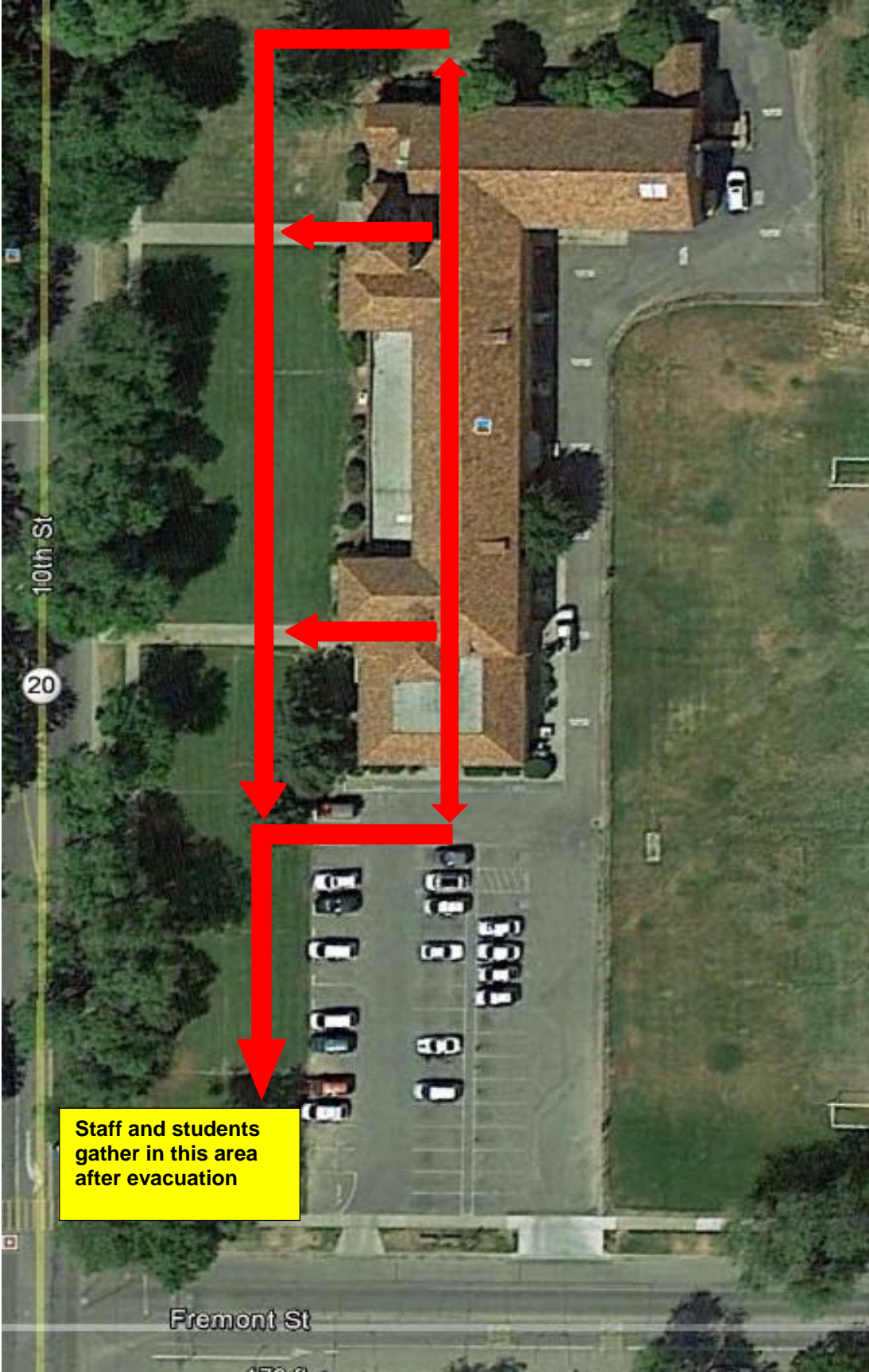
### ***School District Resources***

District security	Colusa Police Department	458-7777 / 911
Health services	Barbara Hankins, R.N.	458-7791
Fire & Ambulance	Colusa Fire Department	458-2133 / 911
Social Services	Health & Welfare Admin.	458-0250
District Administration	Dwayne Newman, Superintendent	458-7791 / 434.0178
National Weather Service		(916) 979-3051
Hospital	CRMC	458-5821

### ***Community Resources***

Child Protective Services		458-0280
Crisis center	California Youth Crisis	(800) 843-5200
Mental Health Services		458-0526
Poison Control		(800) 222-1222
Rape Crisis Line		342-7273
Suicide prevention line		673-8255
Amber Foundation for Missing Children		(800) 541-0777

# District Office Evacuation Plan



# INCIDENT ACTION PLAN

DISTRICT/SCHOOL:

FOR OPERATIONAL PERIOD:

FROM: *Date*  
*Time*

TO: *Date*  
*Time*

PREPARED:

*Date*  
*Time*

## GENERAL OBJECTIVES

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress.  
Each TASK assigned to Sections should address a specific OBJECTIVE.


## WEATHER FORECAST FOR OPERATIONAL PERIOD


## SAFETY MESSAGE


## ATTACHMENTS (✓ IF ATTACHED)

<input type="checkbox"/> Current Situation Report	<input type="checkbox"/> Task Assignments	<input type="checkbox"/> Traffic/Staging Area Map
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

PREPARED BY (Planning Section Chief):

Approved by (EOC Director/IC):



<b>EOC STAFFING LIST</b>		<b>DISTRICT/SCHOOL:</b>
FOR OPERATIONAL PERIOD:		<b>PREPARED:</b>
<b>FROM: Date</b>  <i>Time</i>	<b>TO: Date</b> <i>Time</i>	<b>Date</b>  <i>Time</i>
<b>MANAGEMENT SECTION</b>	<b>OPERATIONS SECTION</b>	
EOC Director/Incident Commander	Operations Section Chief	
Public Information Officer	Communications Team	
Liaison Officer	Light Search and Rescue Team	
Safety Officer	First Aid Team	
	Student Release/Staff Accounting Team	
	Assembly/Shelter Team	
	Maintenance/Fire/Site Security Team	
	Crisis Intervention Team	
<b>PLANNING &amp; INTEL SECTION</b>	<b>LOGISTICS SECTION</b>	
Planning & Intel Section Chief	Logistics Section Chief	
Situation Status Team	Supplies and Staffing Team	
Documentation Team	Transportation Team	
<b>AGENCY REPRESENTATIVES</b>	<b>FINANCE &amp; ADMIN SECTION</b>	
	Finance Section Chief	
	Recordkeeping Team	
<b>Approved by:</b>	<b>Prepared by:</b>	
<input type="checkbox"/> If additional space is needed, ✓ box and use reverse side of this sheet		



<b>EOC SECTION TASKS</b>	DISTRICT/SCHOOL:	<b>Part B</b>
For Op Period from: <i>Date</i> <i>Time</i> to: <i>Date</i> <i>Time</i>		
<b>PLANNING SECTION</b>	<b>Assigned To:</b>	
<b>LOGISTICS SECTION</b>	<b>Assigned To:</b>	
<b>FINANCE SECTION</b>	<b>Assigned To:</b>	



## EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
RACES			
American Red Cross			
Sonoma Co. Water Agency			
AT&T			
Salvation Army			
CA National Guard			
OpArea DES			
Transit			
County Office of Education			
The Volunteer Center			
Law Enforcement			
Fire			
EMS			

**DISTRIBUTION:**

- All Section Chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Team
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>SCHEDULED BRIEFINGS (EOC Director/IC - PLANS CHIEF/PIO)</b>				
<b>BRIEFING TYPE</b>	<b>FREQUENCY</b>	<b>TIME</b>	<b>LOCATION</b>	<b>BRIEFER</b>
Section Chiefs	2/Daily			EOC Director/IC /Plans Chief
Team Leaders	2/Daily			Plans Chief
Media	2/Daily			PIO

<b>SCHEDULED MEETINGS (EOC Director/IC - PLANS CHIEF/PIO)</b>				
<b>MEETING TYPE</b>	<b>FREQUENCY</b>	<b>TIME</b>	<b>LOCATION</b>	<b>FACILITATOR</b>
Planning Meeting	2/Daily			EOC Director/IC /Plans Chief



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## SITUATION STATUS REPORT INITIAL

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### - INITIAL ASSESSMENT -

District/School \_\_\_\_\_ Team: \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

#### Immediate Assistance Required

\_\_\_\_\_ None                      \_\_\_\_\_ Medical                      \_\_\_\_\_ Fire  
\_\_\_\_\_ Search & Rescue                      \_\_\_\_\_ Support Personnel                      \_\_\_\_\_ Other

#### Condition of Staff or Visitors

\_\_\_\_\_ All Accounted For                      \_\_\_\_\_ No Injuries                      \_\_\_\_\_ No immediate help required

\_\_\_\_\_ Missing (number)                      Names  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Trapped in Building (number)                      Names  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Injured (number)                      \_\_\_\_\_ Number Requiring Immediate Medical Attention

Type of Injury	Names
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ Deceased: (number)                      Names  
\_\_\_\_\_  
\_\_\_\_\_



# SITUATION STATUS REPORT (CONTINUED)

**Condition of Buildings and Grounds**

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.


**Condition of Neighborhood**

e.g.: fallen power lines, debris-cluttered streets, etc.


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## SITUATION STATUS UPDATE REPORT

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District/School \_\_\_\_\_ Team: \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Number of Staff or Visitors remaining at school

\_\_\_\_\_ Number of staff members continuing to serve on teams or as Disaster Service Workers

\_\_\_\_\_ Assistance Required:

\_\_\_\_\_ water

\_\_\_\_\_ food

\_\_\_\_\_ blankets

\_\_\_\_\_ additional personnel (number) to assist in student care

\_\_\_\_\_ Other:

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### STAFF SIGN IN/SIGN OUT LOG

DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_

SECTION: \_\_\_\_\_ TEAM: \_\_\_\_\_ TEAM LEADER: \_\_\_\_\_

Time IN	Print Name/SIGNATURE	Time OUT	INITIALS	Destination Upon Check Out and Contact Info
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			

This form is to be filled out as a roster of all team members reporting to a team assignment. Each person is to sign in upon being assigned to a team and sign out when released by the Team Leader. Upon check-out, individuals should list their intended destination (if possible) and contact information in case they need to be reached. The Team Leader is responsible for making sure this form is filled out and is kept current.



