

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

December 16, 2014

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

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

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

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

6:00 P.M. OPEN SESSION

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

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

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

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

- E. Reports:

- 1. Student's Report
- 2. Recognitions & Celebrations
- 3. President's Report
 - a. Board of Trustee Time – *this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting*
- 4. Superintendent's Report
 - a. Improving Achievement (*standing item*)
 - 1. LCAP Needs Assessment Process

- b. Management (*standing item*)
 - 1. Modernization Projects Update
 - a. RFQ for Owner's Rep
 - b. Applications for Project Manager
 - 2. SELPA Update
 - a. Purchase of SELPA Modularity
 - 3. Emergency Response Plan Updates
 - 4. Crosswalk Safety Update
 - c. Budget (*standing item*)
 - 1. Enrollment
- 5. Principal's Report (*standing item*) – Barbara Hankins
- F. CSEA (California School Employees Assn.) Representative's Report
- G. CEA (Colusa Educators Association) Representative's Report
- H. Information/Discussion/Possible Action Items
 - 1. Reorganization of the Board
 - 2. Resolution #2014-15.05 – School Bond Election Results
 - 3. Citizen's Oversight Committee – Possible Appointment of Members
 - 4. Consider approval of Board Policies and Administrative Regulations:
 - a. Second Reading and possible adoption of BP 1312.3-Uniform Complaint Procedures
 - b. Second Reading and possible adoption of AR 1312.3-Uniform Complaint Procedures
 - c. Second Reading and possible adoption of BP 5131.2-Bullying
 - d. Second Reading and possible adoption of BP 5145.3-Nondiscrimination/Harassment
 - e. Second Reading and possible adoption of AR 5145.3-Nondiscrimination/Harassment
 - f. Second Reading and possible adoption of BP 5145.7-Sexual Harassment
 - g. Second Reading and possible adoption of AR 5145.7-Sexual Harassment
- I. Motion to Approve Items on the Consent Action Agenda
 - 1. Consider Approval of Consent Agenda: Regular and Customary Business Items:
 - a. Minutes of November 18, 2014 Regular Board Meeting
 - b. November Payroll
 - c. Personnel Assignment Order #2014-2015 #5
 - d. Warrants: Batch #20-22
 - e. Approve Surplus Equipment
- 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
 - 2. Personnel Matters:
 - a. Public Employment
 - 1. New Hires 2014/2015

- b. Public Employee Discipline/Dismissal/Release/Resignations
- c. Principal's Update to the Board on Probationary Teaching Staff

3. Negotiations:

- a. Instructions to District Negotiators (*Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives.*)

L. Reconvene to Open Session

- 1. Information/Discussion/Possible Action Items

M. Adjournment of the Meeting

PORTABLE FACILITIES LEASING

10/30/14

Colusa County Office of Education

Debra Hinely dhinely@ccoe.net

Debra,

Below is the buyout cost for the 6 -24x40 currently under lease for the Special Ed Program. Please let me know if you need any further information.

<u>Location</u>	<u>Serial #</u>	<u>Buy Out Cost</u>
Williams Middle School	07112	\$15,000
Williams District Office	04107.1	12,000
Williams District Office	04107.2	15,000
Pierce High School	0775.1	15,000
Pierce High School	0775.2	15,000
George Egling Middle	0775.3	15,000

(Purchase of Classrooms is as is where is)

Sherrie Edgar
916 870-6028 (cell)

**COLUSA UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
OFFICERS**

<u>YEAR</u>	<u>PRESIDENT</u>	<u>CLERK</u>
12/2000	Dave Nelson	Don Bransford
12/2001	Don Bransford	Cindy Steidlmayer
12/2002	Cindy Steidlmayer	Donna Krause
12/2003	Donna Krause	Terry Bressler
12/2004	Terry Bressler	Cindy Steidlmayer
12/2005	Dave Nelson	Don Bransford
12/2006	Don Bransford	Cindy Steidlmayer
12/2007	Cindy Steidlmayer	Donna Krause
12/2008	Terry Bressler	Charles Yerxa
12/2009	Charles Yerxa	Don Bransford
12/2010	Don Bransford	Lincoln Forry
12/2011	Lincoln Forry	Cindy Steidlmayer
12/2012	Terry Bressler	Charles Yerxa
12/2013	Charles Yerxa	Don Bransford

BOARD MEMBERS ON DISTRICT COMMITTEES

January 15, 2014

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

January 20, 2015

CRAF

Friends of Music

Friends of Ag.

Grounds

SELPA

RESOLUTION NO. 2014-15.05

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
COLUSA UNIFIED SCHOOL DISTRICT
DECLARING THE RESULTS OF THE SCHOOL BOND ELECTION
HELD NOVEMBER 4, 2014**

WHEREAS, a general obligation school bond election (the "Election") was held in the boundaries of the Colusa Unified School District (the "District"), Colusa County, State of California, on November 4, 2014, called under the authority of the District's Resolution No. 2013-14.15 along with an order calling the Election which was duly approved, passed, and adopted by the District's Board of Trustees (the "Board") on June 17, 2014, and reconfirmed at a meeting of the Board held on July 8, 2014;

WHEREAS, at the Election there was submitted to the electors of the District the measure of incurring a general obligation bonded indebtedness by the District as hereinafter set forth;

WHEREAS, the Registrar of Voters of Colusa County (the "Registrar") has now duly canvassed the returns of the Election, as required by law and the Board's resolution; the Registrar has also filed with this Board a statement of all votes cast at the Election showing the whole number of votes cast in the District and the whole number of votes cast for and against the measure in the District, in each of the respective consolidated Election precincts therein, and by vote by mail voters; and

WHEREAS, the Registrar has also filed, attached to the statement, a certificate as to the correctness of the statement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Colusa Unified School District, as follows:

Section 1. Confirmation of Canvass. The canvass by the Registrar, as shown by the statement of all votes cast, the certificate of election results, and additional election result information provided by the Registrar, in the form attached hereto as Exhibit A, is hereby ratified, confirmed, approved and entered upon the minutes of this meeting of the District's Board.

Section 2. Bond Measure. At the Election, the following measure for incurring bonded indebtedness was submitted to the electors of the District:

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
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\$5,900,000 in bonds at legal rates, using independent citizen oversight, no money for administrators, all funds benefitting local schools?

Section 3. Votes Cast. The total number of votes cast in the District at the Election and the total number of votes given in each precinct, including votes cast by vote by mail voters of the District, for and against the measure, is shown on Exhibit A attached hereto.

Section 4. Votes Cast By Vote By Mail Ballots. All votes cast by vote by mail ballots have been duly received and canvassed in the time, form, and manner as required by law.

Section 5. Measure Passed. At least fifty-five percent (55%) of all the votes cast at the Election on the measure were in favor of the measure, and the measure passed.

Section 6. Certification of Proceedings. This Board hereby authorizes the Superintendent, for and in the name of this Board, to certify all proceedings had in the premises to the Board of Supervisors of Colusa County, in accordance with Section 15274 of the California Education Code.

Section 7. Report of Election. This Board hereby authorizes the Superintendent, for and in the name of this Board, to prepare and deliver the report concerning the Election that is required by Section 15111 of the California Education Code.

APPROVED, PASSED, AND ADOPTED on _____, 2014 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

EXHIBIT A

County of Colusa

**Certificate of Elections Official
and
Official Canvass and Statement of Votes**

**Gubernatorial General Election
November 4, 2014**

[See attached]

COUNTY OF COLUSA
CERTIFICATE OF ELECTION RESULTS

General Election
November 4, 2014

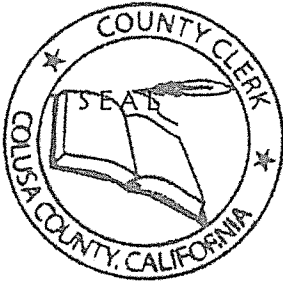
STATE OF CALIFORNIA
COUNTY OF COLUSA

COLUSA UNIFIED SCHOOL DISTRICT

I, Kathleen Moran, County Clerk of the County of Colusa, do hereby certify that pursuant to the provisions of Section 15301 and 15302 of the Elections Code, I did canvass the returns of the votes cast in the General Election held in the County of Colusa on November 4, 2014.