# MEDICAL TREATMENT LOG

Date: \_\_\_\_\_

Patient Name	Time:	Description of Treatment	Triage Category	Initials



## Recommended Meal Price Increase

*Effective April 13, 2015*

	<b>Current</b>	<b>New</b>
<b>Lunch K-8</b>	\$ 2.25	\$ 2.50
<b>Lunch 9-12</b>	\$ 2.75	\$ 3.00
<b>Adult Lunch</b>	\$ 3.75	\$ 4.00
Breakfast 4-12	\$ 1.25	\$ 1.50
Adult Breakfast	\$ 2.50	\$ 2.50

*Student Lunch Prices must make annual progress toward charging the Free Meal reimbursement rate of \$3.01*

# Colusa Unified School District

The following teachers are recommended for tenure for the 2015-2016 school year:

<b>BPS</b>	<b>EMS</b>	<b>CHS</b>
Jennifer Barbee	Ashley Csicsery	Mitchell Nail
Ashley Martinez		
Socorro Vargas		
Christina Bailey		
Heather Hamilton		
Melissa Williamson		
Debrah Reid		



Music Department proposal for funding  
California State Solo and Small Ensemble Festival  
Sacramento State University  
May 8 & 9, 2015

Currently, 17 Band students from Colusa have qualified to perform at the California Music Educators Association State Solo and Small Ensemble Festival.

In order to qualify for the State event, musicians must earn a rating of "1" (superior) at a CMEA-sanctioned event. We participated in the CMEA-Northern Section festival on February 14, 2015.

They are: (# of performances)

- |                        |                                 |
|------------------------|---------------------------------|
| Elias Alaniz (1)       | They have qualified to perform: |
| Jacob Arce (1)         | 14 solos                        |
| Josh Arce (4)          | 2 Clarinet Duets                |
| Pablo Barrera (3)      | 1 Brass Quintet                 |
| Charles Dunn (1)       | 1 Trumpet Quartet               |
| Thomas Critchfield (2) | 1 Saxophone Quartet             |
| Jada Garcia (2)        |                                 |
| Trent Giffin (2)       |                                 |
| William Graybill (1)   |                                 |
| Mason Hone (1)         |                                 |
| Lucian Manor (1)       |                                 |
| Manuel Morales (3)     |                                 |
| Nathael Morales (1)    |                                 |
| Adrian Reyes (3)       |                                 |
| Adrianna Rico (2)      |                                 |
| Alec Schantz (3)       |                                 |
| Juliana Tapia (2)      |                                 |

The cost for each soloist is \$75.00

The cost for each ensemble is \$100.00

Our accompanist charges \$30.00 per soloist. She will accompany 8-10 kids. I will do the rest.

Awards cost about \$35 for each person, per performance (based on last year).

Parents and Mr. Phenicie will drive kids back and forth for the two day event.

Overall cost could go up or down, depending on final numbers of students participating and actual costs.

14 solos X \$75.00	\$1,050.00
5 ensembles X \$100.00	\$500.00
Accompanist fee	\$300.00
33 Awards	<u>\$1,155.00</u>
<b>Total funds requested</b>	<b>\$3,005.00</b>

# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MR. LINCOLN FORRY  
MR. TERRY BRESSLER  
MR. CHARLES YERXA  
MRS. KELLI GRIFFITH-GARCIA  
MRS. KATHIE WHITESELL

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

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



Payroll totals for the month of: February 2015

Issued 2/10/2015:	\$ 12,659.03
Issued 2/27/2015:	<u>\$ 688,622.70</u>
Monthly total	\$ 701,281.73

**Colusa Unified School District  
Personnel Assignment Order  
2014-2015 #7**

**EMPLOYMENT, RESIGNATIONS, AND OTHER**

**CERTIFICATED**

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Melissa Michalk	Head Track Coach			2/1/2015
Tina Lyons	Varsity Softball Coach			2/1/2015

Retirement:

Resignation:

Victoria Zumwalt	BPS 3 <sup>rd</sup> Grade Teacher			2/9/2015
Dee Long	CHS Science Teacher			2/9/2015
Julie Peterson	BPS Kindergarten Teacher			2/23/2015
Maria Arvizu-Espinoza	BPS Principal			3/9/15

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

**CLASSIFIED**

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Jaime Lay	Part time Custodian	2/9/2015
Gumercido Salazar	Assistant Track Coach	2/1/2015
Justin Correa	Paraeducator Substitute	2/24/2015
Alyssa Penhall	Paraeducator Substitute	3/2/2015
Daniel Martinez	Custodial Substitute	3/5/2015
Cynthia O'Brien	Bus Driving Substitute	3/9/2015

Leaves:

Resignation:

Retirement:

Increase of Hours:

Job transfer:

Termination:

# Associated Student Body Fund

Egling Middle School and Colusa High School

as of March 9, 2015

I.1.C

## Colusa High School

Account	Name of Club	Balance
800	Colusa HS ASB	\$ 1,317.76
801	ASB Football Concessions	\$ -
802	ASB Student Store	\$ 2,807.27
811	Art Club	\$ 937.44
812	Ashland Shakespeare Trip	\$ 141.23
820	Block C - Other	\$ -
821	Block C - Baseball	\$ 3,788.40
822	Block C - Boys Basketball	\$ 1,336.75
823	Block C - Boys Soccer	\$ 855.49
824	Block C - Boys Tennis	\$ 521.00
825	Block C - Cross Country	\$ (83.62)
826	Block C - Football	\$ 3,203.81
827	Block C - Girls Basketball	\$ 887.95
828	Block C - Girls Soccer	\$ (812.40)
829	Block C - Girls Tennis	\$ 346.58
830	Block C - Golf	\$ -
832	Block C - Softball	\$ 2,753.85
833	Block C - Track and Field	\$ 1,195.19
834	Block C - Volleyball	\$ 3,741.32
835	Block C - Wrestling	\$ 25.00
835	Block C - Weight Room	\$ -
836	Block C - JV Boys Basketball	\$ 5.00
846	Class of 2015	\$ 6,641.88
847	Class of 2016	\$ 887.97
848	Class of 2017	\$ (240.18)
849	Class of 2018	\$ 65.94
860	COLUS Yearbook	\$ 15,285.36
863	CSF	\$ 1,633.54
865	FBLA	\$ 5,990.21
870	FFA	\$ 180.79
876	Drama Club	\$ 2,666.93
885	Friday Night Live	\$ 627.00
887	Spanish Club	\$ 241.31
888	Spirit Club	\$ 2,237.06
890	Cooking Club	\$ 119.26
892	Science Club	\$ 91.52
<b>TOTAL CHS</b>		<b>\$ 59,396.61</b>

## Egling Middle School

950	Egling MS ASB	\$ 213.80
955	Club Live	\$ 974.75
960	Kids Can Save	\$ 479.34
965	Library	\$ 890.51
985	Sweatshirts	\$ 30.74
990	Yearbook	\$ 1,043.57
995	8th Grade	\$ (23.20)
<b>TOTAL EMS</b>		<b>\$ 3,609.51</b>
<b>TOTAL FUND 95 ASB</b>		<b>\$ 63,006.12</b>

COLUSA UNIFIED SCHOOL DISTRICT  
745 Tenth St.  
Colusa, CA 95932

Board Adopted:

2015-2016 SCHOOL CALENDAR

S	M	T	W	Th	F	S
<b>July</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	Th	F	S
<b>August</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	{17}	{18}	19	20	21	22
23	24	25	26	27	28	29
30	31					9

August 17-18: Preservice Days  
August 19: First Day of School

S	M	T	W	Th	F	S
<b>September</b>						
		1	2	3	4	5
6	/7/	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			21

S	M	T	W	Th	F	S
<b>October</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

September 7: Labor Day

October 30: Parent/Teacher Conf K-6 - No School  
Preservice 7-12

S	M	T	W	Th	F	S
<b>November</b>						
1	2	3	4	5	6	7
8	9	10	/11/	12	13	14
15	16	17	18	19	20	21
22	23	24	25	/26/	27	28
29	30					17

S	M	T	W	Th	F	S
<b>December</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	<18>	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

November 11: Veterans' Day  
November 25-27: Thanksgiving Break

December 18: Minimum Day  
December 22 - January 1: Winter Break

S	M	T	W	Th	F	S
<b>January</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	/18/	19	20	21	22	23
24	25	26	27	28	29	30
31						19

S	M	T	W	Th	F	S
<b>February</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	/15/	/16/	17	18	19	20
21	22	23	24	25	26	27
28	29					16

January 18: Dr. Martin Luther King Day

February 15: President's Day  
February 17: Lincoln's Birthday (observed)  
February 15-19: No School

S	M	T	W	Th	F	S
<b>March</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	<25>	26
/27/	28	29	30	31		
						19

S	M	T	W	Th	F	S
<b>April</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

????? - Minimum Day  
March 27: Easter Sunday  
March 28 - April 1: Spring Break

March 30 - May 6 State Testing Window

S	M	T	W	Th	F	S
<b>May</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	/30/	31				
						21


S	M	T	W	Th	F	S
<b>June</b>						
			1	<2>	<3>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						3


May 30: Memorial Day

June 2 & 3: Minimum Days  
June 3: Last day of school

June 9-12 Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:			LEGEND: null
July 4 Independence Day	Dec. 24 Christmas Eve	Jan. 18 Dr. Martin Luther King Day	/ / Legal Holiday
Sept 7 Labor Day	Dec. 25 Christmas Day	Feb. 15 President's Day	[ ] Break
Nov. 11 Veterans' Day	Dec. 31 In Lieu of Admission Day	Feb. 16 Lincoln's Birthday (observed)	{ } Preservice Day
Nov. 25-27 Thanksgiving	Jan. 1 New Year's Day	May 30 Memorial Day	<> Minimum Day

 End of Trimester

 End of Semester

**COLUSA UNIFIED SCHOOL DISTRICT**  
**745 Tenth St.**  
**Colusa, CA 95932**

Board Adopted:

# 2016 - 2017 SCHOOL CALENDAR

S	M	T	W	Th	F	S
<b>July</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	Th	F	S
<b>August</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	{15}	{16}	<b>17</b>	18	19	20
21	22	23	24	25	26	27
28	29	30	31			11

August 15-16: Preservice Days  
 August 7: First Day of School

S	M	T	W	Th	F	S
<b>September</b>						
				1	2	3
4	<b>/5/</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

S	M	T	W	Th	F	S
<b>October</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>28</b>	29
30	31					20

September 5: Labor Day  
  
 October 28: Parent/Teacher Conf K-6  
 Preservice 7-12

S	M	T	W	Th	F	S
<b>November</b>						
		1	2	3	4	5
6	7	8	9	10	<b>/11/</b>	12
13	14	15	16	17	18	19
20	21	22	<b>23</b>	<b>/24/</b>	<b>25</b>	26
27	28	29	30			
						18

S	M	T	W	Th	F	S
<b>December</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	<b>&lt;23&gt;</b>	24
<b>/25/</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31
						17

November 11: Veterans' Day  
 November 23-25: Thanksgiving Break  
  
 December 23: Minimum Day  
 December 26 - January 6: Winter Break

S	M	T	W	Th	F	S
<b>January</b>						
<b>/1/</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	7
8	9	10	11	12	13	14
15	<b>/16/</b>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				16

S	M	T	W	Th	F	S
<b>February</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>/20/</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
26	27	28				15

January 16: Dr. Martin Luther King Day  
  
 February 20: President's Day  
 February 21: Lincoln's Birthday (observed)  
 February 20-24: No School

S	M	T	W	Th	F	S
<b>March</b>						
			1	2	<b>3</b>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						23

S	M	T	W	Th	F	S
<b>April</b>						
						1
2	3	4	5	6	<b>&lt;7&gt;</b>	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15
<b>/16/</b>	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15

April 7: Minimum Day  
 April 16: Easter Sunday  
 April 10 - April 14: Spring Break  
  
 March 30 - May 6 State Testing Window

S	M	T	W	Th	F	S
<b>May</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<b>/29/</b>	30	31			
						22

S	M	T	W	Th	F	S
<b>June</b>						
				<b>&lt;1&gt;</b>	<b>&lt;2&gt;</b>	3
4	5	6	7	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						2

May 29: Memorial Day  
  
 June 1 & 2: Minimum Days  
 June 2: Last day of school  
  
 June 8-11 Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:			LEGEND: null
July 4 Independence Day	Dec. 24 Christmas Eve	Jan. 16 Dr. Martin Luther King Day	/ / Legal Holiday
Sept 5 Labor Day	Dec. 25 Christmas Day	Feb. 20 President's Day	[ ] Break
Nov. 11 Veterans' Day	Dec. 31 In Lieu of Admission Day	Feb. 21 Lincoln's Birthday (observed)	{ } Preservice Day
Nov. 23-25 Thanksgiving	Jan. 1 New Year's Day	May 29 Memorial Day	<> Minimum Day

End of Trimester       End of Semester

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 6, 2015			BATCH 28
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
760	ALHAMBRA	\$ 42.10	01	BPS	WATER
762	AMERICAN FIDELITY	\$ 333.54	01	DO	DISABILITY PREMIUMS
757	AMORZONE ATHLETIC	\$ 945.00	01	SPORTS	SUPPLIES
763	CITY OF COLUSA	\$ 6,205.09	01	ALL	WATER & SEWER BILLING
758	DAVISON DRUGS	\$ 4.26	01	BPS	SUPPLIES
764	ENTERPRISE HIGH SCHOOL	\$ 400.00	01	SPORTS	ENTRY FEE
751	HARVEY & SONGER	\$ 409.53	01	MOT	VEHICLE REPAIR
753	HERFF JONES	\$ 24.89	01	HMS	DIPLOMA
754	KELLEHER PAINT	\$ 1,589.38	01	MOT	MAINTENANCE SUPPLIES
767	SHANNON LAUX	\$ 95.43	01	DO	REIMBURSE MILEAGE
755	ERIKA LEMENAGER	\$ 84.49	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
766	MILL CREEK RESORT	\$ 2,129.37	01	CHS	ESA CABIN RENTALS
752	NORTH STATE TIRE	\$ 924.45	01	BPS	BUS TIRES
761	SUTTER BUTTES COMMUNICATIONS	\$ 150.00	01	MOT	BUS COMMUNICATION FEES
RC71	US BANK CALCARD VISA	\$ 5,673.67	01	ALL	SEE ATTACHED
	<b>GENERAL FUND 01</b>	<b>\$ 19,011.20</b>			
765	HEARLAND PAYMENT SYSTEMS	\$ 11,610.64	13	CAFÉ	NEW POINT OF SALE SYSTEM SOFTWARE/EQUIPMENT
	<b>CAFETERIA FUND 13</b>	<b>\$ 11,610.64</b>			
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ -</b>			
756	CASCADE ATHLETIC SUPPLY	\$ 90.39	95	CHS	SUPPLIES
768	BOBBY KIRKMAN	\$ 110.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
759	PRINT SLINGERS	\$ 184.22	95	CHS	SHIRTS
	<b>STUDENT BODY FUND 95</b>	<b>\$ 384.61</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 31,006.45</b>			

**US BANK CAL CARD VISA**

Sheryl Parker

30-Jan	QUILL CORPORATION	\$40.61	DO SUPPLIES
27-Jan	QUILL CORPORATION	\$56.84	DO SUPPLIES
29-Jan	USPS 05172809334414268	\$305.95	DO POSTAGE
26-Jan	USPS.COM CLICK66100611	\$18.11	DO POSTAGE
26-Jan	ORIENTAL TRADING CO	\$125.79	NURSING SUPPLIES

Jeremy Miller

28-Jan	CDW GOVERNMENT	\$1,268.50	TECH REPLACEMENT SCREEN
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Rosemary Hicks

27-Jan	USPS 05172809334414268	\$202.00	BPS POSTAGE
23-Jan	MEDIA MANAGEMENT SERVICE	\$649.80	BPS SUPPLIES
23-Jan	SAV-MOR FOODS	\$12.04	BPS SUPPLIES
23-Jan	SCHOLASTIC MAGAZINES	\$125.40	BPS SUPPLIES

Zeba Hone

30-Jan	MARKET STREET GRIL	\$115.62	DO BOARD MEETING DINNER
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Nick Schantz

29-Jan	LOWES #01933*	\$679.88	MAINTENANCE SUPPLIES
26-Jan	LOWES #00907*	\$251.16	MAINTENANCE SUPPLIES
29-Jan	PLATT ELECTRIC 082	\$41.27	MAINTENANCE SUPPLIES

Jim LaGrone

23-Jan	CA ASSOC OF SCHOOL BUSINE	\$205.00	WORKSHOP REGISTRATION FEE
23-Jan	CA ASSOC OF SCHOOL BUSINE	\$275.00	ANNUAL DUES
23-Jan	OFFICE DEPOT 1135	\$67.24	MOT SUPPLIES

Darren Brown

29-Jan	FROMUTH TENNIS	\$1,233.46	TENNIS UNIFORMS TO BE PAID BY CRAF
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\$5,673.67



COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 13, 2015			BATCH 29
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
780	MARIA ESPINOSA	\$ 71.18	01	BPS	REIMBURSE MILEAGE
790	CA DEPT OF JUSTICE	\$ 245.00	01	DO	FINGERPRINT FEES
785	CASCADE ATHLETIC SUPPLY	\$ 46.38	01	SPORTS	SUPPLIES
786	CCOE	\$ 14,069.00	01	DO	WORKERS COMP PREMIUMS
786	CCOE	\$ 360,827.00	01	DO	50% BUDGETED SELPA CONTRIBUTION
RC73	CUSD EMER FD-YUBA COLLEGE	\$ 135.00	01	MOT	BUS DRIVER CLASSES
RC73	CUSD EMER FD-CHS PETTY CASH	\$ 277.60	01	CHS	POSTAGE & SUPPLIES
RC73	CUSD EMER FD-EDD	\$ 1,080.68	01	DO	UNEMPLOYMENT PREMIUMS
RC73	CUSD EMER FD-PAM KAISUCH	\$ 134.84	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC73	CUSD EMER FD-ROSA VILLASENOR	\$ 275.53	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
796	DATA WORKS	\$ 260.80	01	HMS	WORKBOOKS FOR STUDENTS
791	FRONTIER	\$ 2,309.62	01	ALL	PHONE/DATA LINES
769	BARBARA HANKINS	\$ 677.17	01	DO	REIMBURSE MILEAGE AND SUPPLIES PURCHASED
781	LUCILLE IMHOFF	\$ 195.01	01	HMS	REIMBURSE MILEAGE AND SUPPLIES PURCHASED
792	INTERQUEST DETECTION CANINES	\$ 700.00	01	HS/MS	DRUG DOG VISITS
787	MERIDIAN DIESEL	\$ 609.51	01	MOT	BUS REPAIR
793	MITEL LEASING	\$ 1,379.53	01	ALL	PHONE SYSTEM LEASES
774	CRAIG RICHARDS	\$ 86.40	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
788	SPURR	\$ 6,553.37	01	ALL	NATURAL GAS BILLING
778	STEPHANIE STEVER	\$ 66.26	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
773	SUTTER UNION HIGH SCHOOL	\$ 750.00	01	SPORTS	BASEBALL ENTRY FEES
794	THREE B'S TOILET RENTALS	\$ 161.25	01	ALL	PORTABLE TOILET RENTALS
RC72	US BANK CALCARD VISA	\$ 21,454.19	01	ALL	SEE ATTACHED
	<b>GENERAL FUND 01</b>	<b>\$ 412,365.32</b>			
789	CRYSTAL DAIRY	\$ 3,448.46	13	CAFÉ	FOOD
772	DANIELSEN'S	\$ 5,322.55	13	CAFÉ	FOOD
771	GAGER DISTRIBUTING	\$ 99.37	13	CAFÉ	SUPPLIES
770	GENERAL PRODUCE	\$ 4,873.65	13	CAFÉ	FOOD
797	SYSCO	\$ 3,046.00	13	CAFÉ	FOOD
	<b>CAFETERIA FUND 13</b>	<b>\$ 16,790.03</b>			
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ -</b>			
RC74	CUSD EMER FD-BRIAN DAVIS	\$ 1,483.74	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC74	CUSD EMER FD-AUBREY MILLER	\$ 270.00	95	CHS	REFUND OVER PAYMENT
RC74	CUSD EMER FD-CA FBLA	\$ 690.00	95	CHS	REGISTRATION FOR FBLA EVENT
795	D3 SPORTS	\$ 488.70	95	CHS	SHIRTS
784	BARBARA HANKINS	\$ 71.67	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
777	BOBBY KIRKMAN	\$ 204.70	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
776	BOB KIRKMAN	\$ 21.50	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
77799	TINA LYONS	\$ 431.91	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
775	SILVERADO SHOW LAMBS	\$ 2,100.00	95	CHS	FFA SHEEP
	<b>STUDENT BODY FUND 95</b>	<b>\$ 5,676.22</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 434,831.57</b>			