I certify that I have verified the results of said canvass, and that the total number of votes cast for each candidate and measure shown in detail on the following pages are true and correct.

In witness whereof, I have hereunto set my hand and seal this 20th day of November, 2014.



Kathleen Moran
Kathleen Moran, Colusa County Clerk

NAME HEADING CANVASS

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

CERTIFIED/FINAL 11/18/14

RUN DATE:11/20/14 11:29 AM

REPORT-EL111 PAGE 0001

COLUSA UNIFIED SCHOOL BOARD

Vote for not more than 2

	J " S					
	A J A		K A W			
	C A N		A N H	W		
	Q C C	C Y	T N I	R		
	U K H	H E	H T	I		
	E I E	A R	I E	T	O V	U V
	L E Z	R X	E S	E	V O	N O
	I "	L A	E	-	E T	D T
	N	E	L	I	R E	E E
	E	S	L	N	S	R S
	(NON)	(NON)	(NON)	(NON)		
	-----	-----	-----	-----	-----	-----
CANDIDATE TOTALS	587	976	894	11	2	1019
CANDIDATE PERCENT	23.78	39.54	36.22	.44		

MEASURE A

Vote for not more than 1

	B					
	O	B				
	N	O				
	D	N				
	S	D	O V	U V		
	-	S	V O	N O		
	Y	-	E T	D T		
	E	N	R E	E E		
	S	O	S	R S		
	(NON)	(NON)				
	-----	-----	-----	-----		
CANDIDATE TOTALS	1049	614		77		
CANDIDATE PERCENT	63.07	36.92				

SUMMARY REPORT

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

REPORT-EL45

PAGE 001

RUN DATE:11/20/14 11:32 AM

VOTES PERCENT

COLUSA UNIFIED SCHOOL BOARD

Vote for not more than 2

(WITH 6 OF 6 PRECINCTS COUNTED)

CHARLES YERXA	976	39.55
KATHIE ANN WHITESELL.	894	36.22
JACQUELINE "JACKIE" SANCHEZ	587	23.78
WRITE-IN.	11	.45
Total	2,468	
Over Votes	2	
Under Votes	1,019	

MEASURE A

Vote for not more than 1

(WITH 6 OF 6 PRECINCTS COUNTED)

BONDS-YES	1,049	63.08
BONDS-NO.	614	36.92
Total	1,663	
Over Votes	0	
Under Votes	77	

Registered voters

SUMMARY REPT-GROUP DETAIL

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

FINAL OFFICIAL

RUN DATE:12/08/14 09:36 AM

REPORT-EL45A PAGE 001

	TOTAL VOTES	%	ELECTION DAY	MAIL PRECINCT	VOTE BY MAIL	
PRECINCTS COUNTED (OF 6)	6	100.00				
→ REGISTERED VOTERS <u>TOTAL</u>	<u>3,096</u>					
BALLOTS CAST - TOTAL	1,864		875	0	989	
BALLOTS CAST - CARD A	1,746		757	0	989	
BALLOTS CAST - CARD B	1,741		757	0	984	
VOTER TURNOUT - TOTAL		60.21				
MEASURE A						
Vote for not more than 1						
BONDS-YES	1,049	63.08	471	0	578	
BONDS-NO.	614	36.92	258	0	356	
Over Votes	0		0	0	0	
Under Votes	77		27	0	50	

VOTE BY
MAIL

polling
place

* There are no mailed ballot
precincts in the CVSD, only
polling place precincts.

CITY OF WILLIAMS COUNCIL MEMBER						PROPOSITION 1		PROPOSITION 2		PROPOSITION 45		PROPOSITION 46		PROPOSITION 47		PROPOSITION 48		MEASURE A	
A	S	P	S		P													B	B
L	E	L	A		T													O	O
R	A	A	N	C	R													N	N
F	R	E	K	H	I													D	D
E	S	U	-	E	C													S	S
D	J	R			A													-	-
					R													Y	Y
					G													E	E
					O													S	N
					S														O
105	Arbuckle-College						286	121	270	149	116	305	114	312	169	245	107	306	
106	Arbuckle B						250	124	260	135	117	278	121	279	178	218	90	298	
X	202 Wescott						80	43	81	40	33	92	49	79	60	63	40	83	89
	203 Grimes						57	26	53	32	23	64	21	66	33	51	23	60	40
	213 Vista A						222	105	212	122	91	249	115	231	152	188	99	244	219
X	214 Vista B						231	96	228	104	96	233	96	240	114	215	87	242	138
	301 Geneva						163	66	168	64	53	182	60	173	93	134	45	191	
	323 Williams	135	101	139	133	110	154	75	154	83	82	152	102	133	125	112	74	161	
	324 Valley Ranch	121	75	120	125	91	130	79	108	106	75	139	91	125	119	95	77	133	
	401 Maxwell						311	106	285	141	101	326	144	292	161	265	119	316	
	405 Stonyford						36	36	36	40	17	62	26	54	39	40	30	49	
	406 Lodoga						50	39	52	36	17	72	27	62	56	32	35	54	
	407 Venado						27	15	27	15	18	25	16	26	26	17	9	32	
	427 Cortina	65	41	82	64	44	55	56	62	49	46	63	49	63	60	50	34	79	
	500 Newland						195	84	182	102	65	225	70	224	114	172	76	214	186
X	505 Princeton						63	42	69	40	24	84	31	77	44	60	39	68	
X	512 Colusa A						141	81	144	89	67	174	103	141	114	124	70	172	76
X	513 Colusa B						211	92	191	125	92	228	105	221	153	165	78	238	127
	TOTALS	321	217	341	322	245	2662	1286	2582	1472	1133	2953	1340	2798	1810	2246	1132	2940	614

TOTAL VOTES CAST AT EACH PRECINCT

NUMBERED KEY CANVASS

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

RUN DATE:12/05/14 05:15 PM

REPORT-EL52

PAGE 0001

MEASURE A

Vote for not more than 1

01 = BONDS-YES

02 = BONDS-NO

VOTES PERCENT

1,049 63.08
614 36.92

01 02

0003 202 Wescott	89	40
0005 213 Vista A	219	128
0006 214 Vista B	196	138
0015 500 Newland	186	105
0017 512 Colusa A	164	76
0018 513 Colusa B	195	127

PREC REPORT-GROUP DETAIL

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

CERTIFIED/FINAL 11/18/14

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0003-01

0003 202 Wescott

	TOTAL VOTES	%	ELECTION DAY	MAIL PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	219				
BALLOTS CAST - TOTAL.	132		66	0	66
BALLOTS CAST - CARD A	132		66	0	66
BALLOTS CAST - CARD B	132		66	0	66
VOTER TURNOUT - TOTAL		60.27			

MEASURE A

Vote for not more than 1

BONDS-YES	89	68.99	48	0	41
BONDS-NO.	40	31.01	16	0	24
Over Votes	0		0	0	0
Under Votes	3		2	0	1

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0005-01

0005 213 Vista A

	TOTAL VOTES	%	ELECTION DAY MAIL	PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	676				
BALLOTS CAST - TOTAL.	360		151	0	209
BALLOTS CAST - CARD A	360		151	0	209
BALLOTS CAST - CARD B	358		151	0	207
VOTER TURNOUT - TOTAL		53.25			