# US BANK CALCARD VISA

Rosemary Hicks

6-Feb	POSITIVE PROMOTIONS INC	(\$7.00)	BPS SUPPLIES
2-Feb	POSITIVE PROMOTIONS INC	\$131.45	BPS SUPPLIES
30-Jan	INT*BUTTERFLY/NATURE GIFT	\$84.85	BPS SUPPLIES

Darren Brown

6-Feb	STARLINE PRESS	\$1,612.60	CHS SUPPLILES
5-Feb	REGISTRATIONS FOR YOU	\$585.00	CHS WORKSHOP REGISTRATIONS
4-Feb	CAHPERD	\$278.00	CHS SUPPLILES
3-Feb	ESP*FARMTEK	\$167.48	CHS SUPPLILES
26-Jan	AMAZON MKTPLACE PMTS	\$366.58	CHS SUPPLILES

Sheryl Parker

6-Feb	MJB WELDING SUPPLY, INC.	\$1,738.26	CHS SUPPLILES
5-Feb	JW WOOD CO INC	\$413.71	MOT MAINTENANCE SUPPLIES
5-Feb	J W PEPPER	\$421.76	CHS MUSIC SUPPLIES
5-Feb	VZWRLSS*MY VZ VB P	\$1,551.81	CELL PHONES DISTRICT WIDE
5-Feb	RECOLOGY BUTTE COLUSA	\$2,567.37	GARBAGE SERVICE DISTRICT WIDE
5-Feb	CLOSE LUMBER - SUTTER	\$150.51	MOT MAINTENANCE SUPPLIES
4-Feb	HMCO ECMRCE* BOOKS	\$9,860.92	BPS TEXTBOOKS
4-Feb	MESSICK ACE HARDWARE	\$1,251.28	MOT MAINTENANCE SUPPLIES

Zeba Hone

4-Feb	IXL	\$199.00	HMS ONLINE SUBSCRIPTION
2-Feb	SAV-MOR FOODS	\$20.43	DO SUPPLIES

Nick Schantz

2-Feb	AMAZON.COM	\$60.18	MOT MAINTENANCE SUPPLIES
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21454.19

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 18, 2015			BATCH 30
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
811	A-Z BUS SALES	\$ 131.42	01	MOT	BUS REPAIR SUPPLIES
809	ALHAMBRA & SIERRA SPRINGS	\$ 123.39	01	DO	WATER
814	BEELER TRACTOR	\$ 2,238.31	01	MOT	MOWER/GATOR REPAIR & MAINTENANCE
800	BIG T'S TREES	\$ 350.00	01	MOT	TREE TRIMMING
805	KRYSTYNA FRANK	\$ 29.32	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
817	GOLDEN BEAR ALARMS	\$ 157.50	01	ALL	ALARM MONITORING
806	SANDY HUFF	\$ 96.18	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
812	JACK'S GLASS	\$ 1,041.47	01	MOT	GLASS REPLACEMENT
813	LARA KELLEHER	\$ 43.79	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
799	LINDHURST HIGH SCHOOL	\$ 710.00	01	SPORTS	SOFTBALL ENTRY FEES
802	NORTH STATE SCREENPRINT	\$ 1,360.41	01	CHS	ESA SHIRTS
810	SHERYL PARKER	\$ 444.83	01	DO	REIMBURSE MILEAGE AND SUPPLIES PURCHASED
815	SORENSEN PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICES
801	SUTTER BUTTES FIRE EXTINGUISHER	\$ 150.00	01	ALL	SERVICE FIRE EXTINGUISHERS
807	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASES
RC77	US BANK CALCARD VISA	\$ 6,380.71	01	ALL	SEE ATTACHED
816	YUBA SAFE & LOCK	\$ 632.40	01	MOT	LOCK REPAIR
	<b>GENERAL FUND 01</b>	<b>\$ 16,249.36</b>			
RC75	US BANK CALCARD VISA	\$ 4,756.92	13	CAFÉ	SEE ATTACHED
	<b>CAFETERIA FUND 13</b>	<b>\$ 4,756.92</b>			
818	SEMINSON ARCHITECTS	\$ 102.00	25	DEVFEE	PORTABLE CLASSROOM FEES
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ 102.00</b>			
808	ELITE SOUND	\$ 450.00	95	CHS	DJ FOR DANCE
803	GENERATIONS	\$ 1,160.03	95	CHS	SHIRTS
804	GOLDEN GATE FUNDRAISING	\$ 1,155.20	95	CHS	FBLA FUNDRAISER
798	TINA LYONS	\$ 357.86	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC76	US BANK CALCARD VISA	\$ 2,124.12	95	CHS/EMS	SEE ATTACHED
	<b>STUDENT BODY FUND 95</b>	<b>\$ 5,247.21</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 26,355.49</b>			

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED FEBRUARY 27, 2015			BATCH 31
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
833	CA ASSN FFA	\$ 260.00	01	HS	AG CONFERENCE REGISTRATION
831	CVT	\$ 102,312.46	01	DO	HEALTH PREMIUMS FOR MARCH
836	CASCADE ATHLETIC SUPPLY	\$ 2,009.82	01	SPORTS	SUPPLIES
827	CHEVRON & TEXACO	\$ 42.10	01	MOT	TREE TRIMMING
829	CLEARLAKE LAVA	\$ 2,962.50	01	SPORTS	FIELD DIRT
823	CREATIVE BUS SALES	\$ 454.73	01	MOT	BUS REPAIR & MAINTENANCE SUPPLIES
825	DAVIES OIL	\$ 1,600.31	01	MOT	FUEL FOR VEHICLES
824	FGL ENVIRONMENTAL	\$ 100.00	01	MOT	OIL TESTING
826	FOUNDATIONS IN PERSONAL FINANCE	\$ 527.74	01	HMS	WORKBOOKS FOR STUDENTS
828	HARPER'S AUTO REPAIR	\$ 1,140.95	01	MOT	VEHICLE REPAIR
840	LILA LEMENAGER	\$ 134.30	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
820	MERIDIAN DIESEL	\$ 737.86	01	MOT	BUS REPAIR & MAINTENANCE
839	NSCIF	\$ 240.00	01	SPORTS	ENTRY FEES
837	KIM OLSON	\$ 168.79	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
819	PG&E	\$ 1,537.05	01	ALL	ELECTRIC BILLING
821	SPYGLASS	\$ 2,314.80	01	DO	CONSULTANT REVIEW ON PHONE BILLINGS
830	STANDARD INSURANCE	\$ 1,689.35	01	ALL	INCOME PROTECTION POLICY
	<b>GENERAL FUND 01</b>	<b>\$ 118,232.76</b>			
832	SLIC CO-OP	\$ 50.00	13	CAFÉ	CO-OP ANNUAL FEES
	<b>CAFETERIA FUND 13</b>	<b>\$ 50.00</b>			
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ -</b>			
833	CA ASSN FFA	\$ 1,300.00	95	CHS	FFA CONFERENCE REGISTRATION FEES
835	CASCADE ATHLETIC SUPPLY	\$ 78.73	95	CHS	SUPPLIES
834	D3 SPORTS	\$ 125.24	95	CHS	SHIRTS
	<b>STUDENT BODY FUND 95</b>	<b>\$ 1,503.97</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 119,786.73</b>			

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED MARCH 6, 2015			BATCH 32
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
852	AMERICAN FIDELITY	\$ 333.54	01	DO	DISABILITY PREMIUMS
864	CHRISTINA BAILEY	\$ 49.10	01	BPS	REIMBURSE MEAL AND MILEAGE TO STAFF DEV
862	BAXTER AUTO SUPPLIES	\$ 217.38	01	MOT	VEHICLE REPAIR SUPPLIES
859	CITY OF COLUSA	\$ 6,184.97	01	ALL	WATER, SEWER BILLING
848	CCOE	\$ 14,069.00	01	DO	WORKER'S COMP PREMIUMS
841	CUSD CAFETERIA FUND	\$ 30.10	01	EMS	COOKIES FOR MEETING
RC82	CUSD EMER FUND-US BANK CALCARD VISA	\$ 6,328.57	01	ALL	SEE ATTACHED
854	CSU CHICO RESEARCH	\$ 600.00	01	EMS	STAFF DEVELOPMENT
RC80	CUSD EMER FUND-CUSD PETTY CASH-S.PARKER	\$ 176.06	01	DO	POSTAGE & SUPPLIES
RC80	CUSD EMER FUND- MIKE PHENICIE	\$ 677.55	01	CHS	MUSIC -MEALS MILEAGE TO AIRPORT/CARNEGIE TRIP
RC80	CUSD EMER FUND-CMEA	\$ 450.00	01	CHS	MUSIC ENTRANCE FEE
858	DAVISON DRUG	\$ 225.48	01	CHS	SUPPLIES
860	FGL ENVINROMENTAL	\$ 100.00	01	MOT	OIL TESTING
861	GOLDEN BEAR ALARMS	\$ 157.50	01	ALL	ALARM MONITORING
843	HERFF JONES	\$ 9.65	01	HMS	DIPLOMA
865	LARA KELLEHER	\$ 180.59	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
844	MERIDIAN DIESEL	\$ 72.27	01	MOT	BUS REPAIR
863	NSCIF	\$ 2,061.00	01	SPORTS	PLAYOFF PROCEEDS
847	RIDEOUT MEMORIAL HOSP	\$ 155.00	01	DO	TB TESTING
851	SCHOOL SERVICES	\$ 1,000.00	01	DO	JOIN CALSTRS COALITION
850	WESTAMERICA BANK	\$ 27,522.33	01	DO	LONG TERM DEBT PAYMENT
	<b>GENERAL FUND 01</b>	<b>\$ 60,600.09</b>			
RC78	CUSD EMER FUND-LEASA HILL	\$ 51.16	13	CAFÉ	REIMBURSE FOR SUPPLIES PURCHASED
846	LEASA HILL	\$ 153.53	13	CAFÉ	REIMBURSE MILEAGE
	<b>CAFETERIA FUND 13</b>	<b>\$ 204.69</b>			
866	GOV FINANCIAL STRATEGIES	\$ 5,006.25	25	DEVFEE	CONSULTING FEE
849	PORTABLE FACILITIES LEASING	\$ 12,500.00	25	DEVFEE	PORTABLE AT EMS - SPECIAL ED PRIOR LEASEE
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ 17,506.25</b>			
842	CASCADE ATHLETIC SUPPLY	\$ 5,118.53	95	CHS	SPORTS SUPPLIES
853	CUSD CAFETERIA FUND	\$ 52.34	95	CHS	FOOD
RC81	CUSD EMER FUND-US BANK CALCARD VISA	\$ 2,364.12	95	CHS/EMS	SEE ATTACHED
RC79	CUSD EMER FUND-BW TRAILSIDE INNN	\$ 547.80	95	CHS	FBLA LODGING
RC79	CUSD EMER FUND-CAFETERIA FUND	\$ 42.00	95	CHS	MEALS FOR FNL TRIP
RC79	CUSD EMER FUND-JESSE MUNOZ	\$ 50.00	95	CHS	REFUND
RC79	CUSD EMER FUND-JULIA DAVISON	\$ 2,000.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC79	CUSD EMER FUND-GEOFFREY PAGE	\$ 210.00	95	EMS	DJ FOR DANCE
RC79	CUSD EMER FUND-KIM MCARTY	\$ 82.61	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC79	CUSD EMER FUND-MARCH OF DIMES	\$ 150.00	95	CHS	FBLA FUNDRAISER FOR MARCH OF DIMES
RC79	CUSD EMER FUND-JORDON HELMER	\$ 46.13	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC79	CUSD EMER FUND-TAYLOR MILLER	\$ 35.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC79	CUSD EMER FUND-COLUSA GOLF CLUB	\$ 650.00	95	CHS	SNOWBALL DANCE
855	SANDY HUFF	\$ 133.22	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
857	ERIKA LEMENAGER	\$ 73.87	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
856	TINA LYONS	\$ 694.83	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
845	US AWARDS	\$ 25.22	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
	<b>STUDENT BODY FUND 95</b>	<b>\$ 12,275.67</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 90,586.70</b>			

**Colusa USD Emergency Fund - US BANK CALCARD VISA - CK 4961**

Sheryl Parker

FD01-RC82 FD95-RC81

20-Feb	QUILL CORPORATION	\$2,612.61	\$2,612.61		DO BPS/HMS/DO OFFICE SUPPLIES
19-Feb	ALL METALS SUPPLY INC	\$25.82	\$25.82		CHS AG SHOP SUPPLIES
19-Feb	ALL METALS SUPPLY INC	\$90.82	\$90.82		CHS AG SHOP SUPPLIES
17-Feb	FLORA FRESH	\$45.31		\$45.31	CHS ASB SUPPLIES
10-Feb	FLORA FRESH	\$66.81	\$66.81		CHS GRAD NIGHT SUPPLIES

Jeremy Miller

20-Feb	QUILL CORPORATION	\$32.85	\$32.85		TECH SUPPLIES
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Mike Phenicie

18-Feb	J W PEPPER	\$219.17	\$219.17		MUSIC SUPPLIES
16-Feb	J W PEPPER	\$27.35	\$27.35		MUSIC SUPPLIES
18-Feb	OFFICE DEPOT #917	\$34.38	\$34.38		MUSIC SUPPLIES

Jody Johnston

16-Feb	QUILL CORPORATION	\$471.62	\$471.62		EMS SUPPLIES
11-Feb	SUBWAY 00108084	\$30.25	\$30.25		EMS SUPPLIES

Rosemary Hicks

13-Feb	SCHOOL TECH INC	\$150.93	\$150.93		BPS SUPPLIES
13-Feb	SAV-MOR FOODS	\$32.13	\$32.13		BPS SUPPLIES

Zeba Hone

19-Feb	OFFICE DEPOT #2287	\$8.05	\$8.05		HMS SUPPLIES
19-Feb	USPS 05172809334414268	\$8.66	\$8.66		DO POSTAGE
16-Feb	SCHOOL ADMIN PUBLISHING C	\$25.00	\$25.00		DO SUPPLIES

Nic Schantz

11-Feb	PLATT ELECTRIC 082	\$165.88	\$165.88		MOT MAINTENANCE SUPPLIES
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Jim LaGrone

23-Feb	BEST WESTERN SUSANVILLE	\$91.30	\$91.30		MOT MAINTENANCE SUPPLIES
23-Feb	UCB ANR COMM SVCS	\$26.79	\$26.79		MOT SUPPLIES
6-Feb	PRO LABS	\$30.00	\$30.00		MOT SAMPLE TESTING

Darren Brown

16-Feb	GOPHER SPORT	\$301.48	\$301.48		CHS SUPPLIES
16-Feb	QUILL CORPORATION	\$14.50	\$14.50		CHS SUPPLIES
16-Feb	QUILL CORPORATION	\$435.90	\$435.90		CHS SUPPLIES
12-Feb	EAR TAGS DIRECT	\$174.00		\$174.00	CHS SUPPLIES
11-Feb	AMAZON MKTPLACE PMTS	\$38.00	\$38.00		CHS SUPPLIES
16-Feb	ESPN ZONE	\$750.00		\$750.00	CHS DEPOSIT ON SENIOR TRIP
17-Feb	SPORTDECALS	\$755.05		\$755.05	CHS SUPPLIES
17-Feb	SPORTDECALS	\$639.76		\$639.76	CHS SUPPLIES
17-Feb	HERTZBERG NEW METHOD IN	\$1,358.37	\$1,358.37		CHS LIBRARY BOOKS
16-Feb	STARBUCKS #14071 YUBA CIT	\$29.90	\$29.90		CHS SUPPLIES

\$8,692.69    \$6,328.57    \$2,364.12

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED MARCH 13, 2015			BATCH 33
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
882	ALHAMBRA	\$ 100.81	01	BPS	WATER
877	CA DEPT OF JUSTICE	\$ 245.00	01	DO	FINGERPRINT PROCESSING
871	CCOE	\$ 111.53	01	DO	BANK FEES
872	CUSD CAFETERIA FUND	\$ 107.00	01	DO	INTERVIEW LUNCHES/BOARD COOKIES
881	DAVIES OIL	\$ 2,409.44	01	MOT	FUEL FOR VEHICLES
873	GENERATIONS	\$ 264.33	01	CHS	SUPPLIES FOR FOM
870	GRIFF'S FEED AND SEED	\$ 123.22	01	MOT	GROUPS SUPPLIES
878	JIM IMHOFF	\$ 10.00	01	BPS	REIMBURSE LUNCH STAFF DEV
880	COURTNEY LEMENAGER	\$ 29.72	01	BPS	REIMBURSE SUPPLIES
875	MITEL LEASING	\$ 1,379.53	01	ALL	PHONE SYSTEM MONTHLY LEASE
874	OREGON MEMORIALS	\$ 201.66	01	CHS	PAVER FOR STADIUM
890	BARBARA REECE	\$ 258.09	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
879	DEBBIE REID	\$ 71.37	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
884	SUPERIOR TIRE SERVICE	\$ 22.15	01	MOT	TIRE REPAIR
892	THREE'S B'S TOILET SERVICE	\$ 161.25	01	MOT	PORTABLE TOILET RENTAL
876	TRIARCO	\$ 2,001.90	01	CHS	ART SUPPLIES
RC85	US BANK CALCARD VISA	\$ 25,117.38	01	ALL	SEE ATTACHED
867	MELISSA WILLIAMSON	\$ 49.10	01	BPS	REIMBURSE MILEAGE & MEAL FOR STAFF DEV
891	WOODLAND CHRISTIAN HS	\$ 150.00	01	SPORTS	ENTRY FEE
	<b>GENERAL FUND 01</b>	<b>\$ 32,813.48</b>			
887	CRYSTAL DAIRY	\$ 2,503.44	13	CAFÉ	FOOD
888	DANIELSEN COM	\$ 3,717.79	13	CAFÉ	FOOD
885	ED JONES FOOD SERVICE	\$ 12,248.13	13	CAFÉ	FOOD
889	GAGER DISTRIBUTING	\$ 669.42	13	CAFÉ	SUPPLIES
886	GENERAL PRODUCE	\$ 3,141.55	13	CAFÉ	FOOD
RC83	US BANK CALCARD VISA	\$ 462.22	13	CAFÉ	SEE ATTACHED
	<b>CAFETERIA FUND 13</b>	<b>\$ 22,742.55</b>			
	<b>CAPITAL FACILITIES FUND 25</b>	<b>\$ -</b>			
868	CUSD GENERAL FUND	\$ 178.83	95	CHS	USE OF VAN
869	JODY JOHNSTON	\$ 2,678.04	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
RC84	US BANK CALCARD VISA	\$ 2,678.04	95	CHS/EMS	SEE ATTACHED
	<b>STUDENT BODY FUND 95</b>	<b>\$ 2,921.35</b>			
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 58,477.38</b>			

# US BANK CALCARD VISA

Sheryl Parker

fd01-RC85   fd13-RC83   fd95-RC84

4-Mar	SPORTMENS DEN INC	\$2,186.02	\$1,776.71		\$409.31	CHS SPORTS SUPPLIES
3-Mar	HILLYARD INC SACRAMENTO	\$7,534.45	\$7,534.45			MOT CUSTODIAL SUPPLIES
2-Mar	RSD 52	\$261.75	\$261.75			MOT MAINTENANCE SUPPLIES
2-Mar	ARC*SERVICES/TRAINING	\$95.00	\$95.00			MOT RED CROSS FIRST AID CLASS
2-Mar	VZWRLSS*MY VZ VB P	\$698.76	\$698.76			CELL PHONES DISTRICTWIDE
2-Mar	ADVANCED DOCUMENT CONC	\$2,375.64	\$2,375.64			ALL COPIER MAINTENANCE AGREEMENTS
27-Feb	CLOSE LUMBER - SUTTER	\$367.10	\$367.10			CHS AG SHOP SUPPLIES
26-Feb	CA ASSOC OF SCHOOL BUSINE	\$205.00	\$205.00			DO WORKSHOP REGISTRATION
26-Feb	YANKEE CANDLE 4139	\$719.40			\$719.40	CHS FBLA FUNDRAISER
25-Feb	USPS.COM CLICK66100611	\$18.11	\$18.11			DO POSTAGE

Mike Phenicie

2-Mar	J W PEPPER	\$7.53	\$7.53			CHS MUSIC SUPPLIES
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Leasa Hill

3-Mar	WM SUPERCENTER #2053	\$76.37		\$76.37		CAFET SUPPLIES
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Jeremy Miller