MEASURE A

Vote for not more than 1

BONDS-YES	219	63.11	88	0	131
BONDS-NO.	128	36.89	61	0	67
Over Votes	0		0	0	0
Under Votes	11		2	0	9

PREC REPORT-GROUP DETAIL

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

CERTIFIED/FINAL 11/18/14

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0006-01

0006 214 Vista B

	TOTAL VOTES	%	ELECTION DAY MAIL	PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	605				
BALLOTS CAST - TOTAL.	353		152	0	201
BALLOTS CAST - CARD A	353		152	0	201
BALLOTS CAST - CARD B	352		152	0	200
VOTER TURNOUT - TOTAL		58.35			

MEASURE A

Vote for not more than 1

BONDS-YES	196	58.68	86	0	110
BONDS-NO.	138	41.32	58	0	80
Over Votes	0		0	0	0
Under Votes	18		8	0	10

PREC REPORT-GROUP DETAIL

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

CERTIFIED/FINAL 11/18/14

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0015-01

0015 500 Newland

	TOTAL VOTES	%	ELECTION DAY MAIL	PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	526				
BALLOTS CAST - TOTAL.	307		119	0	188
BALLOTS CAST - CARD A	307		119	0	188
BALLOTS CAST - CARD B	306		119	0	187
VOTER TURNOUT - TOTAL		58.37			

MEASURE A

Vote for not more than 1

BONDS-YES	186	63.92	74	0	112
BONDS-NO.	105	36.08	38	0	67
Over Votes	0		0	0	0
Under Votes	14		6	0	8

PREC REPORT-GROUP DETAIL

COLUSA COUNTY, CALIFORNIA
GENERAL ELECTION
NOVEMBER 4, 2014

CERTIFIED/FINAL 11/18/14

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0017-01

0017 512 Colusa A

	TOTAL VOTES	%	ELECTION DAY MAIL	PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	518				
BALLOTS CAST - TOTAL.	371		236	0	135
BALLOTS CAST - CARD A	253		118	0	135
BALLOTS CAST - CARD B	253		118	0	135
VOTER TURNOUT - TOTAL		71.62			

MEASURE A

Vote for not more than 1

BONDS-YES	164	68.33	80	0	84
BONDS-NO.	76	31.67	33	0	43
Over Votes	0		0	0	0
Under Votes	13		5	0	8

RUN DATE:12/08/14 09:31 AM

REPORT-EL30A PAGE 0018-01

0018 513 Colusa B

	TOTAL VOTES	%	ELECTION DAY MAIL	PRECINCT	VOTE BY MAIL
REGISTERED VOTERS - TOTAL	552				
BALLOTS CAST - TOTAL.	341		151	0	190
BALLOTS CAST - CARD A	341		151	0	190
BALLOTS CAST - CARD B	340		151	0	189
VOTER TURNOUT - TOTAL		61.78			

MEASURE A

Vote for not more than 1

BONDS-YES	195	60.56	95	0	100
BONDS-NO.	127	39.44	52	0	75
Over Votes	0		0	0	0
Under Votes	18		4	0	14

CUSD is seeking volunteers interested in serving on the Citizen's Oversight Committee. As detailed in Education Code 15278, the functions of a citizen's oversight Committee are:

- Inform the public concerning the expenditure of bond revenues.
- Actively review and report on the proper expenditure of taxpayer's money.
- Report on District adherence to applicable laws, rules and regulations.
- Ensure that bond revenues are expended only for the purposes described in applicable sections of the California Constitution and as described in the ballot language.
- Ensure that no bond funds are expended on any teacher or administrator salary, or other school operating expenses.
- Review the annual financial audit of bond funds.
- Inspect school facilities to ensure the expenditures match the ballot language.
- Review and report on the district's efforts to reduce fees associated with hiring professional consultants; efficiency upgrades, site preparation, and reusable facility planning.

Below are the rules on who may serve on the committee. The board will decide in their December meeting how to gather volunteers and select who serves (should we have more volunteers than positions). The District is allowed to seat more than seven on the committee.

The citizens' oversight committee shall consist of at least seven members who shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. While consisting of a minimum of at least seven members, the citizens' oversight committee shall be comprised, as follows:

- (1) One member shall be active in a business organization representing the business community located within the school district.
- (2) One member shall be active in a senior citizens' organization.
- (3) One member shall be active in a bona fide taxpayers' organization.
- (4) For a school district, one member shall be the parent or guardian of a child enrolled in the school district.
- (5) For a school district, one member shall be both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

An employee or official of the school district shall not be appointed to the citizens' oversight committee.

A vendor, contractor, or consultant of the school district shall not be appointed to the citizens' oversight committee.

If you are interested in serving on the Citizen's Oversight Committee, please call Zeba Hone, Executive Administrative Assistant at (530) 458 – 7791 or email her at zhone@colusa.k12.ca.us.

Community Relations

BP 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

BP 1312.3(b)

UNIFORM COMPLAINT PROCEDURES (continued)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

BP 1312.3(c)

UNIFORM COMPLAINT PROCEDURES (continued)

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

(cf. 5131.2 - Bullying)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
7. Any other complaint as specified in a district policy

BP 1312.3(d)

UNIFORM COMPLAINT PROCEDURES (continued)

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

BP 1312.3(e)

UNIFORM COMPLAINT PROCEDURES (continued)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

BP 1312.3(f)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 *Hate crime; definition*
 422.6 *Interference with constitutional right or privilege*
CODE OF REGULATIONS, TITLE 5
 3080 *Application of section*
 4600-4687 *Uniform complaint procedures*
 4900-4965 *Nondiscrimination in elementary and secondary education programs*
UNITED STATES CODE, TITLE 20
 1221 *Application of laws*
 1232g *Family Educational Rights and Privacy Act*
 1681-1688 *Title IX of the Education Amendments of 1972*
 6301-6577 *Title I basic programs*
 6801-6871 *Title III language instruction for limited English proficient and immigrant students*
 7101-7184 *Safe and Drug-Free Schools and Communities Act*
 7201-7283g *Title V promoting informed parental choice and innovative programs*
 7301-7372 *Title V rural and low-income school programs*
 12101-12213 *Title II equal opportunity for individuals with disabilities*
UNITED STATES CODE, TITLE 29
 794 *Section 504 of Rehabilitation Act of 1973*

Legal Reference continued: (see next page)

BP 1312.3(g)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 42
 2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*
 2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*
 6101-6107 *Age Discrimination Act of 1975*
CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 *Nondiscrimination on basis of disability; complaints*
CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 *Family Educational Rights and Privacy*
 100.3 *Prohibition of discrimination on basis of race, color or national origin*
 104.7 *Designation of responsible employee for Section 504*
 106.8 *Designation of responsible employee for Title IX*
 106.9 *Notification of nondiscrimination on basis of sex*
 110.25 *Notification of nondiscrimination on the basis of age*

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Sexual Violence, April 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy
adopted:
Community Relations

CSBA MANUAL MAINTENANCE SERVICE
October 2014
AR 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

AR 1312.3(b)

UNIFORM COMPLAINT PROCEDURES (continued)

Dwayne Newman, Superintendent
(title or position)
745 10th Street
Colusa, CA 95932
(address)
530.458.7791
(telephone number)
dnewman@colusa.k12.ca.us
(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the

AR 1312.3(c)

UNIFORM COMPLAINT PROCEDURES (continued)

site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

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

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

AR 1312.3(d)

UNIFORM COMPLAINT PROCEDURES (continued)

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral

AR 1312.3(e)

UNIFORM COMPLAINT PROCEDURES (continued)

fundamental part of the district's educational program, including curricular and extracurricular activities.