6-Mar	CDW GOVERNMENT	\$3,873.10	\$3,873.10			TECH REPLACEMENT COMPUTERS
6-Mar	OFFICE RELIEF	\$936.90	\$936.90			TECH DESK
4-Mar	WAL-MART #1903	\$75.19		\$75.19		CAFET POS INSTALL SUPPLIES
25-Feb	SOLARWINDS	\$3,492.00	\$3,492.00			SOFTWARE FOR DISTRICT

Nick Schantz

5-Mar	HD SUPPLY FACILITIES MTNC	\$202.76	\$202.76			MOT MAINTENANCE SUPPLIES
27-Feb	PLATT ELECTRIC 082	\$237.22	\$237.22			MOT MAINTENANCE SUPPLIES
27-Feb	PLATT ELECTRIC 082	\$261.05	\$261.05			MOT MAINTENANCE SUPPLIES
26-Feb	LOWES #01933*	\$310.66		\$310.66		MOT MAINTENANCE SUPPLIES

Jody Johnston

3-Mar	QUILL CORPORATION	\$1,491.54	\$1,491.54			EMS SUPPLIES
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Jim LaGrone

2-Mar	EPA	\$300.00	\$300.00			MOT EPA ANNUAL REGISTRATION FEE
27-Feb	CAL INC TRAINING	\$250.00	\$250.00			MOT WORKSHOP REGISTRATION

Darren Brown

3-Mar	APPERSON	\$41.84	\$41.84			CHS SUPPLIES
2-Mar	AMAZON.COM	\$24.30	\$24.30			CHS SUPPLIES
2-Mar	OFFICE DEPOT 1135	\$1,165.64			\$1,165.64	CHS ASB SUPPLIES
2-Mar	QUILL CORPORATION	\$531.96	\$531.96			CHS SUPPLIES
27-Feb	STU*SHINDIGZ DECORATIO	\$168.02			\$168.02	CHS ASB SUPPLIES
27-Feb	CAROLINA BIOLOGIC SUPPLY	\$74.66	\$74.66			CHS SUPPLIES
26-Feb	AMAZON MKTPLACE PMTS	\$215.67			\$215.67	CHS ASB SUPPLIES
25-Feb	IN *SP CONTROLS, DOCERI	\$60.00	\$60.00			CHS SUPPLIES

\$28,257.64   \$25,117.38   \$462.22   \$2,678.04





# Colusa Unified School District and Colusa Education Association Tentative Agreement

The Colusa Unified School District Board of Trustees and the Colusa Education Association have tentatively agreed to settle collective bargaining issues for the 2014 – 2015 school year per the following:

## **Item 1.**

The salary schedule will be improved by 5% across the board. Additionally, the percentage raise at steps 16, 19 and 22 will increase from 3.1% to 6.3%. (See Appendix A, Table 1.0) All salary increases will be retroactive to 7/01/2014.

## **Item 2.**

### **ARTICLE VIII TEACHER WORK YEAR**

#### Current Language:

#### 1. Work Year

The work year shall consist of one hundred eighty six (186) days.

a. There shall be one hundred eighty (180) instructional days plus three (3) pre-service days and three (3) buy-back days.

#### b. Buy-back Days

Buy-back days will be “site driven”, so that the timing and specific needs of each site remain, to the extent reasonably possible, controlled by each individual site. The days will be scheduled in hourly increments, at times after school, or at other non-contract times depending on the needs and determination of each site. Teachers will receive their daily rate of pay, paid on schedule and attendance will be mandatory. The sites will provide makeup activities. Finally, if state funding for this program is eliminated, then the buy-back days will be eliminated prospectively only from the date that the state funding is terminated. Beginning with the 2007-08 school year, teachers will utilize one of the three buyback days as a staff development activity of their choice, with the following conditions:

- Activity must be pre-approved by site administrator.
- Activity must take place between June 1 and May 30.
- Unused flexibility day cannot be carried over to a new school year
- Unused buy-back day will be charged as no-tell, comp day or unpaid day based on available options to the employee. Personal Necessity and sick days are not allowable options for an employee not fulfilling the flexible buy-back day option.

**PROPOSED LANGUAGE**

1. Work Year

The work year shall consist of one hundred eighty six (186) days.

a. There shall be one hundred eighty (180) instructional days plus three (3) pre-service days and three (3) buy-back days.

b. Buy-back Days

Buy-back days will be “site driven”, so that the timing and specific needs of each site remain, to the extent reasonably possible, controlled by each individual site. The days will be scheduled in hourly increments, at times after school, or at other non-contract times depending on the needs and determination of each site. Teachers will receive their daily rate of pay, paid on schedule and attendance will be mandatory. The sites will provide makeup activities. Teachers will utilize one of the three buyback days as a staff development activity of their choice, with the following conditions:

- Activity must be pre-approved by site administrator.
- Activity must take place between June 1 and May 30.
- Unused flexibility day cannot be carried over to a new school year
- Staff may elect to take one full day (no partial days) to prepare for the upcoming school year in their classroom.
- Staff may elect to take this time to assist in the supervision of students at school events (sports, dances) beyond the three events already required.
- Unused buy-back day will be charged as no-tell, comp day or unpaid day based on available options to the employee. Personal Necessity and sick days are not allowable options for an employee not fulfilling the flexible buy-back day option.

**Item 3.**

**ARTICLE IX**

**HOURS OF EMPLOYMENT**

Current Language:

1. Work Day

Teachers are required to be present at their respective assignment area for admission of pupils not less than thirty minutes before the time prescribed for commencing of school. Teachers shall remain at the school long enough to ensure a professional and adequate performance in the discharge of duties. Such time shall not be less than thirty minutes after the close of the regular school day. On a case by case basis, this may be reduced by the mutual consent of the teacher and his/her principal.

The expected arrival time for High School staff will be 7:50 a.m.

3. Parent/Teacher Conferencing K-6

a. There will be one Parent Conference day as one of the 186 contracted work days for grades K-6. Parent conferences under this application must occur within three weeks prior to the scheduled Parent Conference Workday, unless prior authorization is secured from

site administrator. If the employee completes all parent conferences before the Parent Conference Workday, they may take that day off.

b. The teacher shall strive to confer with all parents in respect to whom the teacher is assigned responsibility. The content, structure, and timing of the conferences shall be determined at each school site.

c. No parent shall be scheduled during the lunch break without voluntary consent of the teacher.

d. Any conference in excess of 15 shall be paid at a rate of \$10.00 per conference, and;

e. For purposes of this application, only one parent conference is allowed per student, unless prior authorization is secured from site administrator.

### ***PROPOSED LANGUAGE***

#### **1. Work Day**

Teachers are required to be present at their respective assignment area for admission of pupils before the time prescribed for commencing of school. Teachers shall remain at the school long enough to ensure a professional and adequate performance in the discharge of duties. Such time shall not be less than thirty minutes after the close of the regular school day. On a case by case basis, this may be reduced by the mutual consent of the teacher and his/her principal.

The expected arrival time for all certificated staff will be 7:50 a.m.

#### **3. Parent/Teacher Conferencing**

a. There will be one Parent Conference day as one of the 186 contracted work days for grades K-6. Parent conferences under this application must occur within three weeks prior to the scheduled Parent Conference workday, unless prior authorization is secured from site administrator. If the employee completes all parent conferences before the Parent Conference Workday, they may take that day off.

a.1. For teachers in grades 7-12, the scheduled Parent Conference day may be taken as a day off if:

i) The teacher has collaborated with at least one other teacher on a project focused on improvement of the curriculum, assessment system, or instructional plans.

ii) The project meetings occur at a time outside of normal instructional hours.

iii) The project is planned in advance and approved by the site principal's by September 1<sup>st</sup>.

iv) The teachers involved maintain a log of the date, time and location of project meetings, and submit the log with their completed project.

v) The completed project must have the principal's signature attesting that the product meets the plan's expectations.

vi) The completed project is submitted for principal approval at least one week prior to the planned Parent Conference Workday.

b. The teacher shall strive to confer with all parents in respect to whom the teacher is assigned responsibility. The content, structure, and timing of the conferences shall be determined at each school site.

c. No parent shall be scheduled during the lunch break without voluntary consent of the teacher.

- d. Any conference in excess of 15 shall be paid at a rate of \$10.00 per conference, and;
- e. For purposes of this application, only one parent conference is allowed per student, unless prior authorization is secured from site administrator.
- f. Parent Conferences must be completed before the scheduled Parent Conference work day. If the parents do not show for two scheduled conferences, the teacher will discuss the situation with the principal and determine the best course of action.
- g. Teachers may conduct conferences during the professional day; during prep periods, before school or after school. Teachers may delay conference, with approval, to facilitate inclusion of student assessment data, and this must occur within one week of the end of the trimester.

**Item 4.**  
**ARTICLE X**  
**SALARIES**

Current Language:

5. Compensatory Time Off

Teachers may receive compensatory time or compensation for providing substitute service during their preparation period or for supervising an additional group of students during their scheduled instructional time, based on the following guidelines:

- a. Teachers can accumulate an unlimited amount of compensatory (comp) time during the school year;
- b. With advanced notice and approval, teachers may use a maximum of two (2) comp days per school year;
- c. Teachers may carry over a maximum of two (2) documented comp days to the next school year;
- d. Any unused comp time, above the two-day maximum, will be paid off at the applicable hourly rate (Class 1, Step 1, divided by 186 days, divided by 6 hours) on June 30th of each year;
- e. Teachers may submit time earned for payment at any time during the year, based on procedure for submitting extra time;
- f. Comp time is earned by serving during a preparation period in grades 7-12 and by prorated increments of 1/6 of a day at grades K-6;
- g. At grades K-6, comp time is earned by a teacher supervising 50% of another class for all or a prorated portion of the day, multiplied by 50% of the applicable hourly rate or comp time formula; Note: K teachers will not be asked to sub of a session opposite their assignment.
- h. At grades 7-12, teachers that supervise an additional class during their regular period of instruction will be compensated for one period of substitute coverage.

***PROPOSED LANGUAGE***

5. Compensation for Providing Substitute Service during Prep Period or Supervising Additional group of Students During Instructional Time

Teachers may receive compensation for providing substitute service during their preparation period or for supervising an additional group of students during their scheduled instructional time, based on the following guidelines:

- a. Teachers can accumulate an unlimited amount of compensatory (comp) time during the school year;
- b. With advanced notice and approval, teachers may use a maximum of two (2) comp days per school year;
- c. Teachers may carry over a maximum of two (2) documented comp days to the next school year;
- d. Teachers will be paid at the applicable hourly rate set by dividing the teacher's current salary (Class and Step) by the total contract days and divided by 6 hours.
  - e. Teachers will be paid one hour for any class period that is less than one hour.
- f. At grades K-6, compensation is earned by a teacher supervising a portion of another class for all or a prorated portion of the day, multiplied by 50% of the applicable hourly rate. For example, a teacher supervises 50% of another class for 3 hours would earn 1.5 hours of pay. A teacher supervising 25% of another class for 3 hours would earn .75 hours of pay.
- g. Teachers should decide at the time they perform this service if they wish to be paid or use the time as comp time. If they wish to be paid, they must turn in a timesheet to the district office at the end of the month of the date of service. No late payments will be processed.

**Item 5.**  
**ARTICLE XIV**  
**LEAVES**

Current Language:

8. Sick Leave Allowed for Personal Necessity

e. The changes approved in May 2014 are in effect for one school year only. Near the end of the 2014-15 school year the negotiations team will review the data, and make recommendation to the Board to continue this practice.

10. Bereavement Leave

Each teacher is entitled to a leave of absence not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his/her immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from any accumulated leave. "Member of the immediate family," as used in this paragraph, means the mother, father, grandmother, grandfather, aunt, uncle, or any grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, step-parent or step-child, foster parent or foster child, or any relative or registered domestic partner living in the immediate household of the employee

**PROPOSED LANGUAGE**

8. Sick Leave Allowed for Personal Necessity

e. The changes approved in May 2014 were in effect for one school year only. The data has been reviewed as of March 2015 the recommendation to the Board is to continue this practice indefinitely.

#### 10. Bereavement Leave

Each teacher is entitled to a leave of absence not to exceed three days, or five days if travel in excess of 300 miles is required, on account of the death of any member of his/her immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from any accumulated leave. "Member of the immediate family," as used in this paragraph, means the employee's or of the employee's spouse's: mother, father, brother, sister, grandmother, grandfather, aunt, uncle, or any grandchild, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, step-parent or step-child, foster parent or foster child, or any relative or registered domestic partner living in the immediate household of the employee.

### **Item 6.**

#### **ARTICLE XV CLASS SIZE**

##### Current Language

###### 1. Statement of Class Size

Class size shall be consistent with requirements for eligible programs for which the District actually receives State funding for class size reduction.

###### 2. Consultation

The Principal shall consult with staff within ten (10) teaching days of his/her finding that the average levels, as noted above, have been exceeded. All reasonable effort to adjust sizes to acceptable levels shall be made within the next ten days. (Traditional large-group instruction or experimental classes shall not be subject to these limitations.)

##### *Proposed Language*

###### 1. Statement of Class Size

Class size shall be consistent with requirements for eligible programs for which the District actually receives State funding for class size reduction.

###### 2. Consultation

The Principal shall consult with staff within ten (10) teaching days of his/her finding that the average levels, as noted above, have been exceeded. All reasonable effort to adjust sizes to acceptable levels shall be made within the next ten days. (Traditional large-group instruction or experimental classes shall not be subject to these limitations.)

3. The approved ratio for students per Home School Teacher is 30/1.

**No Contract Language: (Necessary for documentation.)**

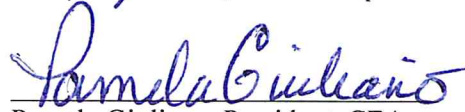
a) The approved calendars for the 15/16 and 16/17 school years are attached Excel file: *Draft School Calendars for 2015-2017.*

The tentative agreement is approved by the parties bargaining representatives and is subject to ratification by the bargaining unit members and the CUSD Board of Trustees.

Date: 3/12/15

  
Dwayne Newman, District Superintendent

Date: 3/12/15

  
Pamela Giuliano, President, CEA

## Appendix A

# Table 1.0

	BA15 CLASS I		BA30 CLASS II		BA45 CLASS III		BA60 CLASS IV		BA80 CLASS V	
	Salary	% Step	Salary	% Step	Salary	% Step	Salary	% Step	Salary	% Step
STEP 1	46,280		47,640		47,981		48,320		48,660	
STEP 2	47,640	2.94%	47,981	0.72%	48,320	0.71%	48,660	0.70%	50,167	3.10%
STEP 3	47,981	0.72%	48,320	0.71%	48,660	0.70%	50,167	3.10%	51,723	3.10%
STEP 4	48,320	0.71%	48,660	0.70%	50,167	3.10%	51,723	3.10%	53,328	3.10%
STEP 5	48,660	0.70%	50,167	3.10%	51,723	3.10%	53,328	3.10%	54,980	3.10%
STEP 6	50,167	3.10%	51,723	3.10%	53,328	3.10%	54,980	3.10%	56,684	3.10%
STEP 7	51,723	3.10%	53,328	3.10%	54,980	3.10%	56,684	3.10%	58,443	3.10%
STEP 8			54,980	3.10%	56,684	3.10%	58,443	3.10%	60,254	3.10%
STEP 9			56,684	3.10%	58,443	3.10%	60,254	3.10%	62,123	3.10%
STEP 10					60,254	3.10%	62,123	3.10%	64,048	3.10%
STEP 11					62,123	3.10%	64,048	3.10%	66,032	3.10%
STEP 12							66,032	3.10%	68,080	3.10%
STEP 13							68,080	3.10%	70,190	3.10%
STEP 14							68,080	0.00%	70,190	0.00%
STEP 15							68,080	0.00%	70,190	0.00%
STEP 16							72,369	6.30%	74,612	6.30%
STEP 17							72,369	0.00%	74,612	0.00%
STEP 18							72,369	0.00%	74,612	0.00%
STEP 19							76,928	6.30%	79,313	6.30%
STEP 20							76,928	0.00%	79,313	0.00%
STEP 21							76,928	0.00%	79,313	0.00%
STEP 22							81,775	6.30%	84,540	6.30%



**COLUSA UNIFIED SCHOOL DISTRICT**

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

**14-15 SUPERINTENDENT SALARY SCHEDULE**

<b>Year 1</b>	\$	132,500	
<b>Year 2</b>	\$	132,500	
<b>Year 3</b>	\$	132,500	224 Days
<b>Year 4</b>	\$	136,475	Health Benefit Cap \$876.98/month

Master's Degree - \$800 Doctorate Degree - \$1,000

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
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**14-15 ADMINISTRATIVE SALARY SCHEDULE**

VP 5 addl days effective 7/1/14, Adopted 10/21/2014

7% Effective 7/1/14, Adopted 3/17/15

STEPS	PRIMARY SCHOOL	MIDDLE SCHOOL		HIGH SCHOOL		9-12	K-8
	PRINCIPAL	PRINCIPAL	VICE-PRINCIPAL	PRINCIPAL Incl Home School*	VICE-PRINCIPAL	COUNSELOR	COUNSELOR
1	\$ 86,568	\$ 91,341	\$ 75,411	\$ 100,161	\$ 80,637	\$ 73,707	\$ 68,415
2	\$ 89,122	\$ 94,035	\$ 77,636	\$ 103,115	\$ 83,016	\$ 75,881	\$ 70,433
3	\$ 91,751	\$ 96,809	\$ 79,926	\$ 106,157	\$ 85,465	\$ 78,120	\$ 72,511
4	\$ 94,458	\$ 99,665	\$ 82,284	\$ 109,289	\$ 87,986	\$ 80,424	\$ 74,650
5	\$ 97,244	\$ 102,605	\$ 84,712	\$ 112,513	\$ 90,582	\$ 82,797	\$ 76,852
7	\$ 101,066	\$ 106,637	\$ 88,041	\$ 116,935	\$ 94,142	\$ 86,051	\$ 79,872
10	\$ 106,018	\$ 111,863	\$ 92,355	\$ 122,664	\$ 98,755	\$ 90,267	\$ 83,786
13	\$ 111,213	\$ 117,344	\$ 96,880	\$ 128,675	\$ 103,594	\$ 94,690	\$ 87,892
16	\$ 116,663	\$ 123,094	\$ 101,627	\$ 134,980	\$ 108,670	\$ 99,330	\$ 92,198
19	\$ 122,379	\$ 129,125	\$ 106,607	\$ 141,594	\$ 113,995	\$ 104,197	\$ 96,716
TOTAL DAYS	210	215	200	220	200	195	195

Master's Degree = \$800     Doctorate Degree = \$1,000

Health Benefit Cap \$876.98/monthly

\*\$2000 Added to High School Principal Step 1 for Home School Principal Responsibilities

Colusa Unified School District  
745 Tenth Street, Colusa, CA 95932  
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## 14-15 Certificated Salary Schedule

7% Total Package Effective 7/1/14, Adopted 3/17/15

STEP 186 Days	CLASS I BA +15	CLASS II BA +30	CLASS III BA +45 or MA	CLASS IV BA +60 or MA +15	CLASS V BA +80 or MA +30
STEP 1	46,280	47,640	47,981	48,320	48,660
STEP 2	47,640	47,981	48,320	48,660	50,167
STEP 3	47,981	48,320	48,660	50,167	51,723
STEP 4	48,320	48,660	50,167	51,723	53,328
STEP 5	48,660	50,167	51,723	53,328	54,980
STEP 6	50,167	51,723	53,328	54,980	56,684
STEP 7	51,723	53,328	54,980	56,684	58,443
STEP 8		54,980	56,684	58,443	60,254
STEP 9		56,684	58,443	60,254	62,123
STEP 10			60,254	62,123	64,048
STEP 11			62,123	64,048	66,032
STEP 12				66,032	68,080
STEP 13				68,080	70,190
STEP 16				72,369	74,612
STEP 19				76,928	79,313
STEP 22				81,775	84,540

1. \$200 Language Development Certificate - Stipend is paid to any teacher possessing the certificate regardless of class assignment
2. \$2000 Bilingual Credential
3. \$800 Masters Degree, \$1000 for Doctorate Degree paid cumulatively

Note: Language Development Certificate and Bilingual credential are not paid cumulatively

### SALARY RELATED BENEFITS

**Credit for Experience:** A maximum of 15 years of teaching experience shall be granted for salary placement of a new employee on a one for one year of allowable service credit.

**Health Care: Plan Year is 10-1-16 to 9-30-15**

Employee and dependent health insurance, dental, vision plan. Employee can choose from 6 medical plans. Premiums range from \$10.91/month added to your check to paying \$975.49 monthly (10 month pay)

**Dental Care:** (Employee and Dependents) Full dental coverage through the Delta Dental Plan is provided. 70% coverage first year and 100% after 3 years.

**Vision Care:** (Employee and Dependents) The insurance covers eye care for employees and dependents. The plan provides for examinations and for the purchase of glasses, if needed.