- e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

AR 1312.3(f)

UNIFORM COMPLAINT PROCEDURES (continued)

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint

AR 1312.3(g)

UNIFORM COMPLAINT PROCEDURES (continued)

shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel

AR 1312.3(h)

UNIFORM COMPLAINT PROCEDURES (continued)

compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the

AR 1312.3(i)

UNIFORM COMPLAINT PROCEDURES (continued)

investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

AR 1312.3(j)

UNIFORM COMPLAINT PROCEDURES (continued)

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

AR 1312.3(k)

UNIFORM COMPLAINT PROCEDURES (continued)

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law

3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education

AR 1312.3(l)

UNIFORM COMPLAINT PROCEDURES (continued)

- b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
- b. Individual remedies offered or provided to the subject of the complaint
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

UNIFORM COMPLAINT PROCEDURES (continued)

6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

AR 1312.3(o)

UNIFORM COMPLAINT PROCEDURES (continued)

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall

provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

AR 1312.3(p)

UNIFORM COMPLAINT PROCEDURES (continued)

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

approved:
Students

October 2014
 BP 5131.2(a)

BULLYING

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)

BP 5131.2(b)

BULLYING (continued)

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

BP 5131.2(c)

BULLYING (continued)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

BP 5131.2(d)

BULLYING (continued)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

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

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Complaints and Investigation

BP 5131.2(e)

BULLYING (continued)

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel

BP 5131.2(f)

BULLYING (continued)

constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the

networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.3 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

Legal Reference continued: (see next page)

BP 5131.2(h)

BULLYING (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-

Nonconforming Students, Policy Brief, February 2014Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Common Sense Media: <http://www.common sense media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
October 2014
BP 5145.3(a)

NONDISCRIMINATION/HARASSMENT

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support

programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

BP 5145.3(b)

NONDISCRIMINATION/HARASSMENT (continued)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to

BP 5145.3(c)

NONDISCRIMINATION/HARASSMENT (continued)

students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference: (see next page)

BP 5145.3(d)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor
PENAL CODE
 422.55 Definition of hate crime
 422.6 Crimes, harassment
CODE OF REGULATIONS, TITLE 5
 432 Student record
 4600-4687 Uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
 1681-1688 Title IX of the Education Amendments of 1972
 12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
 794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
 6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
 100.3 Prohibition of discrimination on basis of race, color or national origin
 104.7 Designation of responsible employee for Section 504
 106.8 Designation of responsible employee for Title IX
 106.9 Notification of nondiscrimination on basis of sex
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Management Resources continued: (see next page)

BP 5145.3(e)

NONDISCRIMINATION/HARASSMENT (continued)

Management Resources: (continued)

FIRST AMENDMENT CENTER PUBLICATIONS
Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Harassment and Bullying, October 2010
Notice of Non-Discrimination, January 1999
WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 California Safe Schools Coalition: <http://www.casafeschools.org>
 First Amendment Center: <http://www.firstamendmentcenter.org>
 National School Boards Association: <http://www.nsba.org>
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
October 2014
AR 5145.3(a)

NONDISCRIMINATION/HARASSMENT

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the

AR 5145.3(b)

NONDISCRIMINATION/HARASSMENT (continued)

perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Dwayne Newman, Superintendent

(title or position)

745 10th Street

Colusa, CA 95932

(address)

530.458.7791

(telephone number)

dnewman@colusa.k12.ca.us

(email)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

AR 5145.3(c)

NONDISCRIMINATION/HARASSMENT (continued)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single

AR 5145.3(d)

NONDISCRIMINATION/HARASSMENT (continued)

primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district

shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

AR 5145.3(e)

NONDISCRIMINATION/HARASSMENT (continued)

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

AR 5145.3(f)

NONDISCRIMINATION/HARASSMENT (continued)

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

AR 5145.3(g)

NONDISCRIMINATION/HARASSMENT (continued)

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically

avored by a student of the other sex

AR 5145.3(h)

NONDISCRIMINATION/HARASSMENT (continued)

5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her

parents/guardians and/or others, including other students, teacher(s), or other adults

AR 5145.3(i)

NONDISCRIMINATION/HARASSMENT (continued)

on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the

other students. However, the district shall not require a student to utilize these options

AR 5145.3(j)

NONDISCRIMINATION/HARASSMENT (continued)

because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
October 2014
BP 5145.7(a)

SEXUAL HARASSMENT

BP 5145.7(b)

SEXUAL HARASSMENT (continued)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

BP 5145.7(c)

SEXUAL HARASSMENT (continued)

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

BP 5145.7(d)

SEXUAL HARASSMENT (continued)

5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

BP 5145.7(e)

SEXUAL HARASSMENT (continued)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources: (see next page)

BP 5145.7(f)

H.4.g.

SEXUAL HARASSMENT (continued)

Management Resources:

CSBA PUBLICATIONS

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

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

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

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
October 2014
AR 5145.7(a)

SEXUAL HARASSMENT

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Dwayne Newman, Superintendent

(title or position)

745 10th Street

Colusa, CA 95932

(address)

530.458.7791

(telephone number)

dnewman@colusa.k12.ca.us

(email)

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

SEXUAL HARASSMENT (continued)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

SEXUAL HARASSMENT (continued)

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

AR 5145.7(d)

SEXUAL HARASSMENT (continued)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the

request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

AR 5145.7(e)

SEXUAL HARASSMENT (continued)

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

AR 5145.7(f)

SEXUAL HARASSMENT (continued)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
October 2014

I. l. a.

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth Street
Colusa, CA 95932

UNOFFICIAL MINUTES
Board of Trustees Regular Board Meeting

November 18, 2014

CALL TO ORDER	The meeting was called to order at 6:00 p.m. in the CUSD Conference Room by Board President Charles Yerxa, who established a quorum was present. Attending were Lincoln Forry, Terry Bressler, Charles Yerxa, Don Bransford and Kelli Griffith-Garcia. Also in attendance were Superintendent Dwayne Newman, staff, community members, and parents.
PLEDGE OF ALLEGIANCE	Larry Yeghoian led the Pledge of Allegiance.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	None
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	None
STUDENT'S REPORT	ASB President, Jordan Helmer, was not present for the meeting. Darren Brown presented on Jordan's behalf. Information was reported on Sports, Senior Night, the Iron Man Award, and upcoming events. Winterfest will take place on December 18, 2014.
RECOGNITION & CELEBRATIONS	Maria Espinoza, Jody Johnston, and Darren Brown recognized Barbara Hankins for all her efforts at every site and her passion for helping children. Jody Johnston and Mr. Newman honored Dr. Donald Bransford for his thirty four years of service to Colusa Unified School District. Mr. Newman also presented a certificate of appreciation to Katy Myers for her willingness and desire to host Pond Day for Burchfield students each year. Larry Yeghoian & Marta Stegall were recognized on behalf of Colusa Unified School District for their efforts with the bond campaign.
PRESIDENTS REPORT	Mr. Forry asked for clarification on the reorganization of the Board. Mr. Newman reported that once the new Board Members are seated, reorganization will occur in December.
SUPERINTENDENTS REPORT IMPROVING ACHIEVEMENT	<ul style="list-style-type: none">• LCAP Needs Assessment Process – Mr. Newman presented information on the needs assessment process. He stated that the state priorities include: implementation of common core state standards, student access to a variety of courses, student achievement and outcome, parent involvement, and school climate. Mr. Newman also reviewed the roles and responsibilities of the Board and Administration.• Burchfield Achievement Data – Mr. Newman discussed data that was presented on Burchfield Primary School and it's relation to the LCAP process and how to construct meaning from the various layers of information.

Board of Trustees Regular Meeting
November 18, 2014

**SUPERINTENDENTS REPORT
MANAGEMENT**

- SELPA Update - District Superintendents had a conversation with Mr. West and a resolution is likely to occur early into next year. CUSD will continue to keep the recommended timeline in place in the event no resolution occurs.
- Feather River Academy Update – CUSD is currently transporting four students to the Academy. Lori Tanner is monitoring their progress and reporting back to Mr. Newman.
- Emergency Response Plan Updates – Preparations are in progress and site/district level protocols are under review. Mr. Newman stated that handbooks are being updated and trainings will occur.
- Crosswalk Safety Update - Mr. Newman reported that plans from the city traffic engineers have not yet arrived. Upon arrival of those plans, the district will begin making the necessary modifications.
- BPS Portable Update – Mr. LaGrone reported that the portable is near completion. Mr. Poppinga will use that room for music for the remainder of this year. The portable will be a 1st grade classroom at the start of the 2015-2016 school year.

**SUPERINTENDENT'S REPORT
ENROLLMENT
PRINCIPAL'S REPORT**

Enrollment and ADA are both holding steady.

Egling Middle School students Audrey Dunn, Rylee Reading, Emily Cerney and Kelsea Whiting, presented a video using stop motion video on Trees. Egling student's entered a Trees Rock contest through Scotties Paper Company.

**CSEA REPRESENTATIVE'S
REPORT**

Rosemary Hicks reported that negotiations occurred and planning for some reclassifications are under way.

**CEA REPRESENTATIVE'S
REPORT**

Pam Giuliano reported that negotiations are scheduled.

**INFORMATION/ DISCUSSION
/ POSSIBLE ACTION ITEMS**

ACTION ITEM #141523

The 2013-2014 Audit Report was presented by Jesse Deol from James Marta & Company LLP. Motion was made by Don Bransford, seconded by Kelli Griffith-Garcia to approve the 2013-2014 Audit Report.

Vote: Unanimous

MODERNIZATION BOND

Mr. Newman presented a draft timeline for the modernization process. Market conditions will be under close monitoring over the next several months as we prepare to sell the bonds. CUSD will hire an owner's representative to guide the district in the process of construction and planning. A facilities assessment has been completed and will aid in the creation of the facilities master plan. The Board of Trustees will be responsible for forming a Citizen's Oversight

Board of Trustees Regular Meeting
November 18, 2014

Committee. The committee will serve through the entire term of the bond project. Maintaining quality instruction without disruption will be a key focus for all projects. No action was taken on the agenda item.

ACTION ITEM #141524

Motion was made by Don Bransford, seconded by Kelli Griffith-Garcia to approve the First Reading of Board Policies and Administrative Regulations as listed on the Agenda.

Vote: Unanimous

ACTION ITEM #141525

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve all consent agenda items.

The following Consent Agenda items were approved:

- a. Minutes of October 21, 2014 Regular Board Meeting
- b. October Payroll
- c. Approved Budget Revision
- d. Personnel Assignment Order # 2014-2015 #4
- e. Associated Student Body Fund
- f. Warrants: Batch #16-19
- g. Accept and Approve 13-14 Audit Report
- h. Approval of Resolution #2014-15.03 – Increase Revolving Cash
- i. Approval of 1st Interim Report
- j. Williams Complaint Procedure July 1st – September 30th
- k. Approval of Shady Creek Outdoor School Agreement
- l. Approval of Medi-Cal Administrative Claiming Agreement
- m. Resolution # 2014-15.04 – Don Bransford

Vote: Unanimous

HEARING OF THE PUBLIC FOR
MATTERS ON CLOSED
SESSION AGENDA

None

ADJOURN TO CLOSED
SESSION

The Board adjourned to Closed Session at 8:25 p.m. to consider and/or take action upon any of the following items:

1. Student Matters:
 - a. Out of School Suspensions
 - b. Inter-District Transfers
2. Personnel Matters:
 - a. New Hires 2014/2015
 - b. Public Employee Discipline/Dismissal/Release/Resignations
3. Negotiations
 - a. Instruction 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.*)

Board of Trustees Regular Meeting
November 18, 2014

RECONVENE FROM CLOSED
SESSION

The Board reconvened from Closed Session at 8:45 p.m. Board President, Charles Yerxa reported out that the Board reviewed the Out of School Suspensions, Inter-District Transfers, and New Hires.

RECONVENE TO OPEN
SESSION
INFORMATION/DISCUSSION/
POSSIBLE ACTION ITEMS

13-14 Classified Management Salary Schedule. The Board discussed the disparity between Student Nutrition Services Director and MOT and Technology Director salaries. It was noted that any change to the Student Nutrition Service Director salary would not impact the General Fund.

ACTION ITEM #141526


Motion was made by Don Bransford, seconded by Lincoln Forry to approve the salary schedule change for the Student Nutrition Services Director to that of the MOT and Technology Director effective December 1, 2014.

Vote: Unanimous

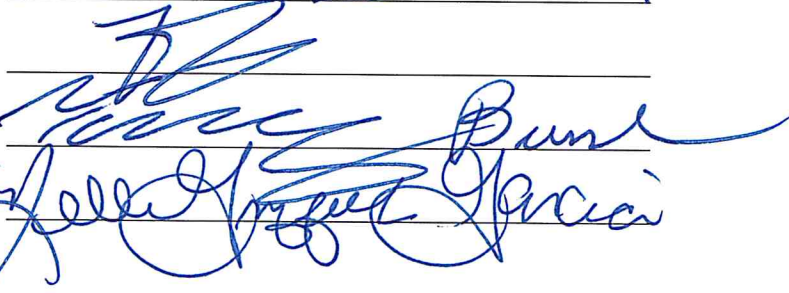
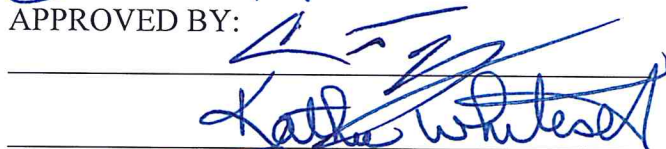
ADJOURNMENT

The meeting adjourned at 9:43 p.m.

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant



APPROVED BY:



Colusa Unified School District
Personnel Assignment Order
2014-2015 #5

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

Employment / Appointments:

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

Resignation:

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Martha Gonzalez	Yard Duty-Burchfield	12/1/2014

Leaves:

Resignation:

Retirement:

Increase of Hours:

Job transfer:

Termination:

J. I. d.

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED NOVEMBER 21, 2014			BATCH 20
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
504	A-Z BUS SALES	\$ 865.42	01	MOT	BUS REPAIR SUPPLIES
503	ALS LABS	\$ 23.65	01	MOT	OIL TESTING
505	BUTTE COLLEGE	\$ 425.00	01	CHS	FFA AG WORKSHOP REGISTRATION
501	CA ASSN FFA	\$ 200.00	01	CHS	FFA AG WORKSHOP REGISTRATION
514	CUSD CAFETERIA FUND	\$ 43.00	01	DO	LUNCH FOR NEGOTIATIONS
491	DAVIES CHEVRON	\$ 44.00	01	MOT	VEHICLE WASHES
492	EPS LITERACY & INTERVENTION	\$ 28.13	01	HMS	INSTRUCTIONAL MATERIALS
511	HAMILTON HIGH SCHOOL	\$ 425.00	01	SPORTS	BASKETBALL REGISTRATION FEE
493	MARIBEL HUGHES	\$ 32.67	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
496	BOB KIRKMAN	\$ 29.42	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
515	MERIDIAN DIESEL	\$ 392.00	01	MOT	BUS MAINTENANCE/SERVICE
506	NCBOA	\$ 3,328.00	01	SPORTS	BASKETBALL OFFICIALS
499	NORTH WOODWINDS	\$ 60.00	01	CHS	FOM MUSIC INSTRUMENT REPAIR
512	NSCIF	\$ 341.00	01	SPORTS	PLAYOFF VB FEES
508	KIM OLSON	\$ 85.40	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
494	BARBARA REECE	\$ 88.00	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
502	SCIENTIFIC INSTRUMENT REPAIR	\$ 1,117.10	01	CHS	MICROSCOPES
497	STEPHANIE STEVER	\$ 54.95	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
495	HEATHER THOMAS	\$ 1,079.09	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
500	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASE PAYMENTS
RC47	US BANK CALCARD VISA	\$ 11,484.92	01	ALL	SEE ATTACHED
509	YOLO COE	\$ 750.00	01	BPS/EMS	WORKSHOP REGISTRATION FEE
513	IPROMOTEU-BENTO'S	\$ 360.74	01	BPS	PARENT CLUB SHIRTS
	GENERAL FUND 01	\$ 23,359.12			
RC45	US BANK CALCARD VISA	\$ 1,059.70	13	CAFÉ	FOOD & SUPPLIES
	CAFETERIA FUND 13	\$ 1,059.70			
510	D&S ASPHALT SEALING	\$ 4,885.00	25	DEVFEE	PAVING FOR BPS SITE FOR DSA
	CAPITAL FACILITIES FUND 25	\$ 695.80			
501	CA ASSN FFA	\$ 700.00	95	CHS	FFA AG WORKSHOP REGISTRATION
498	ERIN KALFSBEEK	\$ 224.20	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
507	TINA LYONS	\$ 95.20	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC46	US BANK CALCARD VISA	\$ 9,645.32	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
	STUDENT BODY FUND 95	\$ 10,664.72			
	TOTAL ACCOUNTS PAYABLE	\$ 39,968.54			

US BANK CALCARD VISA

Sheryl Parker

FD01-RC47

FD13-RC45

FD95-RC46

12-Nov	EARTHGRAINS A/R	\$123.20		\$123.20		CAFET FOOD
12-Nov	EARTHGRAINS A/R	\$140.80		\$140.80		CAFET FOOD
12-Nov	EARTHGRAINS A/R	\$444.05		\$444.05		CAFET FOOD
10-Nov	GBC*ECOMMERCE	\$474.44	\$474.44			BPS LAMINATOR MAINT. AGREEMENT
10-Nov	CDW GOVERNMENT	\$150.00	\$150.00			TECH SUPPLIES
10-Nov	CDW GOVERNMENT	\$1,342.95	\$1,342.95			TECH SUPPLIES
10-Nov	MESSICK ACE HARDWARE	\$1,859.77	\$1,859.77			MOT MAINTENANCE SUPPLIES

Mike Phenicie

14-Nov	WORLDSTRIDES	\$500.00	\$500.00			FOM MUSIC WORKSHOP REGISTRATION
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Jeremy Miller

17-Nov	CDW GOVERNMENT	\$171.14	\$171.14			TECH SUPPLIES
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Zeba Hone

17-Nov	LMP*DAVERAMSEY LAMPOGR	\$165.97	\$165.97			HMS SUPPLIES
17-Nov	WM SUPERCENTER #1903	\$16.08	\$16.08			DO SUPPLIES
13-Nov	OFFICE DEPOT 1135	\$14.50	\$14.50			DO SUPPLIES
12-Nov	THE MASTER TEACHER	\$181.03	\$181.03			DO SUPPLIES

Nic Shantz

17-Nov	HD SUPPLY FACILITIES MTNC	\$221.41	\$221.41			MOT MAINTENANCE SUPPLIES
14-Nov	AMAZON MKTPLACE PMTS	\$135.85	\$135.85			MOT MAINTENANCE SUPPLIES
10-Nov	PAYPAL *NEW MGMT	\$251.50	\$251.50			MOT MAINTENANCE SUPPLIES

Jim LaGrone

12-Nov	AMAZON MKTPLACE PMTS	\$129.90	\$129.90			MOT MAINTENANCE SUPPLIES
10-Nov	AMAZON MKTPLACE PMTS	\$115.00	\$115.00			MOT MAINTENANCE SUPPLIES
10-Nov	BATTERY MART.COM	\$71.54	\$71.54			MOT MAINTENANCE SUPPLIES

Jody Johnston

14-Nov	RPSI ENTERPRISES INC	\$189.29	\$189.29			EMS RISO SUPPLIES
12-Nov	SSI*SCHOOL SPECIALTY	\$72.07	\$72.07			EMS SUPPLIES
12-Nov	SSI*SCHOOL SPECIALTY	\$52.87	\$52.87			EMS SUPPLIES
10-Nov	QUALITY LOGO PRODUCTS	\$319.60	\$319.60			EMS SUPPLIES
12-Nov	QUILL CORPORATION	\$301.83	\$301.83			EMS SUPPLIES
10-Nov	QUILL CORPORATION	\$75.63	\$75.63			EMS SUPPLIES

Dwane Newman

17-Nov	USPS 05172809334414268	\$5.95	\$5.95			DO POSTAGE
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Leasa Hill

3-Nov	WAL-MART #2053	\$60.99		\$60.99		CAFET SUPPLIES
6-Nov	C&C SMART FOOD51705721	\$290.66		\$290.66		CAFET FOOD

Rosemary Hicks

3-Nov	S&S WORLDWIDE	\$123.61	\$123.61			BPS SUPPLIES
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Darren Brown

17-Nov	VISTAPR*VISTAPRINT.COM	\$69.87			\$69.87	CHS ASB SUPPLIES
14-Nov	AMAZON MKTPLACE PMTS	\$24.38	\$24.38			CHS SUPPLIES
14-Nov	BIO RAD*	\$227.80	\$227.80			CHS SCIENCE SUPPLIES
10-Nov	HUGH O'BRIAN YOUTH LEA	\$195.00	\$195.00			CHS WORKSHOP REGISTRATION
10-Nov	NASCO MAIL ORDER	\$170.75	\$170.75			CHS SUPPLIES
10-Nov	QUILL CORPORATION	\$600.20	\$600.20			CHS SUPPLIES
7-Nov	REGISTRATIONS FOR YOU	\$1,515.00	\$1,515.00			CHS ESA CONFERENCE REGISTRATION
7-Nov	SPORTDECALS	\$602.20			\$602.20	CHS ASB SUPPLIES
28-Oct	FAN CLOTH PRODUCTS	\$1,529.00			\$1,529.00	CHS ASB SUPPLIES
3-Nov	UNIFORMS EXPRESS CHULA V	\$819.29			\$819.29	CHS ASB SUPPLIES
4-Nov	AMAZON MKTPLACE PMTS	\$15.69			\$15.69	CHS ASB SUPPLIES
3-Nov	AMAZON MKTPLACE PMTS	\$15.68			\$15.68	CHS ASB SUPPLIES
30-Oct	AMAZON MKTPLACE PMTS	\$11.99			\$11.99	CHS ASB SUPPLIES
30-Oct	AMAZON MKTPLACE PMTS	\$20.23			\$20.23	CHS ASB SUPPLIES
29-Oct	AMAZON MKTPLACE PMTS	\$389.90			\$389.90	CHS ASB SUPPLIES
29-Oct	AMAZON MKTPLACE PMTS	\$81.40	\$81.40			CHS SUPPLIES
30-Oct	AMAZON.COM	\$66.50	\$66.50			CHS SUPPLIES
27-Oct	AMAZON MKTPLACE PMTS	\$18.73	\$18.73			CHS SUPPLIES
27-Oct	AMAZON MKTPLACE PMTS	\$33.65	\$33.65			CHS SUPPLIES
27-Oct	AMAZON MKTPLACE PMTS	\$40.81	\$40.81			CHS SUPPLIES
5-Nov	AMAZON.COM	\$418.30	\$418.30			CHS SUPPLIES
23-Oct	AMAZON.COM	\$531.50	\$531.50			CHS SUPPLIES
23-Oct	AMAZON MKTPLACE PMTS	\$59.99	\$59.99			CHS SUPPLIES
27-Oct	AMAZON.COM	\$558.98	\$558.98			CHS SUPPLIES
29-Oct	HERFF JONES SCHOL 9000	\$6,171.47			\$6,171.47	CHS YEARBOOK PROGRESS PAYMENT