**Salary Protection:** A salary protection insurance plan is provided for employees. The carrier is CTA approved.

**Extra Duty Schedule:** Colusa provides a comprehensive extra duty schedule. In addition to athletics, yearbook, student activities, etc., the schedule pays for positions at the elementary level such as grade level coordinators and special chairmanships designed by staff.

**Nurse work year:** 206 days (186 contract plus 20 days)

**Ag Teacher work year:** 186 contract days plus 20% summer work

**Professional Hourly Rate: \$41.47**

# Colusa Unified School District

## 14-15 Extra Duty Salary Schedule

7% Effective 7/1/14, Adopted 3/17/15

<b>Colusa High School</b>	<b>Stipend</b>
ATHLETIC DIRECTOR (2 RELEASE PERIODS) OR	2,042
ATHLETIC DIRECTOR (1 RELEASE PERIODS)	4,537
Athletic Director plus 2 days before school at their daily rate	
FOOTBALL VARSITY HEAD	3,143
FOOTBALL VARSITY ASST.	2,471
FOOTBALL VARSITY ASST.	2,471
FOOTBALL JV HEAD	2,471
FOOTBALL JV ASST.	2,023
FOOTBALL JV ASST.	2,023
SOCCER BOYS	2,697
SOCCER GIRLS	2,697
BASKETBALL BOYS VARSITY HEAD	2,923
BASKETBALL BOYS JV HEAD	2,245
BASKETBALL GIRLS VARSITY HEAD	2,923
BASKETBALL GIRLS HEAD	2,245
TRACK VARSITY HEAD	2,923
TRACK VARSITY ASST.	2,245
BASEBALL VARSITY HEAD	2,923
BASEBALL JV HEAD	2,245
SOFTBALL VARSITY HEAD	2,923
SOFTBALL JV HEAD	2,245
TENNIS BOYS	2,697
TENNIS GIRLS	2,697
CROSS COUNTRY TRACK	2,697
GOLF	2,697
VOLLEYBALL VARSITY HEAD	2,923
VOLLEYBALL JV HEAD	2,245
WRESTLING COACH	2,471
CHEERLEADER ADVISOR FOOTBALL	4,047
YEARBOOK	1,797
CLUSTER LEADER <small>SCHOOL HAS DESCRETION OF USING FUNDING 1 POSITION</small>	1,431
ACTIVITY DIRECTOR (1 RELEASE PERIOD)	1,837
MUSIC DIRECTOR	2,020
DRAMA DIRECTOR	1,122
FBLA DIRECTOR	2,020
LEAD 12th GRADE ADVISOR	716
ESA Stipend	2,408

<b>Egling Middle School</b>	<b>Stipend</b>
INTRAMURAL GIRLS BASKETBALL 7/8	537
INTRAMURAL BOYS BASKETBALL 7TH	537
INTRAMURAL BOYS BASKETBALL 8TH	537
INTERSCHOLASTIC BOYS BASKETBALL 7TH	1,636
INTERSCHOLASTIC BOYS BASKETBALL 8TH	1,636
INTERSCHOLASTIC GIRLS BASKETBALL 7TH	1,636
INTERSCHOLASTIC GIRLS BASKETBALL 8TH	1,636
INTERSCHOLASTIC BOYS FOOTBALL 7TH	1,636
INTERSCHOLASTIC BOYS FOOTBALL 8TH	1,636
INTERSCHOLASTIC GIRLS SOCCER 7/8TH	1,636
INTERSCHOLASTIC BOYS SOCCER 7/8TH	1,636
INTERSCHOLASTIC VOLLEYBALL 7TH	1,636
INTERSCHOLASTIC VOLLEYBALL 8TH	1,636
ATHLETIC DIRECTOR	1,636
ACTIVITY DIRECTOR	1,636
YEARBOOK ADVISOR	1,224
MUSIC DIRECTOR	1,836
CLUSTER LEADER <small>SCHOOL HAS DESCRETION OF USING FUNDING 1 POSITION</small>	1,431
GATE COORDINATOR Site Funded	1,188
SHADY CREEK ADVISOR can be divided by multiple staff	1,202
SHADY CREEK TEACHERS each attending teacher	667

<b>Burchfield Primary School</b>	<b>Stipend</b>
CLUSTER LEADER <small>SCHOOL HAS DESCRETION OF USING FUNDING 1 POSITION</small>	1,431
MUSIC COORDINATOR	816

<b>Districtwide</b>	<b>Stipend</b>
BTSA SUPPORT PROVIDERS *	2,000
BTSA Stipend does not increase without separate Board Action	

**NEGOTIATED AGREEMENT BY AND BETWEEN  
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION  
COLUSA RIVER BENDERS CHAPTER NO. 574  
AND THE COLUSA UNIFIED SCHOOL DISTRICT**

The Colusa Unified School District (CUSD) and California School Employee's Association Colusa River Benders Chapter No. 574 (CSEA) have tentatively agreed to settle collective bargaining issues for the 2014 – 2015 school year per the following:

**Item 1.**

Salary schedules will be improved by 7% retroactive to 1 July 2014.

**Item 2.**

Discussion of all other matters sunshined for this school year will be continued in the 2015/2016 negotiations.

*This tentative agreement is approved by the parties bargaining representatives and is subject to ratification by the bargaining unit members and the CUSD Board of Trustees.*

Dated: 3 / 12 / 2015

COLUSA UNIFIED SCHOOL DISTRICT By: \_\_\_\_\_

  
Dwayne Newman, Superintendent


Dated: 3 / 16 / 2015

CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION  
COLUSA RIVER BENDERS CHAPTER NO. 574

By: \_\_\_\_\_

Gay Seaver  
Association Co-President

By: \_\_\_\_\_

  
Rosemary Hicks  
Association Co-President

Unit Membership Approval Date: 3 / 16 / 2015

Board of Trustee Approval Date: 3 / 17 / 2015

# COLUSA UNIFIED SCHOOL DISTRICT

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

7% Effective 7/1/14, Adopted 3/17/15

## 14-15 CLASSIFIED SALARY SCHEDULE

	STEPS					LONGEVITY STEPS				
YEAR	1	2	3	4	5	11	14	17	20	23
CLASS	A	B	C	D	E	F	G	H	I	J
YD	9.30	9.76	10.25	10.76	11.30	11.87	12.46	13.08	13.74	14.42
I	11.52	12.10	12.71	13.34	14.01	14.71	15.44	16.22	17.03	17.88
II	12.10	12.71	13.34	14.01	14.71	15.44	16.22	17.03	17.88	18.77
III	12.71	13.34	14.01	14.71	15.44	16.22	17.03	17.88	18.77	19.71
IV	13.34	14.01	14.71	15.44	16.22	17.03	17.88	18.77	19.71	20.70
V	14.01	14.71	15.44	16.22	17.03	17.88	18.77	19.71	20.70	21.73
VI	14.71	15.44	16.22	17.03	17.88	18.77	19.71	20.70	21.73	22.82
VII	15.44	16.22	17.03	17.88	18.77	19.71	20.70	21.73	22.82	23.96
VIII	16.22	17.03	17.88	18.77	19.71	20.70	21.73	22.82	23.96	25.16
IX	17.03	17.88	18.77	19.71	20.70	21.73	22.82	23.96	25.16	26.41

**Longevity Steps:**

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

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

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

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

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

Step J Upon Completion of 22 years, commencing with year 23

Annual Salary for 12 month employees 261.25 days

Health Insurance Monthly Cap                      \$            850.96

- Class YD        Yard Duty
- Class I         Cafeteria Assistant I, ParaEducator
- Class II        Cafeteria Assistant II
- Class III       Bilingual ParaEducator, Library Clerk
- Class IV        Attendance Clerk/Office Assistant
- Class V         Custodian, Bilingual Liaison, Career Center Technician, Cafeteria Cook
- Class VI        Bus Driver
- Class VII       Utility Worker/Bus Driver, Administrative Assistant, Head Custodian
- Class VIII      Maintenance Technician/Bus Driver
- Class IX        Account Data Clerk, Computer Technician

**Colusa Unified School District**

745 10th Street  
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**14-15 Confidential/ASES Coordinator Salary Schedule**

7% Effective 7/1/014, Adopted 3/17/15

<b>Executive Administrative Assistant</b>		
<b>Payroll/Personnel Technician</b>		
<b>Year</b>	<b>Annual</b>	<b>Hourly</b>
1	\$41,483	\$19.85
2	\$43,558	\$20.84
3	\$45,735	\$21.88
4	\$48,022	\$22.98
5	\$50,423	\$24.13
6	\$52,944	\$25.33
7	\$55,592	\$26.60
11	\$58,371	\$27.93
14	\$61,290	\$29.33
17	\$64,354	\$30.79
20	\$67,572	\$32.33

Work Days 261.25

Annual Based upon 8 hours/day

<b>After School Education Coordinator</b>		
<b>Year</b>	<b>Annual</b>	<b>Hourly</b>
1	\$21,030	\$19.25
2	\$22,081	\$20.21
3	\$23,185	\$21.22
4	\$24,345	\$22.28
5	\$25,562	\$23.40
6	\$26,840	\$24.57
7	\$28,182	\$25.80
11	\$29,591	\$27.09
14	\$31,071	\$28.44
17	\$32,624	\$29.86
20	\$34,255	\$31.36

Work Days 190

Annual Based upon 5.75 hours/day

Health Benefit Cap \$876.98

**Colusa Unified School District**

745 10th Street  
Colusa, CA 95932  
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**14-15 Classified Management Salary Schedule**

7% Effective 7/1/014, Adopted 3/17/15

<b>Chief Business Official</b>		
Step	Annual	Hourly
1	\$79,777	\$38.17
2	\$83,766	\$40.08
3	\$87,954	\$42.08
4	\$92,352	\$44.19
5	\$96,970	\$46.40
6	\$101,818	\$48.72
7	\$106,909	\$51.15

<b>Director of Maintenance, Operations &amp; Transportation</b>		
<b>Director of Food Service</b>		
<b>Director of Technology</b>		
Step	Annual	Hourly
1	\$56,202	\$26.89
2	\$59,012	\$28.24
3	\$61,962	\$29.65
4	\$65,061	\$31.13
5	\$68,314	\$32.69
6	\$71,729	\$34.32
7	\$75,316	\$36.04

12 Month employees exempt from Overtime

Annual Salary is based upon 2090 hours per year

Employees on this schedule receive 20 days vacation annually

Health Benefit Cap \$876.98