\$ 22,189.94 \$ 11,484.92 \$ 1,059.70 \$ 9,645.32

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED DECEMBER 5, 2014			BATCH 21
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
526	ALHAMBRA	\$ 80.49	01	DO/MOT	WATER
547	AMERICAN FIDELITY	\$ 349.54	01	DO	DISABILITY INSURANCE PREMIUMS
562	BAXTER AUTO PARTS	\$ 468.48	01	MOT	VEHICLE REPAIR SUPPLIES
517	CVT	\$ 99,350.12	01	ALL	DECEMBER HEALTH INSURANCE PREMIUMS
525	CELL ENERGY	\$ 56.13	01	MOT	MAINTENANCE SUPPLIES
529	CHEVRON & TEXACO	\$ 1,021.25	01	MOT	FUEL FOR VEHICLES
548	CITY OF COLUSA	\$ 11,822.44	01	ALL	WATER, SEWER BILLING
520	COLUSA DAIRY	\$ 53.70	01	BPS	POPSICLE SALES
516	CUSD CAFETERIA FUND	\$ 46.00	01	DO	DELAC MEETING/BOARD MEETING COOKIES
RC51	CUSD EMER FUND US BANK CALCARD VISA	\$ 3,658.82	01	ALL	SEE ATTACHED
RC48	CUSD EMER FUND	\$ 10,000.00	01	DO	INCREASE REVOLVING CASH CHECKING ACCOUNT
560	DAVISON DRUGS	\$ 5.38	01	CHS	SUPPLIES
541	EDUCATIONAL DATA SYSTEMS	\$ 36.04	01	CHS	FOM MUSIC INSTRUMENT REPAIR
528	ENTEK	\$ 2,468.00	01	MOT	MAINTENANCE SUPPLIES
554	GOLDEN BEAR ALARMS	\$ 157.50	01	ALL	ALARM MONITORING FEES
536	TRISH HAUGH	\$ 40.82	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
524	HOLT	\$ 425.84	01	MOT	BUS REPAIR
563	LUCILLE IMHOFF	\$ 240.80	01	HMS	REIMBURSE MILEAGE
559	JAMES MARTA & Co	\$ 1,480.00	01	DO	FINAL AUDIT FEE FOR 13-14 AUDIT
558	KELLEHER PAINT	\$ 1,980.08	01	MOT	MAINTENANCE SUPPLIES
535	SUZANNE KING	\$ 58.55	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
534	KIRKMAN, BOB	\$ 91.46	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
545	JIM LAGRONE	\$ 563.36	01	MOT	REIMBURSE MILEAGE
543	ERIKA LEMENAGER	\$ 15.82	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
518	MERIDIAN DIESEL	\$ 316.52	01	MOT	BUS REPAIR
537	NSCIF	\$ 389.00	01	SPORTS	VOLLEYBALL OFFICIALS
542	ORLAND HS ATHLETICS	\$ 75.00	01	SPORTS	XCOUNTRY ENTRY FEE
527	PG&E	\$ 20,711.40	01	ALL	ELECTRIC BILLING
521	LILIA ROBLES	\$ 121.00	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
549	BO SALAZAR	\$ 36.00	01	MOT	REIMBURSE BUS DRIVER MEALS
546	NIC SCHANTZ	\$ 148.40	01	MOT	REIMBURSE MILEAGE
555	STAN'S ELECTRIC	\$ 3,648.61	01	MOT	ELECTRIC SERVICE TO AG BARN
531	STANDARD INSURANCE	\$ 1,718.40	01	DO	INCOME PROTECTION PREMIUMS
522	SUMMIT SUPPLY	\$ 96.00	01	EMS	SUPPLIES
519	WILLIAMS HIGH SCHOOL	\$ 130.00	01	SPORTS	BASKETBALL ENTRY FEE
539	YOLO COE	\$ 375.00	01	EMS	WORKSHOP REGISTRATION FEE
	GENERAL FUND 01	\$ 162,595.95			
RC49	CUSD EMER FUND US BANK CALCARD VISA	\$ 519.53	13	CAFÉ	FOOD & SUPPLIES
530	LEASA HILL	\$ 102.48	13	CAFÉ	REIMBURSE MILEAGE
	CAFETERIA FUND 13	\$ 622.01			
	CAPITAL FACILITIES FUND 25	\$ -			
533	JENNIFER ALANIZ	\$ 40.76	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
532	COKER PRECISION GRAPHICS	\$ 129.00	95	CHS	SUPPLIES
RC50	CUSD EMER FD - US BANK CALCARD VISA	\$ 401.29	95	CHS	SEE ATTACHED
550	CUSD GENERAL FUND	\$ 99.00	95	CHS	AG SHOP BUILD EQUIPMENT FOR ASB BASEBALL
551	LCMS	\$ 1,268.51	95	CHS	AWARDS
544	ERIKA LEMENAGER	\$ 199.17	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
538	SUBWAY SANDWICHES	\$ 1,406.25	95	CHS	FFA FIELD DAY LUNCHES
	STUDENT BODY FUND 95	\$ 3,543.98			
	TOTAL ACCOUNTS PAYABLE	\$ 166,761.94			

COLUSA USD EMERGENCY FUND - US BANK CALCARD VISA - CK4902

Sheryl Parker

FD01-RC51 FD13-RC49 FD95-RC50

21-Nov	LMP*DAVERAMSEY LAMPOGR	\$359.95	\$359.95			HMS BOOKS
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Leasa Hill

21-Nov	C&C SMART FOOD51705655	\$519.53		\$519.53		CAFET FOOD
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Jeremy Miller

18-Nov	CDW GOVERNMENT	\$720.25	\$720.25			TECH SUPPLIES FOR SERVER
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18-Nov	CDW GOVERNMENT	\$209.63	\$209.63			TECH SUPPLIES FOR SERVER
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Maria Espinoza

20-Nov	WM SUPERCENTER #1903	\$13.68	\$13.68			BPS SUPPLIES
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Zeba Hone

21-Nov	ND CENTER FOR DISTANCE ED	\$629.81	\$629.81			HMS BOOKS
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Darren Brown

17-Nov	UNIFORMS EXPRESS CHULA V	\$102.01			\$102.01	HS ASB SUPPLIES
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14-Nov	USPS 05172809334414268	\$107.25	\$107.25			HS POSTAGE
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24-Nov	GRANZELLA S INN	\$108.89	\$108.89			HS FFA PAY FOR OFFICERS HOTEL ROOM
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21-Nov	ONLINEFABRICSTORE.NET	\$78.26	\$78.26			HS SUPPLIES
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19-Nov	CUSTOMIZEDGIRL.COM	\$244.32			\$244.32	HS ASB SUPPLIES
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19-Nov	BUILDASIGN.COM	\$54.96			\$54.96	HS ASB SUPPLIES
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19-Nov	DEMCO INC	\$39.94	\$39.94			HS LIBRARY SUPPLIES
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Nic Schantz

24-Nov	AMAZON.COM	\$17.64	\$17.64			MOT SUPPLIES
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24-Nov	PLATT ELECTRIC 082	\$336.69	\$336.69			MOT ELECTRICAL SUPPLIES
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24-Nov	FIRE SERVICE BOOKSTORE	\$456.10	\$456.10			MOT SUPPLIES
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17-Nov	THE HOME DEPOT 1019	\$46.09	\$46.09			MOT MAINTENANCE SUPPLIES
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Jim LaGrone

20-Nov	ADASIGNDEPOT.COM	\$149.64	\$149.64			MOT SIGNS
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Jody Johnston

21-Nov	SCHOLASTIC BOOK CLUB	\$260.00	\$260.00			EMS BOOKS
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20-Nov	RPSI ENTERPRISES INC	\$125.00	\$125.00			EMS RISO GRAPH MAINTENANCE AGREEMENT
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\$4,579.64 \$3,658.82 \$519.53 \$401.29

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED DECEMBER 12, 2014			BATCH 22
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
579	A-Z BUS SALES	\$ 322.50	01	MOT	BUS REPAIR
582	ALHAMBRA WATER	\$ 91.15	01	BPS	WATER
571	KATHY APLANALP	\$ 64.25	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
584	APPEAL DEMOCRAT	\$ 60.00	01	DO	HELP WANTED AD
595	MARIA ARVIZU-ESPINOZA	\$ 118.56	01	BPS	REIMBURSE MILEAGE/PARKING
576	BEELER TRACTOR	\$ 667.41	01	MOT	FUEL FOR VEHICLES
598	CA DEPT OF JUSTICE	\$ 49.00	01	DO	FINGERPRINT FEES
564	CASCADE ATHLETIC SUPPLY	\$ 738.02	01	SPORTS	SUPPLIES
575	CELL ENERGY	\$ 94.47	01	MOT	BATTERIES
578	CLOSE LUMBER	\$ 593.22	01	MOT	MAINTENANCE SUPPLIES
RC53	CUSD EMER FD-JENNIFER SUTTON	\$ 168.09	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC53	CUSD EMER FD-SILVIA MARTIN	\$ 15.00	01	EMS	REFUND BOOK FINE
RC53	CUSD EMER FD-DSA	\$ 500.00	01	MOT	RE-OPEN PROJECT
RC53	CUSD EMER FD-LIOBARDO DIAZ	\$ 15.00	01	EMS	REFUND BOOK FINE
RC53	CUSD EMER FD-CHRISTY PEARSON	\$ 7.50	01	EMS	REFUND BOOK FINE
RC53	CUSD EMER FD-MARIE CRITCHFIELD	\$ 118.14	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC53	CUSD EMER FD-NCBA	\$ 360.00	01	SPORTS	ENTRY FEES
573	DAVIES OIL	\$ 1,773.21	01	MOT	FUEL FOR VEHICLES
591	EPS LITERACY	\$ 19.05	01	HMS	SUPPLIES
574	FASTENAL	\$ 148.30	01	CHS	AG SHOP SUPPLIES
592	FRONTIER	\$ 6,740.21	01	ALL	PHONE BILLING
572	GRIFFS FEED/SEED	\$ 71.90	01	MOT	GROUPS SUPPLIES
600	HERFF JONES	\$ 9.65	01	HMS	SUPPLIES
580	HOLT	\$ 415.00	01	MOT	REPAIR LIFT
601	JOHNSON PRINTING	\$ 176.30	01	CHS	SUPPLIES
569	BOB KIRKMAN	\$ 291.61	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
567	MERIDIAN DIESEL	\$ 2,246.92	01	MOT	BUS REPAIR
568	JEREMY MILLER	\$ 404.00	01	DO	REIMBURSE MILEAGE/PARKING
594	MITEL LEASING	\$ 1,287.00	01	ALL	PHONE SYSTEM LEASE
587	BARBARA REECE	\$ 232.46	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
577	SORENSEN PEST CONTROL	\$ 258.00	01	MOT	PEST CONTROL SERVICE
593	SPURR	\$ 1,708.07	01	ALL	NATURAL GAS BILLING
581	SUPERIOR TIRE SERVICE	\$ 562.78	01	MOT	TIRES/BRAKES, ETC.
	GENERAL FUND 01	\$ 20,326.77			
RC52	CUSD EMER FD-REIMBURSE PARENTS ACCTS	\$ 45.05	13	CAFÉ	REFUND ACCTS FOR STUDENTS LEAVING DISTRICT
RC590	CRYSTAL DAIRY	\$ 3,247.71	13	CAFÉ	FOOD
565	DANIELSEN COMPANY	\$ 5,292.10	13	CAFÉ	FOOD
586	GENERAL PRODUCE	\$ 3,334.95	13	CAFÉ	FOOD
597	SYSCO	\$ 1,788.64	13	CAFÉ	FOOD
	CAFETERIA FUND 13	\$ 13,708.45			
	CAPITAL FACILITIES FUND 25	\$ -			
599	COLUSA GOLF COUNTRY CLUB	\$ 200.00	95	CHS	DEPOSIT FOR SNOWBALL DANCE
RC54	CUSD EMER FD-PATRICIA KESSLER	\$ 25.00	95	EMS	REIMBURSE YEARBOOK
RC54	CUSD EMER FD-JIM PINGREY	\$ 275.32	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC54	CUSD EMER FD-SOUTHWEST AIRLINES	\$ 2,850.00	95	CHS	DEPOSIT ON SENIOR TRIP AIRFARE
583	BARBARA HANKINS	\$ 186.03	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
566	BOBBY KIRKMAN	\$ 263.29	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
570	BOB KIRKMAN	\$ 54.83	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
588	NORTH STATE SCREENPRINT	\$ 1,257.15	95	EMS	SHIRTS/SWEATSHIRTS
596	PAUL THERIAULT	\$ 201.81	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
589	YANKEE CANDLE	\$ 1,101.75	95	CHS	FUNDRAISER FOR FBLA
	STUDENT BODY FUND 95	\$ 6,415.18			
	TOTAL ACCOUNTS PAYABLE	\$ 40,450.40			

J. I. L.

Colusa Unified School District

Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 11/10/2014

Site MOT

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

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

Description	Recommended Disposition
1 John Deere Reel Mower Vin. # M038235AO40113. Est. value \$1000. Not Used	Auction / Sell
1 1995 GMC 1 ton utility truck Vin. # 1GDJK34N9SE540082. Est. value \$800. Worn out	Auction / Sell
1 Reel Mower John Deere 220C Serial # M0220CA010178. Est. value \$500. Not Used	Auction / Sell
1 Reel Mower John Deere 220C Serial # M0220CA010177. Est. value \$500.00. Not Used.	Auction / Sell
1 Ford 4000 tractor model 1240. Serial # 3E09A. Est. value \$700.00. Obsolete	Auction / Sell

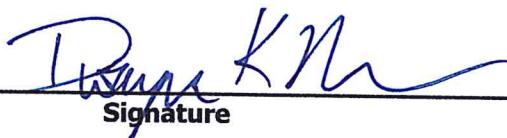
X **For additional items, check here and attach list.**

Site Administrator Approval


Signature

11/10/14
Date

Superintendent/Board Approval


Signature

12/18/14
Date

Disposition:

Colusa Unified School District

Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 11/10/2014

Site _____ MOT _____

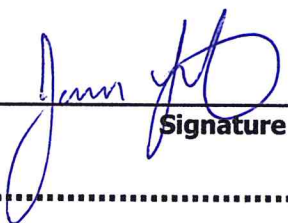
Form Completion Instruction (In description block provide the following.)

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

Description	Recommended Disposition
Flat bed trailer. Serial # CA601465. Est. value \$500. Bent frame. Not used.	Auction / Sell

_____ For additional items, check here and attach list.

Site Administrator Approval


Signature

11/10/14
Date

Superintendent/Board Approval


Signature

12/18/14
Date

Disposition:
