

**COLUSA UNIFIED SCHOOL DISTRICT**  
**745 10<sup>TH</sup> ST.**  
**COLUSA, CA 95932**  
**BOARD OF TRUSTEES REGULAR MEETING AGENDA**  
**DISTRICT OFFICE CONFERENCE ROOM**

**August 20, 2018**

**5:15 p.m. Open Session with Closed Session to Follow**

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

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

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

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

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

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

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

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

- E. Action Item:
  - 1. Approval of Retirement Resolution #2018-19.01 – Ellen Cenami

- F. Reports:
  - 1. Recognitions & Celebrations

- 2. President's Report

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

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

- 3. Superintendent Report

- a. Preliminary Assessment Results
  - b. Budget Update
  - c. Community Meetings

G. Information/Discussion/Possible Action Items:

1. Discussion of History Social Science Curriculum Adoption
2. Discussion of Volunteer Process and Community Involvement
3. Discussion of Proposal for State School Facility Consulting Services
4. Discussion Regarding Auditors Pre-Audit Visit in May 2018
5. Discussion of Project 2 Inspire Family, School, Community Engagement Program
6. Warrants: Batch # 44-48 (June) and #1-4 (July)
7. Resolution #2018-19.02 – Education Protection Account
8. Approval of Board Policies & Administrative Regulations:
  - a. Second Reading and Possible Approval of BP 1312.3 & AR 1312.3 Uniform Complaint Procedures
  - b. Second Reading and Possible Approval of AR 3230 – Federal Grant Funds
  - c. Second Reading and Possible Approval of AR 3514.2 – Integrated Pest Management
  - d. Second Reading and Possible Approval of BP 3551 & AR 3551 – Food Service Operations/Cafeteria Fund
  - e. Second Reading and Possible Approval of BP 3553 & AR 3553 – Free & Reduced Price Meals
  - f. Second Reading and Possible Approval of BP 4111, 4211, 4311 – Recruitment & Selection
  - g. Second Reading and Possible Approval of BP 4119.11, 4219.11, 4319.11 & AR 4119.11, 4219.11, 4319.11 – Sexual Harassment
  - h. Second Reading and Possible Approval of AR 4161.1 & 4361.1 – Personal Illness/Injury Leave (Certificated)  
**(\*Board to Reaffirm Offering Differential Pay to Staff Requesting Parental Leave)**
  - i. Second Reading and Possible Approval of AR 4161.8, 4261.8, 4361.8 – Family Care & Medical Leave
  - j. Second Reading and Possible Approval of AR 4261.1 – Personal Illness/Injury Leave (Classified)  
**(\*Board to Reaffirm Offering Differential Pay to Staff Requesting Parental Leave)**
  - k. Second Reading and Possible Approval of BP 5022 & AR 5022 – Student & Family Privacy Rights
  - l. Second Reading and Possible Approval of BP 5145.6 & E 5145.6 – Parental Notifications
  - m. Second Reading and Possible Approval of BP 6162.5 – Student Assessment
  - n. Second Reading and Possible Approval of BP 6171 & AR 6171 – Title I Programs
  - o. Second Reading and Possible Approval of BP 0410 – Nondiscrimination in District Programs & Activities
  - p. Second Reading and Possible Approval of E 0420.41 – Charter School Oversight
  - q. Second Reading and Possible Approval of BP 3514 & AR 3514 – Environmental Safety
  - r. Second Reading and Possible Approval of BP 3514.1 – Hazardous Substances
  - s. Second Reading and Possible Approval of BP 3516 & AR 3516 – Emergencies & Disaster Preparedness Plan
  - t. Second Reading and Possible Approval of AR 3541 – Transportation Routes & Services
  - u. Second Reading and Possible Approval of BP 4158, 4258, 4358 & AR 4158, 4258, 4358 – Employee Security
  - v. Second Reading and Possible Approval of BP 5111 & AR 5111 – Admission
  - w. Second Reading and Possible Approval of BP 5111.1 & AR 5111.1 – District Residency
  - x. Second Reading and Possible Approval of BP 5125 & AR 5125 – Student Records
  - y. Second Reading and Possible Approval of AR 5125.1 & E 5125.1 – Release of Directory Information
  - z. Second Reading and Possible Approval of BP 5131.2 – Bullying
  - aa. Second Reading and Possible Approval of BP 5145.3 & AR 5145.3 – Nondiscrimination/Harassment



H. Motion to Approve Items on the Consent Action Agenda:

1. June 12, 2018 Board Meeting Minutes
2. June 26, 2018 Special Board Meeting Minutes
3. June/July Payroll
4. Personnel Assignment Order
5. Frontier Communications Agreement
6. Colusa High School Athletic Coaches
7. 2018-19 Memorandum of Understanding with Tri-County Induction Program
8. King Consulting Agreement
9. Project 2 Inspire Family, School, Community Engagement Program
10. Bontanica Landscapes Proposal
11. Sutter Buttes Fire Extinguisher Company Quote
12. Climate Control – EMS
13. Twin Cities Tree Service – EMS
14. Russell & Boals Painting – CHS
15. B&J's Concrete – CHS

I. Hearing of the Public for Matters on Closed Session Agenda

J. Adjourn to Closed Session to consider and/or take action upon any of the following items:

1. Negotiations Pursuant to Government Code 54957.6

Agency Designated Representatives: Dwayne Newman, Superintendent

Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees: Dwayne Newman

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)*

K. Reconvene Open Session

L. Adjournment of the Meeting

# Colusa Unified School District

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

### Resolution #2018-19.01

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

*Whereas, the Governing Board wishes to thank **Ellen Cenami** for dedicating her career to serving the needs of the district's students;*

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

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

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

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

*Passed and Adopted this 20<sup>th</sup> day of August, 2018 by the following vote:*

*Ayes:*

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*Kathie Whitesell, Board Member*

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*Kelli Griffith-Garcia, Board Member*

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*Michael Phenicie, Board Member*

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*Melissa Yerxa Ortiz, Board Member*

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*Charles Yerxa, Board President*

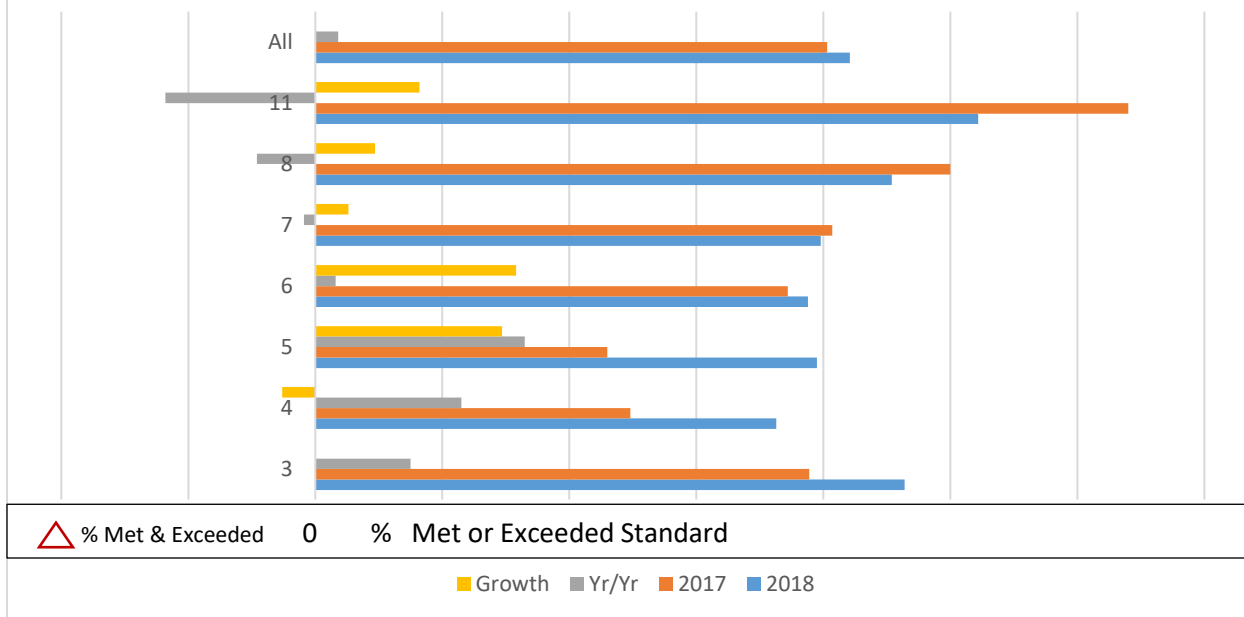
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*Dwayne Newman, Superintendent*

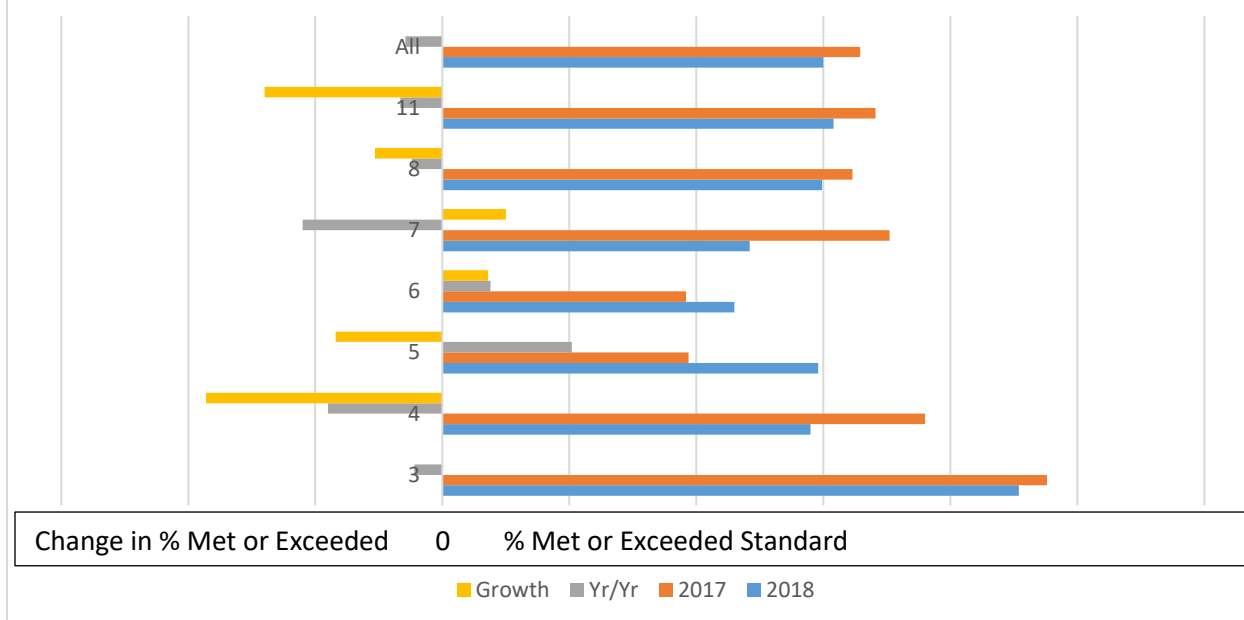
# Preliminary CUSD SBAC Score Reports:

## CUSD SBAC Spring 2018 Results

### ELA SBAC: % M&E by Grade Level



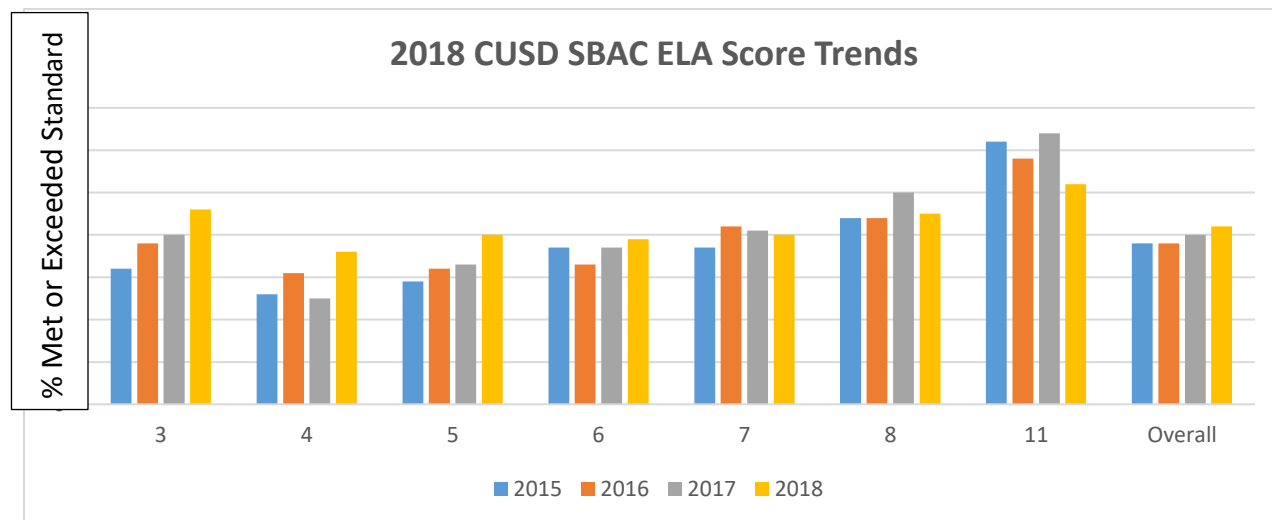
### Math SBAC % M&E by Grade Level



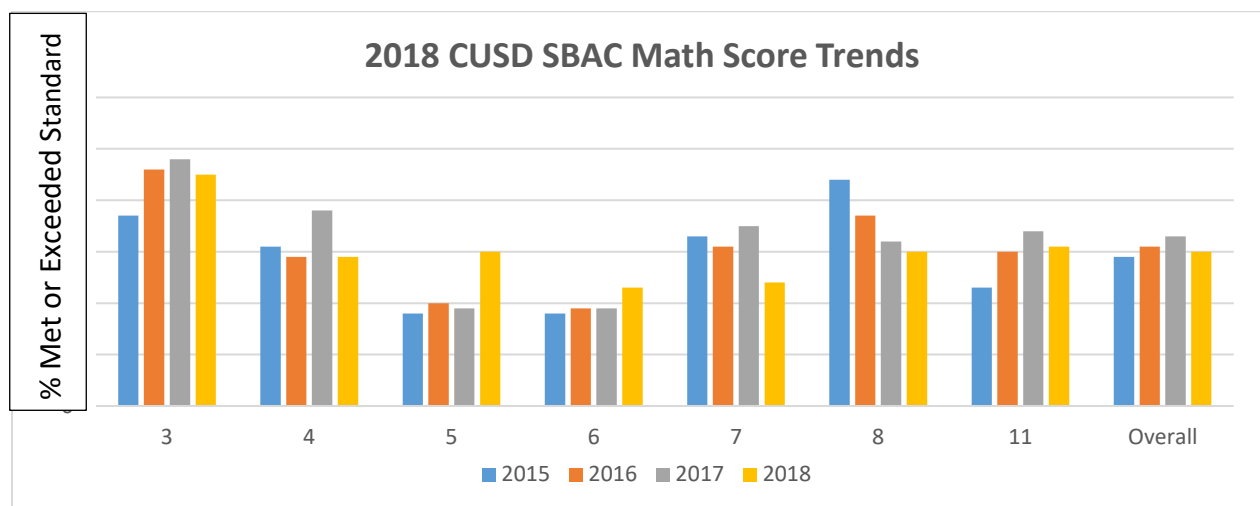
# Preliminary CUSD SBAC Score Reports:

## 2018 Overall Scores by grade

### English Language Arts



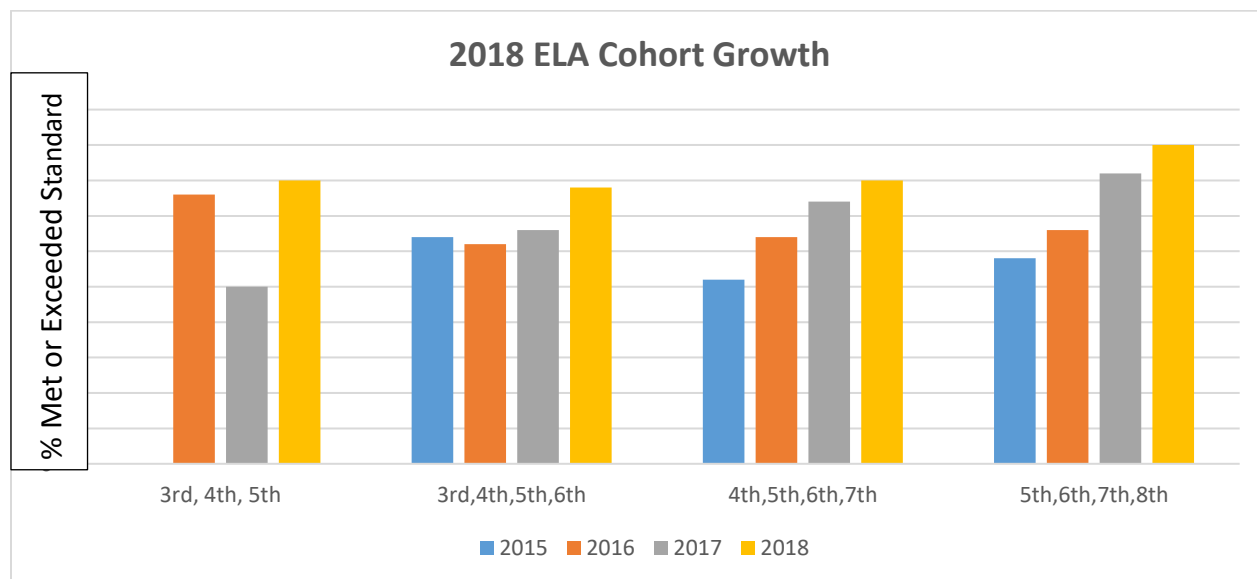
### Math



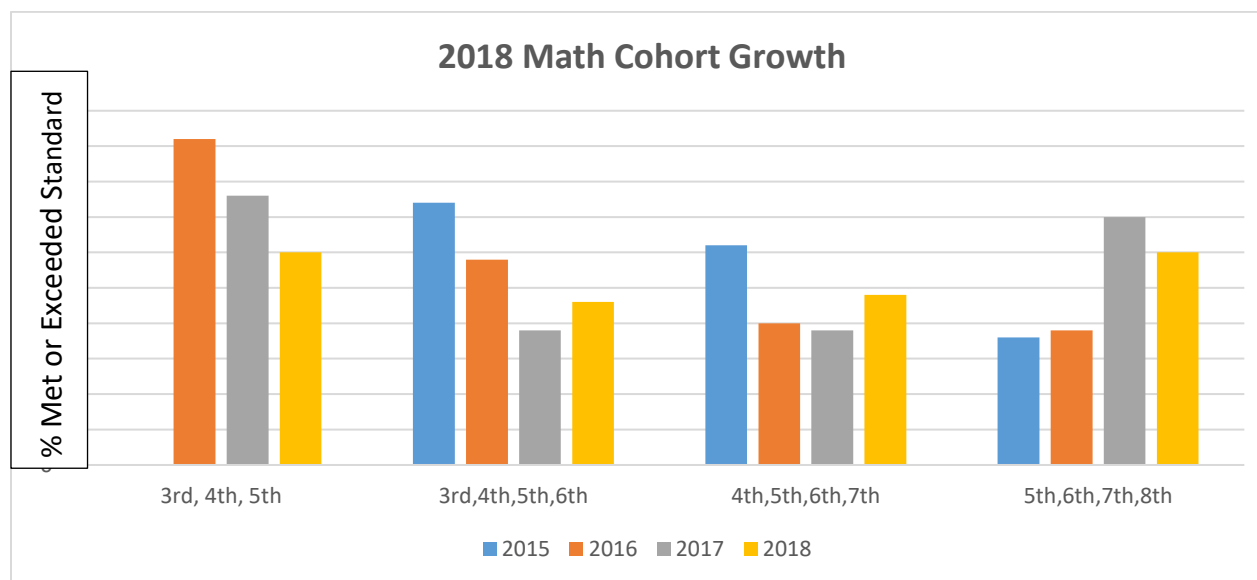
# Preliminary CUSD SBAC Score Reports:

## Cohort Scores

### English Language Arts



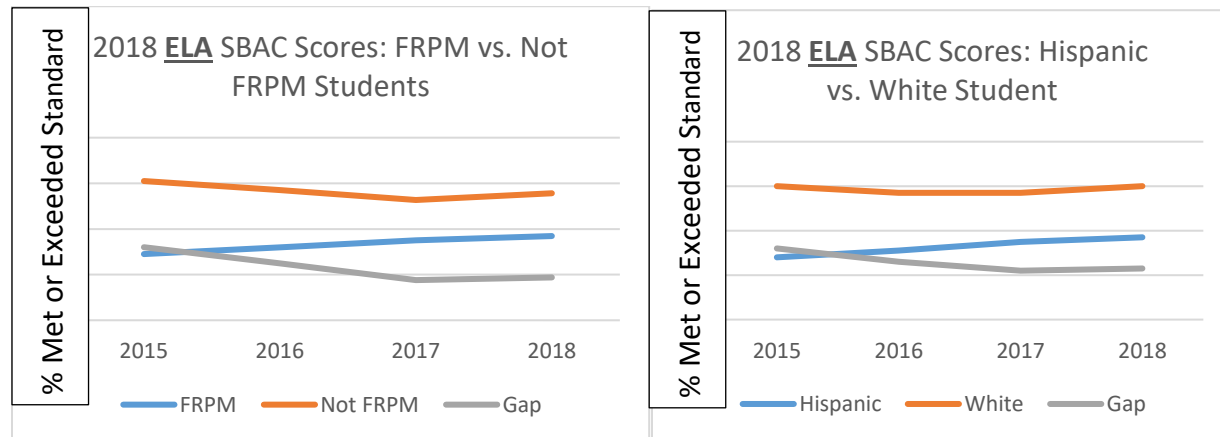
### Math



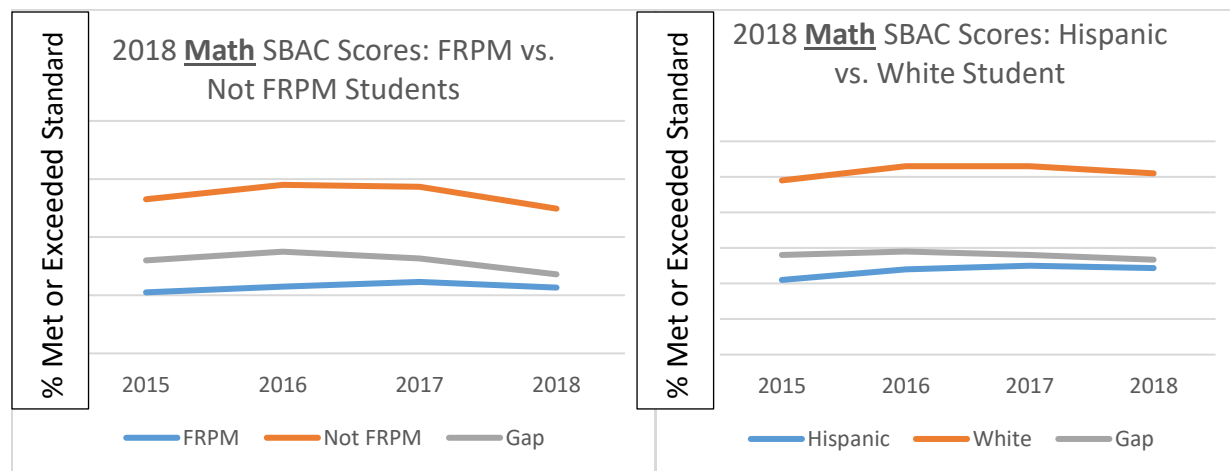
# Preliminary CUSD SBAC Score Reports:

## Gap Trends

### English Language Arts



### Math



# COLUSA UNIFIED SCHOOL DISTRICT

## 2018-19 COMMUNITY MEETINGS

SEPTEMBER: THE HISTORY OF FACILITIES AT CUSD

OCTOBER: CHANGES TO FACILITY NEEDS → SCHOOL CHANGES

NOVEMBER: CURRENT STATE OF CUSD

DECEMBER: THE REPAIR VS REPLACE DEBATE

JANUARY: VISIONING FOR LONG TERM FACILITY UPGRADES

- FACILITIES FOR 2020 AND BEYOND

FEBRUARY: POSSIBLE METHODS OF FUNDING

- STATE GRANTS VS BONDS VS LOANS

MARCH & APRIL DEBATE – REPAIR WHAT? BUILD WHAT?

## Memorandum

TO: All District Staff  
FROM: Mr. Newman  
RE: Volunteer Program  
DATE: August 2018

The following information is provided to assist you in the planning and preparation launching the year with a successful school volunteer program on our campus.

The Colusa Unified School District has many parent and community volunteers. It is because of the sincere commitment of our sites that we can facilitate a program of quality. Your leadership allows parents/guardians as well as community members to share their talents and expertise in a myriad of school activities designed to enhance the educational experience of all students. We appreciate your efforts that nurture the rich relationships between our schools and our community.

### **1. TB Screening Protocol Changes:**

On September 15, 2014, the governor of California signed into law new TB testing rules for schools. Assembly Bill 1667 regulates staff and volunteer testing at schools for tuberculosis.

Starting now, the first step in becoming a school volunteer is to process an Adult Tuberculosis Questionnaire.

### **2. School Volunteer Program Forms:**

The attached form will be available for download on the CUSD Webpage. School sites are **required** to have a volunteer sign-in sheet.

### **3. Photo Identification:**

Obtain a copy of Photo ID and submit with the attached forms.

### **4. Volunteer Sign-In**

All sites must require volunteers to sign in at the front office and wear the necessary identification.

Thank you for keeping ALL CUSD students safe!



Colusa Unified School District  
745 10<sup>th</sup> St.  
Colusa, CA 95932

# VOLUNTEER PACKET

2018-19

## ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

*Must be administered by a licensed health care provider (physician, physician assistant, nurse, nurse practitioner)*

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Risk Assessment: \_\_\_\_\_

History of positive TB test or TB disease

Yes

No

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed prior to volunteering.

If there is a "Yes" response to any of the questions #1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors:

1. One of more signs & symptoms of TB

Yes

No

(Prolonged cough, coughing up blood, fever, night sweats, weight loss, and excessive fatigue)

Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB.

2. Close contact with someone with infectious TB disease.

Yes

No

3. Foreign-born person

Yes

No

(Any country other than the USA, Canada, Australia, New Zealand,  
or a county in Western or Northern Europe.)

4. Traveler to high TB-prevalence country for more than 1 month

Yes

No

(Any country other than the USA, Canada, Australia, New Zealand, or a  
county in Western or Northern Europe.)

5. Current or former resident or employee of correctional facility, long-term care  
facility, hospital, or homeless shelter.

Yes

No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adult Tuberculosis (TB) Risk Assessment Questionnaire

Certificate of Completion

*(Must be signed by the health care providing completing the risk assessment and/or examination)*

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Care Provider Name

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

-----  
**TO BE COMPLETED BY NURSE:**

Approved

Denied

\_\_\_\_\_  
Signature

## VOLUNTEER SCREENING REQUIREMENTS

Colusa Unified School District welcomes and encourages involvement from parents / guardians, community members, businesses, community organizations, higher education institutions and the military. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified in 4 categories. Depending on the category, certain processes must be completed by district staff prior to volunteering. All volunteers will be processed annually.

### CATEGORY A

Visitors or guests who enter a school for a **one-time** event. This person has no unsupervised exposure or contact with children. Typical examples include Read Across America guest reader, guest / resource speaker, senior project panel member, one time volunteer for school or classroom event, or other day or guest-type activity. Parents who attend school to eat lunch or to participate in a parent involvement activity such as "Family Friday" with their child(ren) are also considered visitors or guests.

#### Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

### CATEGORY B

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children, volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by district staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Typical examples include classroom tutoring, classroom reading, classroom assistance and after-school programs where supervised by district personnel, field trip chaperones (chaperones who drive for field trips must also follow the requirements set forth and must include documentation of current driver's license and automobile insurance coverage), as well as non-classroom volunteers such as office helpers, non-classroom assistance, organized functions associated with school organizations such as PTA, school foundation, Site Council.

#### Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Be checked **by designated District personnel** against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>)
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse.
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

## CATEGORY C

**Volunteers with classroom exposure, who work directly with students, and may have unsupervised time with students, but only while on district property with district personnel on site.** Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary time with children and short duration of obstructed view, such as on-site tutoring outside of the classroom.

### Screening requirements:

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct.
- Submit to a criminal background check to determine whether the applicant is precluded from volunteering as specified in California Education Code section 35021 et seq. In some cases, depending upon information returned, the District reserves the right to require fingerprinting. Should fingerprint be required, the rolling fee is the responsibility of the volunteer (Approximately \$10-\$15).
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse.
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

## CATEGORY D

**Volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff.** This volunteer likely will have direct and unsupervised interaction with children. Typical examples include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring, and overnight chaperones. Conditions typically include an off-campus setting and unsupervised solitary time. Returning Category D volunteers who have a current fingerprint clearance on file with CUSD do **NOT** need to be fingerprinted annually. A Request for Criminal Background Check (Category C process) must be submitted each year to keep the clearance current.

### Screening requirements:

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct.
- New volunteers submit their fingerprints to both State and National databases. Fingerprint rolling fees are the responsibility of the volunteer (Approximately \$10-25). Returning volunteers whose fingerprints have previously cleared under Category D submit a Category C Request to Conduct Volunteer Screening to CUSD to keep the fingerprint clearance current.
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse.
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

## VOLUNTEER SCREENING QUICK FACTS

<p style="text-align: center;"><b>CATEGORY A</b></p> <ul style="list-style-type: none"> <li>• Visitor or guest for one-time event</li> <li>• No unsupervised exposure or contact with students</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Read Across America guest reader</li> <li>• Principal for Day participant</li> <li>• Guest/resource speaker or classroom presentation</li> <li>• Senior Presentation panel member</li> <li>• One-time volunteer for school/classroom event</li> <li>• Parents eating lunch with their child</li> <li>• Parents participating in parent involvement activity such as "Family Friday"</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID to site</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> </ul>	<p style="text-align: center;"><b>CATEGORY B</b></p> <ul style="list-style-type: none"> <li>• Group exposure with direct staff supervision</li> <li>• Classroom exposure supervised by district staff</li> <li>• Open/public setting classrooms where staff/adults can observe at all times</li> <li>• Always within unobstructed view</li> <li>• No solitary time with students</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Classroom assistance, tutoring or reading</li> <li>• School police parent patrol volunteers</li> <li>• Field trip chaperones (drivers must also follow district procedures regarding licensing &amp; insurance coverage)</li> <li>• Non-classroom volunteers (Office, PTA, SSC)</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID to site (site photocopies and sends to DO with Volunteer Application)</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> <li>• Submit district volunteer application</li> <li>• Megan's Law Database Check (done by D/O)</li> <li>• Obtain TB Clearance</li> </ul>
<p style="text-align: center;"><b>CATEGORY C</b></p> <ul style="list-style-type: none"> <li>• Unsupervised time with students only while on district property <b>with</b> district personnel on site</li> <li>• Time with student(s) in areas outside of classroom where staff/adults can observe most times</li> <li>• Occasional short periods of solitary time with students and short duration of obstructed view</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• On-site tutoring outside of the classroom (i.e. – ASES, Small Groups)</li> <li>• Show ID to site (site photocopies &amp; sends to DO with Volunteer Application)</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> <li>• Submit district volunteer application</li> <li>• Category C Background Check with Local Authorities District Office Reserves the right to require fingerprinting (approximately \$10-25 and nonrefundable).</li> <li>• Obtain TB clearance</li> </ul>	<p style="text-align: center;"><b>CATEGORY D</b></p> <ul style="list-style-type: none"> <li>• Unrestricted exposure/unsupervised interaction with students</li> <li>• Off-campus setting and unsupervised solitary time</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Volunteer walk-on coaches</li> <li>• Support personnel for athletics</li> <li>• Offsite tutoring/mentoring</li> <li>• Overnight chaperones</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site of district employee</li> <li>• Show ID when on site (site photocopies &amp; sends to DO with Volunteer Application)</li> <li>• Sign in when on site</li> <li>• Wear name badge when on site</li> <li>• Submit district volunteer application</li> <li>• Category D Background Check: REQUIRED DOJ &amp; FBI Fingerprint clearance (fingerprinting costs are the responsibility of the volunteer – Approximately \$10-\$25 and nonrefundable); returning Category D volunteers submit Category C Background Requests to keep clearance current – do not need to reprint</li> <li>• Obtain TB clearance</li> </ul>

## Colusa Unified School District Volunteer Application

School Year: \_\_\_\_\_

Date: \_\_\_\_\_ District Sponsor: \_\_\_\_\_ Site: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Notify in Case of Emergency: \_\_\_\_\_

Current Employer: \_\_\_\_\_

DL # / ID #: \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Please check whether you are a new or returning CUSD volunteer.                      New                      Returning

Do you have any pending criminal charges against you?                      Yes                      No

Have you ever been convicted\* of a felony or misdemeanor?                      Yes                      No

Have you ever been convicted\* of a sex, drug, or weapon related offense?                      Yes                      No

Are you required to register as a sex offender under Penal Code 290.95                      Yes                      No

\*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If YES, please explain:

Parent/Guardian Volunteers: Please check whether you plan to drive for a field trip during the school year.                      Yes                      No

Please list the name(s) of your child(ren): \_\_\_\_\_

For security reasons, a background check will be conducted by District level staff. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California Law.

I give my permission to have my personal and professional references researched and hold the district and any individual providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature

Date

### **To be completed by Site Level Staff:**

TB Test completed (date):

Volunteer category (check appropriate box)

Category B + Megan's Law Database Check

Category C + Background Check

Category D + Fingerprinting

### **To be completed by DO Staff:**

DISTRICT PROCESSING DATE: \_\_\_\_\_ Cleared

DISTRICT PERSONNEL: \_\_\_\_\_

Volunteer Service Ended:

Reason for leaving:

Child no longer at school

Moved                      Illness

Employment                      Requested

Other

DISTRICT PROCESSING DATE: \_\_\_\_\_

DISTRICT PERSONNEL: \_\_\_\_\_

**VOLUNTEER CODE OF CONDUCT**  
(THIS DOCUMENT DEFINES THE DISTRICT'S EXPECTATIONS FOR ALL VOLUNTEERS)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the site's main office.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use ONLY adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree to not exchange telephone numbers, home addresses, email addressed or any other home directory information with students for any purpose, unless it is as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Procedures when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree to only do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JUNE 1, 2018 - BATCH 44					
PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1590	JENNIFER ALANIZ	\$15.00	95	ASB	REIMBURSE SUPPLIES PURCHASED
1596	AMERICAN FIDELITY ASSURANCE	\$411.87	1	DO	DISTRICT PAID DISABILITY
1598	SAMANTHA BROOKS	\$112.24	95	ASB	REIMBURSE SUPPLIES PURCHASED
1584	CALIFORNIA'S VALUED TRUST	\$112,715.87	1	DO	INSURANCE
1592	REBECCA CHANGUS	\$110.18	1	CHS-HS, DO	MILEAGE, HOME SCHOOL LUNCH REIMBURSEMENT
1601	COLUSA COUNTY OFFICE OF ED.	\$500.00	1	DO	QSS FISCAL YEAR SEMINAR
1597	SANDY HUFF	\$98.59	95	ASB	REIMBURSE SUPPLIES PURCHASED
1587	ROCHELLE LAIRD	\$150.00	1	DO	CONSULTING FEES
1600	ERIC LAY	\$224.84	95	ASB	REIMBURSE SUPPLIES PURCHASED
1591, 1593 & 1599	LCMS AWARDS	\$1,041.93	1/95	ASB, DO	AWARDS
1594	NSCIF	\$759.00	1	DO	BASEBALL/SOFTBALL ADMISSION & ENTRY FEES
1585 & 1589	QUILL CORPORATION	\$175.12	1	BPS, DO	SUPPLIES
1603	SHANNON SCOFIELD	\$96.00	95	DO	REIMBURSE SUPPLIES PURCHASED
1602	HEATHER THOMAS	\$72.57	1	CHS	REIMBURSE SUPPLIES PURCHASED
RC-98, RC- 99 & RC-100	US BANK CAL-CARD	\$6,706.13	1/95	CHS, DO	SEE ATTACHED
1586	YUBA SAFE & LOCK	\$323.44	1	DO	MAINTENANCE SERVICES
1595	ZIONS BANK	\$350.00	1	DO	CONSULTING FEES
TOTAL ALL FUNDS		\$123,862.78			BATCH 44



BATCH 44 - JUNE 1, 2018					
US BANK CALCARD VISA					
Jeremy Miller					
5/8/2018	CDW GOVERNMENT	800-808-4239, IL	\$600.51	1	SUPPLIES
5/15/2018	CDW GOVERNMENT	800-808-4239, IL	\$102.96	1	SUPPLIES
5/15/2018	CDW GOVERNMENT	800-808-4239, IL	\$102.47	1	SUPPLIES
5/16/2018	CDW GOVERNMENT	800-808-4239, IL	\$3,263.62	1	SUPPLIES
5/16/2018	AMAZON.COM	AMZN.COM/BILL, WA	\$28.77	1	SUPPLIES
5/19/2018	UPS	800-811-1648, GA	\$16.66	1	POSTAGE
		Subtotal:	\$4,114.99		
Jesse Rodriguez					
		Subtotal:	\$0.00		
Jody Johnston					
		Subtotal:	\$0.00		
Maria Espindola					
5/16/2018	USPS	COLUSA, CA	\$50.00	1	POSTAGE
5/20/2018	STAPLES DIRECT	800-333-3330,CT	\$6.79	1	SUPPLIES
		Subtotal:	\$56.79		
Melissa Ericsson					
		Subtotal:	\$0.00		
Nick Schantz					
		Subtotal:	\$0.00		
Rebecca Changus					
5/16/2018	SPORT DECALS, INC	800-435-6110, IL	\$1,141.20	1	SUPPLIES
5/16/2018	NATIONAL FFA ORGANIZATION	317-802-4333, IN	\$377.50	1	
5/17/2018	HERTZBERG NEW METHOD	217-243-5451, IL	\$1,015.65	1	
		Subtotal:	\$2,534.35		
Ron Rogers					
		Subtotal:	\$0.00		
Rosemary Hicks					
		Subtotal:	\$0.00		
Zeba Hone					
		Subtotal:	\$0.00		
BATCH 44 VISA TOTAL:			\$6,706.13		

-----

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num									
Req Reference	Date	Description	FD	RESC	Y	OBJ	GOAL	FUNC	SCH	BDRS	TYPE	T9MPS	Liq Amt	Net Amount
-----														
005113/00	ALANIZ, JENNIFER													
PV-001590	05/20/2018	DOLLAR TREE REIMBURSEMENT	95-0950-0-4300-0000-0000-000-0000-0000	NN										15.00
			MATERIALS AND SUPPLIES											
		TOTAL PAYMENT AMOUNT						15.00	*					15.00
005789/00	AMERICAN FIDELITY ASSURANCE													
PV-001596	04/11/2018	INV #B750962	01-0000-0-9517-0000-0000-000-0000-0000	NN										411.87
			MEDICARE LIAB											
		TOTAL PAYMENT AMOUNT						411.87	*					411.87
006037/00	BROOKS, SAMANTHA													
PV-001598	05/17/2018	REIMBURSE SUPPLIES	95-0860-0-4300-0000-0000-000-0000-0000	NN										112.24
			MATERIALS AND SUPPLIES											
		TOTAL PAYMENT AMOUNT						112.24	*					112.24
004976/00	CALIFORNIA'S VALUED TRUST													
PV-001584	05/18/2018	JUNE 2018 PREMIUMS	01-0000-0-9514-0000-0000-000-0000-0000	NN										112,715.87
			HEALTH/WELFARE LIAB											
		TOTAL PAYMENT AMOUNT						112,715.87	*					112,715.87
004623/00	CHANGUS, REBECCA													
PV-001592	05/18/2018	MILEAGE REIMBURSEMENT	01-9099-0-4300-1110-4000-000-7150-0000	NN										52.32
			MATERIALS AND SUPPLIES											
PV-001592	05/18/2018	HOME SCHOOL LUNCH REIMBURSE	01-0000-0-4300-3300-1000-500-5030-0000	NN										57.86
			MATERIALS AND SUPPLIES											
		TOTAL PAYMENT AMOUNT						110.18	*					110.18
000166/00	COLUSA COUNTY OFFICE EDUCATION 946002149													
PV-001601	05/21/2018	QSS FISCAL YEAR SEMINAR	01-0000-0-5200-0000-7200-000-0000-0000	NN										500.00
			TRAVEL AND CONFERENCE											
		TOTAL PAYMENT AMOUNT						500.00	*					500.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y	OBJ	GOAL	FUNC	SCH	BDRS	TYPE	T9MPS	Liq Amt	Net Amount
-----												
000650/00	HUFF, SANDY											
PV-001597	04/29/2018	REIMBURSE SOFTBALL SUPPLIES				95-0832-0-4300-0000-0000-000-0000-0000	NN					98.59
						MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT						98.59	*			98.59
000735/00	LAIRD, ROCHELLE	566064625										
PV-001587	05/22/2018	INV #52218				01-0723-0-5800-0000-3600-000-6500-0000	NY					150.00
						CONSULTING SERV/OPERATING EXP						
		TOTAL PAYMENT AMOUNT						150.00	*			150.00
005786/00	LAY, ERIC											
PV-001600	05/16/2018	REIMBURSE SUPPLIES				95-0821-0-4300-0000-0000-000-0000-0000	NN					224.84
						MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT						224.84	*			224.84
000626/00	LCMS AWARDS	519468509										
PV-001591	05/18/2018	INV 643045				01-0000-0-4300-1110-1000-200-2030-0000	NN					179.64
						MATERIALS AND SUPPLIES						
PV-001593	05/21/2018	INV 643047				01-9099-0-4300-1110-4000-000-7150-0000	NN					361.97
						MATERIALS AND SUPPLIES						
PV-001599	05/14/2018	ASB GENERAL				95-0800-0-4300-0000-0000-000-0000-0000	NN					333.54
						MATERIALS AND SUPPLIES						
PV-001599	05/14/2018	ASB BASEBALL				95-0821-0-4300-0000-0000-000-0000-0000	NN					42.90
						MATERIALS AND SUPPLIES						
PV-001599	05/14/2018	ASB TRACK				95-0833-0-4300-0000-0000-000-0000-0000	NN					19.84
						MATERIALS AND SUPPLIES						
PV-001599	05/14/2018	ASB GOLF				95-0830-0-4300-0000-0000-000-0000-0000	NN					42.90
						MATERIALS AND SUPPLIES						
PV-001599	05/14/2018	ASB SOFTBALL				95-0832-0-4300-0000-0000-000-0000-0000	NN					61.14
						MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT						1,041.93	*			1,041.93
003150/00	NSCIF	942168030										
PV-001594	05/21/2018	INV #16056 BASEBALL ENTRY FEE				01-9099-0-4300-1110-4000-000-7281-0000	NN					75.00
						MATERIALS AND SUPPLIES						
PV-001594	05/21/2018	INV #16023 SOFTBALL ENTRY FEE				01-9099-0-4300-1110-4000-000-7282-0000	NN					75.00
						MATERIALS AND SUPPLIES						
PV-001594	05/21/2018	5/11/18 BASEBALL ADMISSIONS				01-9099-0-4300-1110-4000-000-7281-0000	NN					308.00
						MATERIALS AND SUPPLIES						

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS									Liq Amt	Net Amount
-----													
003150	(CONTINUED)												
PV-001594	05/21/2018	5/15/18 SOFTBALL ADMISSIONS	01-9099-0-4300-1110-4000-000-7282-0000 NN										301.00
			MATERIALS AND SUPPLIES										
		TOTAL PAYMENT AMOUNT	759.00 *										759.00
000394/00	QUILL CORPORATION		362952904										
PV-001585	05/09/2018	INV #7013171	01-0000-0-4300-1110-1000-100-1030-0000 NN										96.53
			MATERIALS AND SUPPLIES										
PV-001589	05/14/2018	INV #7113506	01-0000-0-4300-0000-7200-000-0000-0000 NN										41.06
			MATERIALS AND SUPPLIES										
PV-001589	05/14/2018	INV #7157864	01-0000-0-4300-0000-7200-000-0000-0000 NN										37.53
			MATERIALS AND SUPPLIES										
		TOTAL PAYMENT AMOUNT	175.12 *										175.12
006072/00	SCOFIELD, SHANNON												
PV-001603	05/10/2018	REIMBURSE SUPPLIES	95-0890-0-4300-0000-0000-000-0000-0000 NN										96.00
			MATERIALS AND SUPPLIES										
		TOTAL PAYMENT AMOUNT	96.00 *										96.00
003098/00	THOMAS, HEATHER												
PV-001602	05/17/2018	REIMBURSE BARN SUPPLIES	01-7010-0-4300-3800-1000-300-3530-0000 NN										72.57
			MATERIALS AND SUPPLIES										
		TOTAL PAYMENT AMOUNT	72.57 *										72.57
005101/00	US BANK- CAL CARD		411558798										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-1110-1000-300-3042-0000										600.51
			MATERIALS AND SUPPLIES										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-0000-7700-000-6000-0000										102.96
			MATERIALS AND SUPPLIES										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-0000-7700-000-6000-0000										102.47
			MATERIALS AND SUPPLIES										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-0000-7700-000-6000-0000										3,263.62
			MATERIALS AND SUPPLIES										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-0000-7200-000-0000-0000										28.77
			MATERIALS AND SUPPLIES										
RC-000098	05/29/2018	06.01.2018 MILLER VISA CHARGES	01-0000-0-4300-0000-7700-000-6000-0000										16.66
			MATERIALS AND SUPPLIES										
RC-000099	05/29/2018	06.01.2018 ESPINDOLA VISA	01-0000-0-4300-0000-7200-000-0000-0000										6.79
			MATERIALS AND SUPPLIES										

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS								Liq Amt	Net Amount
-----												
005101	(CONTINUED)											
RC-000099	05/29/2018	06.01.2018 ESPINDOLA VISA	01-0000-0-4300-0000-7200-000-0000-0000									50.00
			MATERIALS AND SUPPLIES									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	95-0826-0-4300-0000-0000-000-0000-0000									1,141.20
			MATERIALS AND SUPPLIES									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	01-7010-0-4300-3800-1000-300-3530-0000									377.50
			MATERIALS AND SUPPLIES									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	01-0000-0-4300-1110-1000-300-3560-0000									1,015.65
			MATERIALS AND SUPPLIES									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	95-0826-0-9519-0000-0000-000-0000-0000	N								-82.74
			SALES TAX LIABILITY									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	95-0826-0-4300-0000-0000-000-0000-0000	N								82.74
			MATERIALS AND SUPPLIES									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	01-0000-0-9519-1110-1000-300-3560-0000	N								-24.83
			SALES TAX LIABILITY									
RC-000100	06/01/2018	06.01.2018 CHANGUS VISA	01-0000-0-4300-1110-1000-300-3560-0000	N								24.83
			MATERIALS AND SUPPLIES									
			TOTAL PAYMENT AMOUNT				6,706.13	*				6,706.13
000508/00	YUBA SAFE AND LOCK		911859867									
PV-001586	05/16/2018	INV #18000	01-8100-0-5800-0000-8100-000-6500-0000	NN								323.44
			CONSULTING SERV/OPERATING EXP									
			TOTAL PAYMENT AMOUNT				323.44	*				323.44
006095/00	ZIONS BANK		870189025									
PV-001595	05/31/2018	INV #7344	01-0000-0-5800-0000-7200-000-0000-0000	NY								350.00
			CONSULTING SERV/OPERATING EXP									
			TOTAL PAYMENT AMOUNT				350.00	*				350.00
			TOTAL BATCH PAYMENT				123,862.78	***		0.00		123,862.78
			TOTAL DISTRICT PAYMENT				123,862.78	****		0.00		123,862.78
			TOTAL FOR ALL DISTRICTS:				123,862.78	****		0.00		123,862.78

Number of checks to be printed: 17, not counting voids due to stub overflows.

## COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JUNE 8, 2018 - BATCH 45

PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1632	Alhambra & Sierra Springs	\$45.05	1	DO	Water
1615 & 1626	Karen Benning	\$146.18	1	BPS	Reimburse Supplies Purchased
1619	Samantha Brooks	\$32.73	95	DO	Reimburse Supplies Purchased
1618	Rebecca Changus	\$21.98	1	CHS	Reimburse Supplies Purchased
1631	Climate Control	\$4,549.40	1	DO	Maintenance & Repair
1624	Colusa Dairy	\$138.63	1	EMS	Supplies
1605	Todd Hamer	\$400.00	95	ASB	Track Manager Fees
1614	Barbara Hankins	\$168.00	1	DO	Adult Pediatric CPR/First Aid Review
1613	Herff Jones	\$85.00	1	CHS & CHS-HS	Diplomas
1610	Industrial Plumbing Supply	\$329.40	1	DO	Maintenance & Repair
1622	Deanne Jarrett	\$91.45	1	BPS	Reimburse Supplies Purchased
1608	Jeff Savage Plumbing	\$217.50	1	DO	Maintenance & Repair
1606	Leukemia & Lymphoma Society	\$2,172.00	1	BPS	Pennies for Patients Fundraiser
1628	Live Oak High School	\$366.32	95	ASB	Track Medals
1630	Meridian Diesel	\$373.36	1	DO	Transportation Maintenance
1621	Jeremy Miller	\$210.07	95	ASB	Reimburse Track Supplies
1607	Monica Pleitez	\$105.00	95	ASB	Track Meet Fees
1627	Jamie Myers	\$131.30	1	BPS	Reimburse Supplies Purchased
1612	NSCIF	\$501.23	1	DO	Awards & Entry Fees
1633	PG&E	\$16,886.78	1	DO	May 2018
1625	Riverbank Pizza	\$131.92	1	EMS	Pizza (AR Incentive)
1617	Shannon Scofield	\$302.08	1	CHS	Reimburse Supplies Purchased (Senior Project)
1609	Sierra School Equipment Company	\$5,405.40	1	CHS-HS	Supplies
1604	Stephanie Stever	\$81.99	1	CHS	Reimburse Supplies Purchased
1611	Superior Tire Service	\$288.95	1	CHS & DO	Transportation Maintenance
1616	Sutter County Superintendent of Schools	\$7,300.00	1	DO	Shady Creek Outdoor School Program Final Installment
1623	Maite Testerman	\$135.00	95	ASB	Reimburse Supplies Purchased
1629	Ryan Tietz	\$97.64	1	BPS	Reimburse Supplies Purchased
RC-101 thru RC-105	US BANK CAL-CARD	\$8,182.98	1/95	CHS, CHS-HS & DO	SEE ATTACHED
TOTAL ALL FUNDS		\$48,897.34			BATCH 45

**BATCH 45 - JUNE 8, 2018**  
**US BANK CALCARD VISA**

Jeremy Miller					
		Subtotal:	\$0.00		
Jesse Rodriguez					
		Subtotal:	\$0.00		
Jody Johnston					
5/21/2018	Roseville Golfand	Roseville, CA	\$2,297.00	95	8th Grade Sunsplash Trip
5/22/2018	Amazon Marketplace	www.amazon.co, WA	\$97.51	95	Field Day Supplies
		Subtotal:	\$2,394.51		
Maria Espindola					
5/18/2018	Quill Corporation	800-982-3400, SC	\$28.50	1	Supplies
5/22/2018	Quill Corporation	800-982-3400, SC	\$24.10	1	Supplies
		Subtotal:	\$52.60		
Melissa Ericsson					
5/10/2018	Office Depot	800-463-3768, CA	\$174.99	1	Supplies
5/12/2018	Staples Direct	800-333-3330, MA	\$75.06	1	Supplies
5/16/2018	Office Depot	800-463-3768, CA	\$91.15	1	Supplies
5/21/2018	Office Depot	800-463-3768, CA	(\$107.24)	1	Supplies
		Subtotal:	\$233.96		
Nick Schantz					
		Subtotal:	\$0.00		
Rebecca Changus					
5/10/2018	Graeagle Meadows Golf	Graeagle, CA	\$215.00	1	Golf Masters Championship Fees
5/14/2018	Signs.com	801-355-4124, UT	\$160.86	95	Supplies
5/18/2018	Amazon.com	amzn.com/bill, WA	\$153.30	1	Supplies
5/19/2018	Quill Corporation	800-982-3400, SC	\$700.29	1	Supplies
5/21/2018	Sports Decal, Inc.	800-435-6110, IL	\$279.24	95	Supplies
5/3/2018	Sullivan Supply, Inc.	800-475-5902, IA	\$1,432.57	1	Supplies
5/23/2018	Columbia Hotel	541-482-3726, OR	\$901.26	1	Accomodations (Alumni; English)
5/23/2018	California's Great America	408-988-1776, CA	\$1,461.99	1	Senior Dinner/Trip
5/24/2018	Demco, Inc.	800-356-1200, WI	\$80.34	1	Library Supplies
5/28/2018	Amazon Marketplace	www.amazon.co, WA	\$75.12	1	Supplies
		Subtotal:	\$5,459.97		
Ron Rogers					
		Subtotal:	\$0.00		
Rosemary Hicks					
		Subtotal:	\$0.00		
Zeba Hone					
5/12/2018	Amazon Marketplace	www.amazon.co, WA	\$41.94	1	Supplies
		Subtotal:	\$41.94		
BATCH 45 VISA TOTAL:			\$8,182.98		



Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

012 COLUSA UNIFIED SCHOOL DISTRICT J70932  
BATCH 45 - JUNE 8, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0045 JUNE 8, 2018

APY500 L.00.12 06/02/18 17:04 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num					
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount				
000377/00	ALHAMBRA & SIERRA SPRINGS									
PV-001632	05/24/2018	INV 5171849-052418	01-0000-0-4300-0000-7200-000-0000-0000 NN			7.54				
			MATERIALS AND SUPPLIES							
PV-001632	05/24/2018	INV 5169282-052418	01-8100-0-4300-0000-8100-000-6500-0000 NN			37.51				
			MATERIALS AND SUPPLIES							
		TOTAL PAYMENT AMOUNT	45.05 *			45.05				
003923/00	BENNING, KAREN									
PV-001615	05/18/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-100-1077-0000 NN			102.08				
			MATERIALS AND SUPPLIES							
PV-001626	05/29/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-100-1077-0000 NN			44.10				
			MATERIALS AND SUPPLIES							
		TOTAL PAYMENT AMOUNT	146.18 *			146.18				
006037/00	BROOKS, SAMANTHA									
PV-001619	05/23/2018	REIMBURSE SUPPLIES	95-0860-0-4300-0000-0000-000-0000-0000 NN			32.73				
			MATERIALS AND SUPPLIES							
		TOTAL PAYMENT AMOUNT	32.73 *			32.73				
004623/00	CHANGUS, REBECCA									
PV-001618	05/20/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-300-3002-0000 NN			21.98				
			MATERIALS AND SUPPLIES							
		TOTAL PAYMENT AMOUNT	21.98 *			21.98				
004835/00	CLIMATE CONTROL INC	200216468								
PV-001631	05/22/2018	INV 27968	01-8100-0-5600-0000-8100-000-6500-0000 NN			575.00				
			RENTALS, LEASES AND REPAIRS							
PV-001631	05/22/2018	INV 27966	01-8100-0-5600-0000-8100-000-6500-0000 NN			230.00				
			RENTALS, LEASES AND REPAIRS							
PV-001631	05/22/2018	INV 27967	01-8100-0-5600-0000-8100-000-6500-0000 NN			115.00				
			RENTALS, LEASES AND REPAIRS							
PV-001631	05/22/2018	INV 27917	01-0000-0-5600-0000-8100-000-6500-0000 NN			1,462.60				
			RENTALS, LEASES AND REPAIRS							
PV-001631	05/22/2018	INV 27918	01-0000-0-5600-0000-8100-000-6500-0000 NN			2,166.80				
			RENTALS, LEASES AND REPAIRS							
		TOTAL PAYMENT AMOUNT	4,549.40 *			4,549.40				

012 COLUSA UNIFIED SCHOOL DISTRICT J70932  
 BATCH 45 - JUNE 8, 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0045 JUNE 8, 2018

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	ABA num	Account num	Liq Amt	Net Amount
000171/00	COLUSA DAIRY		680334085					
	PV-001624	05/29/2018 INV #96129		01-0000-0-4300-1110-1000-200-2030-0000 NN			138.63	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		138.63 *				138.63
005726/00	HAMER, TODD		573556595					
	PV-001605	04/30/2018 INVOICE 4/30/18		95-0833-0-4300-0000-0000-000-0000-0000 NY			400.00	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		400.00 *				400.00
001413/00	HANKINS, BARBARA							
	PV-001614	05/21/2018 INV #05687754		01-9099-0-4300-1110-4000-000-7150-0000 NN			168.00	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		168.00 *				168.00
005763/00	HERFF JONES							
	PV-001613	05/11/2018 INV #913081 CAHS		01-0000-0-4300-1110-3110-300-3100-0000 NN			37.53	
				MATERIALS AND SUPPLIES				
	PV-001613	05/11/2018 INV #913416 HS		01-0000-0-4300-3300-1000-500-5030-0000 NN			47.47	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		85.00 *				85.00
006158/00	INDUSTRIAL PLUMBING SUPPLY		721618094					
	PV-001610	04/16/2018 INV #69216		01-0000-0-4300-0000-8100-000-6500-0000 NY			329.40	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		329.40 *				329.40
000227/00	JARRETT, DEANNA							
	PV-001622	05/21/2018 REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-100-1065-0000 NN			91.45	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		91.45 *				91.45

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012 COLUSA UNIFIED SCHOOL DISTRICT J70932  
BATCH 45 - JUNE 8, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0045 JUNE 8, 2018

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	ABA num	Account num	Liq Amt	Net Amount
003150/00	NSCIF		942168030					
PV-001612	05/31/2018	INV #15985		01-9099-0-4300-1110-4000-000-7150-0000 NN			301.23	
				MATERIALS AND SUPPLIES				
PV-001612	05/31/2018	INV #16111		01-9099-0-4300-1110-4000-000-7231-0000 NN			20.00	
				MATERIALS AND SUPPLIES				
PV-001612	05/31/2018	INV #16170		01-9099-0-4300-1110-4000-000-7261-0000 NN			180.00	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		501.23 *			501.23	
000369/00	PACIFIC GAS & ELECTRIC		940742640					
PV-001633	05/14/2018	MAY 2018 BILLING		01-0000-0-5500-0000-8100-000-0000-0000 NN			16,886.78	
				OPERATIONS & HOUSEKEEPING SERV				
		TOTAL PAYMENT AMOUNT		16,886.78 *			16,886.78	
000924/00	RIVERBANK PIZZA		203976569					
PV-001625	05/29/2018	INV #15130		01-0000-0-4300-1110-1000-200-2030-0000 NN			131.92	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		131.92 *			131.92	
006072/00	SCOFIELD, SHANNON							
PV-001617	05/24/2018	REIMB SR PRJ SUPPLIES		01-0000-0-4300-1110-1000-300-3003-0000 NN			302.08	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		302.08 *			302.08	
006175/00	SIERRA SCHOOL EQUIP COMPANY							
PV-001609	05/16/2018	STUDENT COMBO DESKS		01-0000-0-4300-3300-1000-500-5020-0000 NN			5,405.40	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		5,405.40 *			5,405.40	
005843/00	STEVEER, STEPHANIE							
PV-001604	05/21/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-300-3560-0000 NN			81.99	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		81.99 *			81.99	



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ACCOUNTS PAYABLE PRELIST  
BATCH: 0045 JUNE 8, 2018

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

RC-000104	05/11/2018	HONE VISA CHARGES	01-0000-0-4300-0000-7200-000-0000-0000	41.94
RC-000104	05/11/2018	HONE VISA CHARGES	01-0000-0-9519-0000-7200-000-0000-0000	-3.04
RC-000104	05/11/2018	HONE VISA CHARGES	01-0000-0-4300-0000-7200-000-0000-0000	3.04
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-9099-0-4300-1110-4000-000-7240-0000	215.00
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-0000-0-4300-1110-1000-300-3560-0000	153.30
RC-000105	06/01/2018	CHANGUS VISA CHARGES	95-0865-0-4300-0000-0000-000-0000-0000	160.86
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-9011-0-4300-3800-1000-300-3531-0000	300.00
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-9011-0-4300-3800-1000-300-3532-0000	96.17
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-9011-0-4300-3800-1000-300-3534-0000	300.00
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-7010-0-4300-3800-1000-300-3530-0000	4.12
RC-000105	06/01/2018	CHANGUS VISA CHARGES	95-0832-0-4300-0000-0000-000-0000-0000	279.24
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-3550-0-4300-3800-1000-300-3000-0000	1,432.57
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-0001-0-4300-1110-1000-300-3202-0000	901.26
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-0000-0-4300-1110-1000-300-3003-0000	1,461.99
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-0000-0-4300-1110-2420-300-3200-0000	80.34
RC-000105	06/01/2018	CHANGUS VISA CHARGES	01-0000-0-4300-3300-1000-500-5030-0000	75.12

TOTAL PAYMENT AMOUNT	8,182.98 *	8,182.98
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TOTAL BATCH PAYMENT	48,897.34 ***	0.00	48,897.34
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TOTAL DISTRICT PAYMENT	48,897.34 ****	0.00	48,897.34
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TOTAL FOR ALL DISTRICTS:	48,897.34	****	0.00	48,897.34
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Number of checks to be printed: 29, not counting voids due to stub overflows.



## COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JUNE 15, 2018 - BATCH 46

PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1634	Advanced Document Concepts	\$96.53	1	CHS	Materials & Supplies
1636	Beeler Tractor Company	\$789.09	1	DO	Materials & Supplies
1635	Samantha Brooks	\$198.11	95	ASB	Reimburse Supplies Purchased
1638	City of Colusa	\$7,644.21	1	DO & EMS	May 2018 Payment
1642	Climate Control Inc.	\$460.00	1	DO	Maintenance & Repairs
1639-1641	Close Lumber Inc.	\$947.89	1	CHS & DO	Materials & Supplies
1645	Colusa County Farm Supplies	\$1,832.81	1	DO	Materials & Supplies
1644	Tim Crabtree	\$514.50	1	CHS	Reimburse Travel & Conference Expenses
1643	Tina Cremo	\$177.53	1	BPS	Reimburse Supplies Purchased
1646-1648	Crystal Creamery	\$4,304.54	13	CAF	Food
1650	Danielson Company	\$1,445.38	13	CAF	Food
1649	Davies Oil Co.	\$2,176.60	1	DO	Transportation
1651	Eastbay Team Inc.	\$2,730.40	1	DO	Volleyball Uniforms (CRAF to Reimburse)
1652	Flora Fresh	\$149.35	1	CHS	Flowers
1653-1654	General Produce	\$4,081.65	13	CAF	Food
1656	Goelz Bros Roofing	\$29,280.00	21	BOND	Roofing
1655	Gold Star Foods	\$4,105.88	13	CAF	Food
1657	Griff's Feed & Seed	\$73.13	1	DO	Materials & Supplies
1658	Herff Jones	\$4,563.71	1	CHS & DO	Diplomas & Covers
1659	Hillyard	\$6,443.37	1	DO	Materials & Supplies
1660	Hust Brothers	\$33.23	1	DO	Materials & Supplies for Repairs
1661	Lucille Imhoff	\$468.16	1	CHS-HS	Reimburse Mileage
1662	Inland	\$691.36	1	DO	Operating Expense (Contract Fees)
1663	John Ithurburn	\$579.32	1	CHS	Reimburse Travel & Conference Expenses & Supplies Purchased
1664	Deanna Jarrett	\$45.48	1	BPS	Reimburse Supplies Purchased
1665	Kelleher Paint	\$760.69	1	CHS & DO	Choir Award
1667	LCMS Awards	\$16.09	1	EMS	Awards
1666	Lifetouch-NSS Accounts Receivable	\$1,601.47	1	BPS	Yearbooks
1668	Mitel Leasing	\$1,433.92	1	DO	Rentals, Leases & Repairs
1670	MJB Welding Supply Inc.	\$555.89	1	CHS	Materials & Supplies
1669	Jamie Myers	\$308.38	1	BPS	Materials & Supplies
1637	Norcal Floor Covering	\$9,050.00	1	CHS	New/Improvement of Building
1673	Peach Tree Inn	\$673.48	1	CHS	Travel & Conference Expenses (Summer CATA Conference)
1672	Platt	\$25.69	1	DO	Maintenance & Repairs
1676	Recology Butte Colusa Counties	\$5,850.51	1	DO	May 2018 Payment
1674	Riverside Lanes	\$764.20	95	ASB	8th Grade Graduation Party
1675	Rocco's Bar & Grill	\$450.00	95	ASB	Food
1680	Sorenson Pest Control, Inc.	\$220.00	1	DO	May 2018 Payment
1677	Standard Insurance Company	\$1,976.32	1	DO	Premium Payment
1679	Stephanie Stever	\$68.51	1	CHS	Reimburse Supplies Purchased (ELA & Senior Trip)
1678	Sutter County Superintendent of Schools	\$100.00	1	BPS	EPLAC Academy
1681	Sysco	\$499.20	13	CAF	Food
1682	US Bank Equipment Finance	\$5,061.82	1	DO	Operating Expense (Contract Fees)
RC-106 thru RC-113	US BANK CAL-CARD	\$10,492.72	1	BPS, CHS, CHS-HS & DO	SEE ATTACHED
1683	Matthew Vedo	\$20.00	1	EMS	Reimburse Supplies Purchased
1684	Bobbi Weiglein	\$400.00	1	BPS	Reimburse Supplies Purchased
1685	Yearbooks @ The Beach	\$2,720.00	95	ASB	Conference Registration
1686	Yuba Safe & Lock	\$323.44	1	DO	Materials, Supplies & Repairs
TOTAL ALL FUNDS		\$117,204.56			BATCH 46



# BATCH 46 - JUNE 15, 2018

## US BANK CALCARD VISA

Jeremy Miller					
Subtotal: \$0.00					
Jesse Rodriguez					
5/12/2018	Quill Corporation	800-982-3400, SC	\$62.56	Supplies	
5/15/2018	Quill Corporation	800-982-3400, SC	\$72.60	Supplies	
5/16/2018	Dollar General	Colusa, CA	\$5.36	Supplies	
5/31/2018	Burger King	Colusa, CA	\$32.96	Food	
Subtotal: \$173.48					
Jody Johnston					
Subtotal: \$0.00					
Maria Espindola					
5/29/2018	Dollar General	Colusa, CA	\$18.23	DELAC Supplies	
5/30/2018	Walmart Supercenter	Yuba City, CA	\$310.53	DELAC Supplies	
Subtotal: \$328.76					
Melissa Ericsson					
5/21/2018	Sav-Mor	Colusa, CA	\$7.49	Batteries	
Subtotal: \$7.49					
Nick Schantz					
5/10/2018	The Home Depot	Yuba City, CA	\$245.46	Supplies	
5/23/2018	Lowe's	Yuba City, CA	\$304.41	Supplies	
5/24/2018	The Home Depot	Yuba City, CA	\$377.53	Supplies	
6/4/2018	Lowe's	Yuba City, CA	\$333.48	Supplies	
6/4/2018	The Home Depot	Yuba City, CA	\$42.12	Supplies	
6/6/2018	Amazon Marketplace	www.amazon.co, WA	\$537.95	Supplies	
Subtotal: \$1,840.95					
Rebecca Changus					
5/29/2018	CAEA	626-233-7879, CA	\$100.00	Conference Registration (College Readiness)	
5/29/2018	Sierra Flowers	Colusa, CA	\$70.79	Flowers	
5/30/2018	Follett School Solutions	888-511-5114, IL	\$589.25	English Library Books	
5/30/2018	Riverside Lanes	800-888-8888, CA	\$63.40	EOY Bowling Party	
5/31/2018	Autonomous Inc.	909-794-1186, CA	\$1,091.47	Home School Equipment	
6/1/2018	Amazon.com	amzn.com/bill, WA	\$63.26	Supplies	
6/2/2018	Quill Corporation	800-982-3400, SC	\$78.78	Supplies	
6/2/2018	Quill Corporation	800-982-3400, SC	\$1,481.33	Supplies	
6/4/2018	Southwest	800-435-9792, TX	\$216.96	Airfair (College Readiness)	
6/5/2018	Quill Corporation	800-982-3400, SC	\$1.60	Supplies	
6/7/2018	SSI School Specialty	888-388-3224, WI	\$822.58	Instructional Materials	
Subtotal: \$4,579.42					
Ron Rogers					
4/23/2018	Bulbhed Hercules Hose	866-4396-6679, NJ	\$96.95	Supplies	
6/1/2018	Sav-Mor	Colusa, CA	\$13.72	Ice	

		Subtotal:	\$110.67		
Rosemary Hicks					
4/26/2018	Alice Training Institute	330-661-0106, OH	(\$595.00)		Reimbursement
4/26/2018	Alice Training Institute	330-661-0106, OH	(\$595.00)		Reimbursement
4/26/2018	Alice Training Institute	330-661-0106, OH	(\$595.00)		Reimbursement
4/26/2018	Alice Training Institute	330-661-0106, OH	(\$595.00)		Reimbursement
4/18/2018	Amazon Prime Membership	amzn.com/prime, WA	\$106.18		Membership Fee
5/4/2018	GBC Ecommerce	800-723-4000, IL	\$138.22		Supplies
5/14/2018	The Library Store	309-925-3923, IL	\$446.17		Supplies
5/14/2018	RPSI Enterprises	Rancho Cordova, CA	\$250.00		Contract Payment
5/16/2018	Scholastic Book Fairs	888-412-9124, FL	\$3,120.25		BPS Book Fair
5/16/2018	Amazon.com	amzn.com/bill, WA	\$134.29		Supplies
5/16/2018	Amazon.com	amzn.com/bill, WA	\$173.64		Supplies
5/16/2018	Amazon Marketplace	www.amazon.co, WA	\$7.98		Supplies
5/18/2018	Really Good	800-366-1920, CT	\$159.71		Supplies
5/23/2018	The Math Learning Center	800-575-8130, OR	\$485.57		Supplies
5/25/2018	CICC Wellness Center	Colusa, CA	\$600.00		EOY BPS Swim Field Trip
5/30/2018	Dollar Tree Stores, Inc.	Yuba City, CA	\$183.70		Supplies
		Subtotal:	\$3,425.71		
Zeba Hone					
5/30/2018	Vistaprint.com	866-893-6743	\$26.24		Business Cards
		Subtotal:	\$26.24		
	BATCH 46 VISA TOTAL:		\$10,492.72		

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Batch status: O Open

From batch: 0046

To batch: 0046

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

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012 COLUSA UNIFIED SCHOOL DISTRICT J71619  
JUNE 15, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0046 JUNE 15, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESC Y OBJ GOAL	FUNC SCH BDRS	TYPE T9MPS	Liq Amt	Net Amount
004835/00	CLIMATE CONTROL INC						
PV-001642	05/21/2018	INV #27960		01-8100-0-5800-0000-8100-000-6500-0000	NN		460.00
				CONSULTING SERV/OPERATING EXP			
		TOTAL PAYMENT AMOUNT		460.00 *			460.00
000286/00	CLOSE LUMBER INC.						
PV-001639	05/16/2018	INV #1806-182409		01-6387-0-4300-3800-1000-300-3000-0000	NN		602.62
				MATERIALS AND SUPPLIES			
PV-001640	05/31/2018	INV #1805-187633		01-9011-0-4300-3800-1000-300-3652-0000	NN		242.17
				MATERIALS AND SUPPLIES			
PV-001641	05/30/2018	INV 1805-187388		01-0000-0-4300-0000-8100-000-6500-0000	NN		103.10
				MATERIALS AND SUPPLIES			
		TOTAL PAYMENT AMOUNT		947.89 *			947.89
002212/00	COLUSA COUNTY FARM SUPPLY						
PV-001645	05/31/2018	INV #1085413		01-8100-0-4300-0000-8100-000-6500-0000	NN		1,202.81
				MATERIALS AND SUPPLIES			
PV-001645	05/31/2018	INV #1086025		01-8100-0-4300-0000-8100-000-6500-0000	NN		630.00
				MATERIALS AND SUPPLIES			
		TOTAL PAYMENT AMOUNT		1,832.81 *			1,832.81
003179/00	CRABTREE, TIM						
PV-001644	05/31/2018	CATA MEALS/MILEAGE		01-3550-0-5200-3800-1000-300-3000-0000	NN		514.50
				TRAVEL AND CONFERENCE			
		TOTAL PAYMENT AMOUNT		514.50 *			514.50
000664/00	CREMO, TINA						
PV-001643	05/30/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-100-1055-0000	NN		159.00
				MATERIALS AND SUPPLIES			
PV-001643	05/30/2018	REIMBURSE SUPPLIES		01-0001-0-4300-1110-1000-100-1201-0000	NN		18.53
				MATERIALS AND SUPPLIES			
		TOTAL PAYMENT AMOUNT		177.53 *			177.53

012 COLUSA UNIFIED SCHOOL DISTRICT J71619  
JUNE 15, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0046 JUNE 15, 2018

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num							
Req	Reference	Date	Description	FD	RESC	Y	OBJ	GOAL	FUNC	SCH	BDRS	TYPE	T9MPS
005750/00	CRYSTAL CREAMERY												
	PV-001646	05/31/2018	INV #16615358										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								206.66
				FOOD									
	PV-001646	05/31/2018	INV #16626724										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								180.00
				FOOD									
	PV-001646	05/31/2018	INV #16633379										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								200.12
				FOOD									
	PV-001646	05/31/2018	INV #16644722										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								230.19
				FOOD									
	PV-001646	05/31/2018	INV #16650939										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								239.82
				FOOD									
	PV-001646	05/31/2018	INV #16663316										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								179.46
				FOOD									
	PV-001646	05/31/2018	INV #16676610										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								204.23
				FOOD									
	PV-001646	05/31/2018	INV #16678191										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								200.12
				FOOD									
	PV-001646	05/31/2018	INV #16684889										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								159.88
				FOOD									
	PV-001647	05/31/2018	INV #16615351										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								219.56
				FOOD									
	PV-001647	05/31/2018	INV #16626721										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								199.58
				FOOD									
	PV-001647	05/31/2018	INV #16633313										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								36.42
				FOOD									
	PV-001647	05/31/2018	INV #16633329										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								239.28
				FOOD									
	PV-001647	05/31/2018	INV #16644720										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								199.58
				FOOD									
	PV-001647	05/31/2018	INV #16683027										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								199.04
				FOOD									
	PV-001647	05/31/2018	INV #16676615										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								219.70
				FOOD									
	PV-001647	05/31/2018	INV #16678194										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								199.58
				FOOD									
	PV-001647	05/31/2018	INV #16684887										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								159.88
				FOOD									
	PV-001648	05/31/2018	INV #16615352										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								119.31
				FOOD									
	PV-001648	05/31/2018	INV #16626684										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								55.46
				FOOD									
	PV-001648	05/31/2018	INV #16633324										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								119.10
				FOOD									
	PV-001648	05/31/2018	INV #16650931										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								119.10
				FOOD									
	PV-001648	05/31/2018	INV #16650937										
				13-5310-0-4700-0000-3700-000-0000-0000	NN								200.12
				FOOD									

012 COLUSA UNIFIED SCHOOL DISTRICT J71619  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount						
005750 (CONTINUED)											
PV-001648	05/31/2018	INV #16663319	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	79.40							
PV-001648	05/31/2018	INV #16676608	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	119.10							
PV-001648	05/31/2018	INV #16678190	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	19.85							
TOTAL PAYMENT AMOUNT				4,304.54 *						4,304.54	
003237/00 DANIELSEN COMPANY											
PV-001650	06/01/2018	INV #165371 (SNACK)	13-5310-0-4710-0000-3700-000-0000-0000 NN FOOD - SNACK BAR	233.06							
PV-001650	06/01/2018	INV #165371 (FOOD)	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	513.86							
PV-001650	06/01/2018	INV #166058 (SNACK)	13-5310-0-4710-0000-3700-000-0000-0000 NN FOOD - SNACK BAR	212.88							
PV-001650	06/01/2018	INV #166058 (FOOD)	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	166.35							
PV-001650	06/01/2018	INV #166682 (SNACK)	13-5310-0-4710-0000-3700-000-0000-0000 NN FOOD - SNACK BAR	148.99							
PV-001650	06/01/2018	INV #166682 (FOOD)	13-5310-0-4700-0000-3700-000-0000-0000 NN FOOD	170.24							
TOTAL PAYMENT AMOUNT				1,445.38 *						1,445.38	
001788/00 DAVIES OIL CO											
PV-001649	05/29/2018	INV #348011	01-0723-0-4300-0000-3600-000-6500-0000 NN MATERIALS AND SUPPLIES	187.82							
PV-001649	05/29/2018	INV #348160	01-0723-0-4300-0000-3600-000-6500-0000 NN MATERIALS AND SUPPLIES	166.24							
PV-001649	05/29/2018	INV #347040	01-0723-0-4300-0000-3600-000-6500-0000 NN MATERIALS AND SUPPLIES	276.33							
PV-001649	05/29/2018	INV #57168	01-0723-0-4300-0000-3600-000-6500-0000 NN MATERIALS AND SUPPLIES	1,546.21							
TOTAL PAYMENT AMOUNT				2,176.60 *						2,176.60	
006178/00 EASTBAY TEAM INC											
PV-001651	05/04/2018	VOLLEYBALL UNIFORMS 2018	01-9099-0-4300-1110-4000-000-7220-0000 NN MATERIALS AND SUPPLIES	2,730.40							
TOTAL PAYMENT AMOUNT				2,730.40 *						2,730.40	

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL	ABA num FUNC SCH BDRS	Account num TYPE T9MPS	Liq Amt	Net Amount
003871/00	FLORA FRESH							
	PV-001652	05/23/2018 INV #00842104		01-0000-0-4300-1110-1000-300-3003-0000	NN		149.35	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		149.35 *			149.35	
000505/00	GENERAL PRODUCE							
	PV-001653	05/31/2018 INV #04093154		13-5310-0-4700-0000-3700-000-0000-0000	NN		501.10	
				FOOD				
	PV-001653	05/31/2018 INV #04097523		13-5310-0-4700-0000-3700-000-0000-0000	NN		464.90	
				FOOD				
	PV-001653	05/31/2018 INV #04101829		13-5310-0-4700-0000-3700-000-0000-0000	NN		353.30	
				FOOD				
	PV-001653	05/31/2018 INV #04106082		13-5310-0-4700-0000-3700-000-0000-0000	NN		210.45	
				FOOD				
	PV-001653	05/31/2018 INV #04110225		13-5310-0-4700-0000-3700-000-0000-0000	NN		226.35	
				FOOD				
	PV-001654	05/31/2018 INV #04093281		13-5310-0-4700-0000-3700-000-0000-0000	NN		508.95	
				FOOD				
	PV-001654	05/31/2018 INV #04097475		13-5310-0-4700-0000-3700-000-0000-0000	NN		634.85	
				FOOD				
	PV-001654	05/31/2018 INV #00319951		13-5310-0-4700-0000-3700-000-0000-0000	NN		30.85	
				FOOD				
	PV-001654	05/31/2018 INV #04101916		13-5310-0-4700-0000-3700-000-0000-0000	NN		554.20	
				FOOD				
	PV-001654	05/31/2018 INV #04106112		13-5310-0-4700-0000-3700-000-0000-0000	NN		470.20	
				FOOD				
	PV-001654	05/31/2018 INV #04108830		13-5310-0-4700-0000-3700-000-0000-0000	NN		126.50	
				FOOD				
		TOTAL PAYMENT AMOUNT		4,081.65 *			4,081.65	
006150/00	GOELZ BROS ROOFING							
	PV-001656	06/07/2018 20% OF CHS ROOFING PROJECT		21-0000-0-6259-0000-8500-000-0000-0030	NN		29,280.00	
				MISC.CONST.COSTS				
		TOTAL PAYMENT AMOUNT		29,280.00 *			29,280.00	
005886/00	GOLD STAR FOODS							
	PV-001655	05/31/2018 INV #2410610 - BPS		13-5310-0-4700-0000-3700-000-0000-0000	NN		877.68	
				FOOD				
	PV-001655	05/31/2018 INV #2410626 CHS		13-5310-0-4700-0000-3700-000-0000-0000	NN		1,770.49	
				FOOD				



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Vendor/Addr	Reemit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount				
005886 (CONTINUED)												
PV-001655	05/31/2018	INV #2410619 EMS		13-5310-0-4700-0000-3700-000-0000-0000	NN			1,457.71				
				FOOD								
				TOTAL PAYMENT AMOUNT		4,105.88 *		4,105.88				
000309/00 GRIFF'S FEED & SEED												
PV-001657	05/08/2018	INV #332118		01-0000-0-4300-0000-8100-000-6500-0000	NN			73.13				
				MATERIALS AND SUPPLIES								
				TOTAL PAYMENT AMOUNT		73.13 *		73.13				
005763/00 HERFF JONES												
PV-001658	05/21/2018	INV #916208		01-0000-0-4300-1110-3110-300-3100-0000	NN			689.24				
				MATERIALS AND SUPPLIES								
PV-001658	05/21/2018	INV #915879		01-0000-0-4300-1110-3110-300-3100-0000	NN			26.76				
				MATERIALS AND SUPPLIES								
PV-001658	05/21/2018	INV #916103		01-0000-0-4300-1110-3110-300-3100-0000	NN			282.88				
				MATERIALS AND SUPPLIES								
PV-001658	05/21/2018	INV #916957		01-0000-0-4300-1110-3110-300-3100-0000	NN			15.01				
				MATERIALS AND SUPPLIES								
PV-001658	05/21/2018	INV #016408811		95-0860-0-4300-0000-0000-000-0000-0000	NN			3,549.82				
				MATERIALS AND SUPPLIES								
				TOTAL PAYMENT AMOUNT		4,563.71 *		4,563.71				
003582/00 HILLYARD												
PV-001659	06/06/2018	INV #603016674		01-0000-0-4300-0000-8100-000-6500-0000	NN			6,443.37				
				MATERIALS AND SUPPLIES								
				TOTAL PAYMENT AMOUNT		6,443.37 *		6,443.37				
006166/00 HUST BROTHERS												
PV-001660	06/05/2018	INV #22IV097724		01-0000-0-5600-0000-8100-000-6500-0000	NN			33.23				
				RENTALS, LEASES AND REPAIRS								
				TOTAL PAYMENT AMOUNT		33.23 *		33.23				

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount		
-----							
001009/00	IMHOFF, LUCILLE						
PV-001661	06/05/2018	APRIL/MAY 2018 MILEAGE	01-0000-0-5200-3300-1000-500-5030-0000 NN		468.16		
			TRAVEL AND CONFERENCE				
		TOTAL PAYMENT AMOUNT	468.16 *		468.16		
006053/00	INLAND						
PV-001662	05/23/2018	INV #IN168491	01-0000-0-5800-1110-1000-000-6124-0000 NY		691.36		
			CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT	691.36 *		691.36		
003793/00	ITHURBURN, JOHN						
PV-001663	06/09/2018	5/8-5/10/18 TRIP REIMBURSE	01-7338-0-5200-1110-3110-300-3000-0000 NN		310.15		
			TRAVEL AND CONFERENCE				
PV-001663	06/09/2018	5/8/18 HOTEL REIMBURSE	01-7338-0-5200-1110-3110-300-3000-0000 NN		203.32		
			TRAVEL AND CONFERENCE				
PV-001663	06/09/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-300-3002-0000 NN		65.85		
			MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT	579.32 *		579.32		
000227/00	JARRETT, DEANNA						
PV-001664	05/17/2018	CHERRYDALE REIMBURSE.	01-0001-0-4300-1110-1000-100-1201-0000 NN		45.48		
			MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT	45.48 *		45.48		
001688/00	KELLEHER PAINT						
PV-001665	05/31/2018	INV #7166	01-0000-0-4300-0000-8100-000-6500-0000 NN		158.94		
			MATERIALS AND SUPPLIES				
PV-001665	05/31/2018	INV #7235	01-0000-0-4300-0000-8100-000-6500-0000 NN		109.40		
			MATERIALS AND SUPPLIES				
PV-001665	05/31/2018	INV #7281	01-0000-0-4300-0000-8100-000-6500-0000 NN		123.84		
			MATERIALS AND SUPPLIES				
PV-001665	05/31/2018	INV #7332	01-6387-0-4300-3800-1000-300-3000-0000 NN		368.51		
			MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT	760.69 *		760.69		

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS								
000626/00	LCMS AWARDS										
	PV-001667	06/01/2018	INV #643059	01-0000-0-4300-1110-1000-200-2030-0000	NN					16.09	
				MATERIALS AND SUPPLIES							
			TOTAL PAYMENT AMOUNT		16.09 *					16.09	
005244/01	LIFETOUCH-NSS ACCTS REC										
	PV-001666	05/29/2018	EVENT #6968918 BPS YEARBOOK	01-0000-0-4300-1110-1000-100-1030-0000	NN					1,601.47	
				MATERIALS AND SUPPLIES							
			TOTAL PAYMENT AMOUNT		1,601.47 *					1,601.47	
005346/00	MITEL LEASING										
	PV-001668	05/31/2018	INV #901376796	01-0000-0-5600-1110-1000-000-0060-0000	NN					1,433.92	
				RENTALS, LEASES AND REPAIRS							
			TOTAL PAYMENT AMOUNT		1,433.92 *					1,433.92	
001867/00	MJB WELDING SUPPLY INC.										
	PV-001670	05/31/2018	INV #01205691	01-0000-0-4300-3800-1000-300-3539-0000	NN					508.39	
				MATERIALS AND SUPPLIES							
	PV-001670	05/31/2018	INV #01206485	01-0000-0-4300-3800-1000-300-3539-0000	NN					47.50	
				MATERIALS AND SUPPLIES							
			TOTAL PAYMENT AMOUNT		555.89 *					555.89	
002411/00	MYERS, JAMIE										
	PV-001669	05/30/2018	REIMBURSE SUPPLIES	01-0001-0-4300-1110-1000-100-1201-0000	NN					242.00	
				MATERIALS AND SUPPLIES							
	PV-001669	05/30/2018	REIMBURSE SUPPLIES	01-0001-0-4300-1110-1000-100-1201-0000	NN					66.38	
				MATERIALS AND SUPPLIES							
			TOTAL PAYMENT AMOUNT		308.38 *					308.38	
005919/00	NORCAL FLOOR COVERING										
	PV-001637	05/01/2018	CONTRACT 4613 - NEW LAB	01-6387-0-6200-0000-8500-300-6500-0000	NY					9,050.00	
				NEW & IMPROVEMENT OF BUILDINGS							
			TOTAL PAYMENT AMOUNT		9,050.00 *					9,050.00	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS									
000427/00		SORENSEN PEST CONTROL INC.										
PV-001680	05/09/2018	INV #1046920	01-0000-0-5800-0000-8100-000-6510-0000 NN								25.00	
			CONSULTING SERV/OPERATING EXP									
PV-001680	05/09/2018	INV #1046953	01-0000-0-5800-0000-8100-000-6510-0000 NN								60.00	
			CONSULTING SERV/OPERATING EXP									
PV-001680	05/09/2018	INV #1047078	01-0000-0-5800-0000-8100-000-6510-0000 NN								60.00	
			CONSULTING SERV/OPERATING EXP									
PV-001680	05/09/2018	INV #1047578	01-0000-0-5800-0000-8100-000-6510-0000 NN								75.00	
			CONSULTING SERV/OPERATING EXP									
		TOTAL PAYMENT AMOUNT	220.00 *								220.00	
005159/00		STANDARD INSURANCE COMPANY										
PV-001677	05/21/2018	MAY 2018 BILLING	01-0000-0-9517-0000-0000-000-0000-0000 NN								1,976.32	
			MEDICARE LIAB									
		TOTAL PAYMENT AMOUNT	1,976.32 *								1,976.32	
005843/00		STEVEY, STEPHANIE										
PV-001679	06/01/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-300-3560-0000 NN								53.51	
			MATERIALS AND SUPPLIES									
PV-001679	06/01/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-300-3003-0000 NN								15.00	
			MATERIALS AND SUPPLIES									
		TOTAL PAYMENT AMOUNT	68.51 *								68.51	
005422/00		SUTTER COUNTY SUPT. OF SCHOOLS										
PV-001678	06/04/2018	EPLAC ACADEMY	01-3010-0-4300-1110-1000-100-1040-0000 NN								100.00	
			MATERIALS AND SUPPLIES									
		TOTAL PAYMENT AMOUNT	100.00 *								100.00	
000029/00		SYSCO										
PV-001681	05/11/2018	INV #1317548798	13-5310-0-4700-0000-3700-000-0000-0000 NN								499.20	
			FOOD									
		TOTAL PAYMENT AMOUNT	499.20 *								499.20	

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RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-6387-0-4300-3800-1000-300-3000-0000	N	245.41
				MATERIALS AND SUPPLIES		
RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-7010-0-4300-3800-1000-300-3530-0000	N	304.41
				MATERIALS AND SUPPLIES		
RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-7010-0-4300-3800-1000-300-3530-0000	N	377.53
				MATERIALS AND SUPPLIES		
RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-7010-0-4300-3800-1000-300-3530-0000	N	333.48
				MATERIALS AND SUPPLIES		
RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-7010-0-4300-3800-1000-300-3530-0000	N	42.12
				MATERIALS AND SUPPLIES		
RC-000106	06/15/2018	SCHANTZ VISA	6.15.18	01-7010-0-4300-3800-1000-300-3530-0000		537.95
				MATERIALS AND SUPPLIES		
RC-000107	06/15/2018	ROGERS VISA	6.15.18	01-0000-0-4300-0000-8100-000-6500-0000		96.95
				MATERIALS AND SUPPLIES		
RC-000107	06/15/2018	ROGERS VISA	6.15.18	01-0000-0-4300-0000-7200-000-0000-0000		13.72
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-7338-0-5800-1110-3110-300-3000-0000		100.00
				CONSULTING SERV/OPERATING EXP		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-1110-1000-300-3003-0000	N	70.79
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0001-0-4300-1110-1000-300-3202-0000	N	589.25
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-3300-1000-500-5030-0000	N	63.40
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4400-3300-1000-500-5030-0000		1,091.47
				NONCAPITALIZED EQUIPMENT		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-3300-1000-500-5030-0000		63.26
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-3300-1000-500-5030-0000	N	78.78
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-3300-1000-500-5030-0000	N	1,481.33
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-0000-0-4300-3300-1000-500-5030-0000	N	1.60
				MATERIALS AND SUPPLIES		
RC-000108	06/15/2018	CHANGUS VISA	6.15.18	01-7338-0-5800-1110-3110-300-3000-0000		216.96
				CONSULTING SERV/OPERATING EXP		



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num					
Req Reference	Date	Description	FD RESC Y OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount		
005101 (CONTINUED)										
RC-000113	06/11/2018	HICKS VISA 6.15.18		01-0001-0-4300-1110-1000-100-1003-0000				100.00		
				MATERIALS AND SUPPLIES						
RC-000113	06/11/2018	HICKS VISA 6.15.18		01-0000-0-4300-1110-1000-100-1100-0000				100.00		
				MATERIALS AND SUPPLIES						
RC-000113	06/11/2018	HICKS VISA 6.15.18		01-0000-0-4300-1110-1000-100-1030-0000				183.70		
				MATERIALS AND SUPPLIES						
RC-000113	06/11/2018	HICKS VISA 6.15.18		01-0000-0-4300-1110-1000-100-1030-0000 N				250.00		
				MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT		10,492.72 *				10,492.72		
006177/00 VEDO, MATTHEW										
PV-001683	05/03/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-200-2030-0000 NN				20.00		
				MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT		20.00 *				20.00		
003810/00 WEIGLEIN, BOBBI										
PV-001684	06/04/2018	REIMBURSE SUPPLIES		01-0001-0-4300-1110-1000-100-1003-0000 NN				100.00		
				MATERIALS AND SUPPLIES						
PV-001684	06/04/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-100-1079-0000 NN				300.00		
				MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT		400.00 *				400.00		
006180/00 YEARBOOKS @ THE BEACH										
PV-001685	06/05/2018	CONFERENCE REGISTRATION		95-0860-0-4300-0000-0000-000-0000-0000 NN				2,720.00		
				MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT		2,720.00 *				2,720.00		
000508/00 YUBA SAFE AND LOCK										
PV-001686	05/16/2018	INV #140654 (REPAIRS)		01-0000-0-5600-0000-8100-000-6500-0000 NY				84.00		
				RENTALS, LEASES AND REPAIRS						
PV-001686	05/16/2018	INV #140654 (SUPPLIES)		01-0000-0-4300-0000-8100-000-6500-0000 NY				239.44		
				MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT		323.44 *				323.44		
		TOTAL BATCH PAYMENT		117,204.56 ***		0.00		117,204.56		

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description		FD RESC Y OBJ GOAL	FUNC SCH BDRS	TYPE	T9MPS	Liq Amt	Net Amount
-----									
TOTAL DISTRICT PAYMENT					117,204.56	****		0.00	117,204.56
TOTAL FOR ALL DISTRICTS:					117,204.56	****		0.00	117,204.56

Number of checks to be printed: 48, not counting voids due to stub overflows.

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JUNE 22, 2018 - BATCH 47

PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1709-1710	ADAM LABORATORIES	\$1,500.00	1/21	CHS/BOND	CONSULTING/LAB ANALYSIS FEES
1725	ADVANCED DOCUMENT CONCEPTS	\$1,865.02	1	BPS, CHS, CHS-HS, DO, EMS	MATERIALS & SUPPLIES
1688	ADVENTIST HEALTH	\$675.00	1	DO	RANDOM STUDENT DRUG SCREENING
1687	JOSH ARCE	\$273.00	1	CHS	MUSIC COMPETITION PER DIEM
1689	STEPHANIE ARCHIBALD	\$36.59	1	EMS	REIMBURSE SUPPLIES PURCHASED
1711	TIFFANY BAILEY	\$7.08	1	BPS	REIMBURSE SUPPLIES PURCHASED
1690	BAXTER AUTO PARTS	\$54.34	1	DO	MATERIALS & SUPPLIES
1721	BENCHMARK EDUCATION CO LLC	\$10,000.00	1	DO	COMPENSATED TRAINING/CONSULTANT FEES
1692	CA DEPARTMENT OF JUSTICE	\$47.00	1	DO	FINGERPRINT FEES
1712	CLIMATE CONTROL INC.	\$3,108.00	1	DO	MAINTENANCE & REPAIRS
1691	COLLEGE BOARD PUBLICATIONS	\$560.00	1	CHS	TEST FEES
1714	COLUSA COUNTY ENVIRONMENTAL HEALTH	\$1,393.00	1/13	CAF, DO	FOOD ESTABLISHMENT ANNUAL FEES
1719	COLUSA USD - ASB FUND	\$10,200.00	1	DO	FINANCIAL ASSIST FROM RESERVES
1724	COLUSA USD - GENERAL FUND	\$3,225.61	1/95	ASB, BPS, CHS, DO	REIMBURSE GENERAL FUND
RC-115	COLUSA USD - EMERGENCY FUND	\$1,292.47	1/95	ASB, BPS, CHS	REIMBURSE EMERGENCY FUND
1723	DANIELSEN COMPANY	\$3,741.44	13	CAF	FOOD
1694	FRANZ FAMILY BAKERIES	\$875.83	13	CAF	FOOD
1693	GENERAL PRODUCE	\$2,041.55	13	CAF	FOOD
1695	LEASA HILL	\$550.45	13	CAF	REIMBURSE MILEAGE
1696	JIM IMHOFF	\$72.76	1	BPS	REIMBURSE SUPPLIES PURCHASED
1697	LES SCHWAB TIRE CENTER	\$113.83	1	CHS	NEW TIRE FOR STOCK TRAILOR
1715	MERIDIAN DIESEL	\$392.00	1	DO	MAINTENANCE & REPAIRS
1698	MESSICK ACE HARDWARE	\$1,486.15	1	BPS, CHS, DO	SUPPLIES, MAINTENANCE & REPAIRS
1717	MJB WELDING SUPPLY INC.	\$2,656.91	1	CHS	MATERIALS & SUPPLIES
1699	MITCHELL NAIL	\$110.89	1	CHS	REIMBURSE ESA LUNCH
1700	NORTH WOODWINDS	\$253.85	1	CHS	INSTRUMENT REPAIR
1707	PG&E	\$24,173.72	1	DO	JUNE 2018 PAYMENT
1716	PRECISION CONCRETE CUTTING	\$3,000.00	21	BOND	SIDEWALK REPAIR
1701	QUILL CORPORATION	\$1,332.94	1	BPS	SUPPLIES
1722	RUSSELL & BOALS PAINTING INC.	\$1,825.00	1	CHS	CTEIG GRANT REPAIR & MAINTENANCE
1702	TIESSA SANTANA	\$476.54	95	ASB	REIMBURSE 8TH GRADE GRADUATION SUPPLIES
1720	SPURR	\$2,029.52	1	DO	MAY 2018 PAYMENT
1713	SUTTER BUTTES COMMUNICATIONS	\$323.40	1	DO	GPS TRACKING MONTHLY SERVICE PAYMENT
1708	SUTTER COUNTY SCHOOLS	\$1,840.00	1	EMS	PAYMENT
1703	SUTTER COUNTY SUPERINTENDENT OF SCHOOLS	\$700.00	1	BPS, EMS	TRAINING FEES
1704	SYSO	\$388.16	13	CAF	FOOD
1718	THREE B'S TOILET RENTALS	\$214.50	1	DO	RENTAL
RC-114 & RC-116 thru RC-120	US BANK CAL-CARD	\$16,586.13	1/95	ASB, BPS, CHS, CHS- HS, DO	SEE ATTACHED
1705	VERIZON WIRELESS	\$304.08	1	DO	PHONE SERVICES
1706	WILLIAMS UNIFIED SCHOOL DISTRICT	\$22.50	13	CAF	CUSD SHARE OF ADVERTISING FEES
TOTAL ALL FUNDS		\$99,749.26			BATCH 47



# BATCH 47 - JUNE 22, 2018

## US BANK CALCARD VISA

Jeremy Miller					
5/25/2018	amazon.com	amzn.com/bill	\$37.58	01	Supplies
5/27/2018	UPS	800-811-1648	\$16.66	01	Postage
		Subtotal:	\$54.24		
Jesse Rodriguez					
2/15/2018	Smart & Final	Yuba City, CA	\$43.96	01	Supplies
3/19/2018	Wal-mart	Yuba City, CA	\$133.70	01	Supplies
4/25/2018	Soothing Hands Massage Therapy	Colusa, CA	\$100.00	01	Massage Therapy
5/11/2018	Draphix/Teacher Direct	205-226-0830	\$129.90	01	Supplies
		Subtotal:	\$407.56		
Jody Johnston					
		Subtotal:	\$0.00		
Maria Espindola					
		Subtotal:	\$0.00		
Melissa Ericsson					
		Subtotal:	\$0.00		
Nick Schantz					
6/8/2018	The Home Depot	Yuba City, CA	\$900.35	01	Supplies
6/12/2018	The Home Depot	Yuba City, CA	\$344.09	01	Supplies
		Subtotal:	\$1,244.44		
Rebecca Changus					
6/5/2018	La Cabana	Colusa, CA	\$100.62	01	Strengths Finder Luncheon
6/5/2018	Hertzberg New Method	217-243-5451	\$893.38	01	Supplies
6/7/2018	Oregon Shakespeare Festival	541-482-2111	\$362.00	01	Deposit
6/8/2018	All Metals Supply	530-533-3445	\$1,497.18	95	Metal Supplies for Shop Class
6/8/2018	Continental Press	717-367-1836	\$149.55	01	Supplies
6/9/2018	Quill Corporation	800-982-3400	\$204.66	01	Supplies
6/13/2018	Quill Corporation	800-982-3400	\$21.44	01	Supplies
6/9/2018	Quill Corporation	800-982-3400	\$35.33	01	Supplies
6/13/2018	Quill Corporation	800-982-3400	\$128.61	01	Supplies
6/13/2018	Quill Corporation	800-982-3400	\$306.71	01	Supplies
6/14/2018	Quill Corporation	800-982-3400	\$50.82	01	Supplies
6/11/2018	CAEA	626-233-7879	\$195.00	01	Conference Registration Fees
6/12/2018	amazon.com	AMZN.COM/BILL, WA	\$14.59	01	Supplies
6/12/2018	amazon.com	AMZN.COM/BILL, WA	\$434.57	01	Supplies
6/12/2018	Quill Corporation	800-982-3400	\$1,173.62	01	Supplies
6/12/2018	Quill Corporation	800-982-3400	\$197.11	01	Supplies
6/12/2018	USPS.com	800-782-6724	\$577.25	01	Postage
6/11/2018	Varsity/UCA	uca.varsity.com	\$6,798.00	95	Supplies
6/14/2018	UCA Camps & Competitions	Memphis, TN	\$684.39	01	Supplies
		Subtotal:	\$13,824.83		

Ron Rogers					
		Subtotal:	\$0.00		
Rosemary Hicks					
6/11/2018	Sweet Beans Bakery	Colusa, CA	\$32.56	01	Supplies
6/12/2018	The Math Learning Center	800-575-8130	\$691.21	01	Supplies
6/13/2018	Decker Equipment	800-762-4899	\$109.31	01	Supplies
		Subtotal:	\$833.08		
Zeba Hone					
6/13/2018	Sams Club	Yuba City, CA	\$197.57	01	Supplies
6/13/2018	Sav-Mor	Colusa, CA	\$18.21	01	Supplies
6/14/2018	USPS	Colusa, CA	\$6.20	01	Postage
		Subtotal:	\$221.98		
		<b>BATCH 47 VISA TOTAL:</b>	<b>\$16,586.13</b>		

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
BATCH 47 - JUNE 22, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0047 BATCH 47 - JUNE 22, 2018

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	ABA num T9MPS	Account num	Liq Amt	Net Amount
005908/00	ADAM LABORATORIES		550853369					
PV-001709	06/12/2018	INV 26357		01-6387-0-5800-3800-1000-300-3000-0000 NY			750.00	
				CONSULTING SERV/OPERATING EXP				
PV-001710	06/12/2018	INV 26356		21-0000-0-6200-0000-8500-000-0000-0000 NY			750.00	
				NEW & IMPROVEMENT OF BUILDINGS				
		TOTAL PAYMENT AMOUNT		1,500.00 *			1,500.00	
004456/00	ADVANCED DOCUMENT CONCEPTS		941727222					
PV-001725	06/14/2018	INV CNIN695677		01-0000-0-5600-0000-8100-000-6500-0000 NN			49.47	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695381		01-0000-0-5600-0000-7200-000-0000-0000 NN			31.60	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695382		01-0000-0-5600-1110-1000-100-1027-0000 NN			288.43	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695383		01-0000-0-5600-1110-1000-200-2027-0000 NN			562.54	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695384		01-0000-0-5600-1110-1000-300-3027-0000 NN			676.83	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695385		01-0723-0-5600-0000-3600-000-6500-0000 NN			153.69	
				RENTALS, LEASES AND REPAIRS				
PV-001725	06/14/2018	INV CNIN695385		01-0000-0-5600-3300-1000-500-5027-0000 NN			102.46	
				RENTALS, LEASES AND REPAIRS				
		TOTAL PAYMENT AMOUNT		1,865.02 *			1,865.02	
006002/00	ADVENTIST HEALTH		680395149					
PV-001688	04/30/2018	4/9/18 DRUG SCREENING		01-0000-0-5800-1110-2700-000-0062-0000 NY			675.00	
				CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT		675.00 *			675.00	
006181/00	ARCE, JOSH							
PV-001687	06/08/2018	MUSIC COMPETITION PER DIEM		01-0001-0-5800-1110-1000-300-3663-0000 NN			273.00	
				CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT		273.00 *			273.00	
005928/00	ARCHIBALD, STEPHANIE							
PV-001689	06/04/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-200-2030-0000 NN			36.59	
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT		36.59 *			36.59	



012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
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ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt Net Amount
004665/00	BAILEY, TIFFANY							
PV-001711	03/25/2018	REIMBURSE SUPPLIES		01-0000-0-4300-1110-1000-100-1082-0000	NN			7.08
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT				7.08 *		7.08
004996/00	BAXTER AUTO PARTS	930509681						
PV-001690	05/29/2018	INV #00270160456		01-0000-0-4300-0000-8100-000-6500-0000	NN			54.34
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT				54.34 *		54.34
006096/00	BENCHMARK EDUCATION CO LLC							
PV-001721	03/19/2018	INV 342165		01-0100-0-5800-1110-1000-000-0071-0000	NN			10,000.00
				CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT				10,000.00 *		10,000.00
000787/00	CA DEPT OF JUSTICE	946003786						
PV-001692	06/05/2018	INV 305195		01-0000-0-5800-0000-7200-000-0000-0000	NN			47.00
				CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT				47.00 *		47.00
004835/00	CLIMATE CONTROL INC	200216468						
PV-001712	06/05/2018	INV 28031		01-8100-0-5600-0000-8100-000-6500-0000	NN			1,550.00
				RENTALS, LEASES AND REPAIRS				
PV-001712	06/05/2018	INV 28044		01-0000-0-5600-0000-8100-000-6500-0000	NN			722.00
				RENTALS, LEASES AND REPAIRS				
PV-001712	06/05/2018	INV 28039		01-0000-0-5600-0000-8100-000-6500-0000	NN			836.00
				RENTALS, LEASES AND REPAIRS				
		TOTAL PAYMENT AMOUNT				3,108.00 *		3,108.00
002647/00	COLLEGE BOARD PUBLICATIONS							
PV-001691	05/24/2018	INV #321897821A		01-7338-0-5800-1110-3110-300-3000-0000	NN			560.00
				CONSULTING SERV/OPERATING EXP				
		TOTAL PAYMENT AMOUNT				560.00 *		560.00

012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0047 BATCH 47 - JUNE 22, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS	TYPE	T9MPS	Liq Amt	Net Amount			
005454/00	COLUSA COUNTY	ENVIRONMENTAL	946000508										
PV-001714	06/04/2018	INV IN0006911			13-5310-0-5800-0000-3700-000-0000-0000	NN				392.00			
					CONSULTING SERV/OPERATING EXP								
PV-001714	06/04/2018	INV IN0007024			01-8100-0-5800-0000-8100-000-6500-0000	NN				217.00			
					CONSULTING SERV/OPERATING EXP								
PV-001714	06/04/2018	INV IN0006906			13-5310-0-5800-0000-3700-000-0000-0000	NN				392.00			
					CONSULTING SERV/OPERATING EXP								
PV-001714	06/04/2018	INV IN0006923			13-5310-0-5800-0000-3700-000-0000-0000	NN				392.00			
					CONSULTING SERV/OPERATING EXP								
		TOTAL PAYMENT AMOUNT						1,393.00 *		1,393.00			
003856/00	COLUSA USD - ASB FUND												
PV-001719	02/13/2018	FINANCIAL ASSIST FROM RESERVES			01-0000-0-9790-0000-0000-000-0000-0000	NN				10,200.00			
					UNDESIGNATED/UNAPPROPRIATED								
		TOTAL PAYMENT AMOUNT						10,200.00 *		10,200.00			
003510/00	COLUSA USD -GENERAL FUND												
PV-001724	06/18/2018	5/29 COLUSA WELLNESS POOL			01-0000-0-4300-1110-1000-100-1300-0000	NN				124.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/30 COLUSA WELLNESS POOL			01-0000-0-4300-1110-1000-100-1100-0000	NN				40.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/30 COLUSA BOWLING ALLEY			01-0000-0-4300-1110-1000-100-1100-0000	NN				12.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/29 ROSEVILLE GOLFLAND			95-0995-0-4300-0000-0000-000-0000-0000	NN				1,016.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/24 BPS/EMS			01-0000-0-4300-1110-1000-300-3003-0000	NN				32.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/21 OTTENWALTER FARMS			01-0000-0-4300-1110-1000-100-1060-0000	NN				60.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/22 NU GENERATION LANES			01-0001-0-4300-1110-1000-100-1201-0000	NN				400.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/18 OLD SACRAMENTO			01-0000-0-4300-1110-1000-100-1300-0000	NN				1,064.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/17 DURHAM HS			01-9099-0-4300-1110-4000-000-7261-0000	NN				348.00			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/17 EAST NIC.			01-9099-0-4300-1110-4000-000-7282-0000	NN				109.61			
					MATERIALS AND SUPPLIES								
PV-001724	06/18/2018	5/24 COLUSA POOL			01-0000-0-4300-1110-1000-100-1100-0000	NN				20.00			
					MATERIALS AND SUPPLIES								
		TOTAL PAYMENT AMOUNT						3,225.61 *		3,225.61			



012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount				
000188/01	CUSD EMERGENCY FUND												
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			95-0800-0-4300-0000-0000-000-0000-0000				80.34				
					MATERIALS AND SUPPLIES								
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			95-0800-0-4300-0000-0000-000-0000-0000				10.76				
					MATERIALS AND SUPPLIES								
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			01-7338-0-5800-1110-3110-300-3000-0000				100.00				
					CONSULTING SERV/OPERATING EXP								
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			01-0000-0-4300-1110-1000-100-1030-0000				750.00				
					MATERIALS AND SUPPLIES								
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			95-0990-0-4300-0000-0000-000-0000-0000				122.50				
					MATERIALS AND SUPPLIES								
RC-000115	06/18/2018	REIMBURSE EMERGENCY FUND			95-0800-0-4300-0000-0000-000-0000-0000				228.87				
					MATERIALS AND SUPPLIES								
		TOTAL PAYMENT AMOUNT				1,292.47 *			1,292.47				
003237/00	DANIELSEN COMPANY	942287800											
PV-001723	06/01/2018	INV 165308			13-5310-0-4700-0000-3700-000-0000-0000 NN				1,027.28				
					FOOD								
PV-001723	06/01/2018	INV 166042			13-5310-0-4700-0000-3700-000-0000-0000 NN				179.33				
					FOOD								
PV-001723	06/01/2018	INV 166676			13-5310-0-4700-0000-3700-000-0000-0000 NN				915.81				
					FOOD								
PV-001723	06/01/2018	INV 166048			13-5310-0-4700-0000-3700-000-0000-0000 NN				1,619.02				
					FOOD								
		TOTAL PAYMENT AMOUNT				3,741.44 *			3,741.44				
005930/00	FRANZ FAMILY BAKERIES												
PV-001694	05/29/2018	INV 048308614905			13-5310-0-4700-0000-3700-000-0000-0000 NN				86.00				
					FOOD								
PV-001694	05/29/2018	INV 048308614904			13-5310-0-4700-0000-3700-000-0000-0000 NN				140.12				
					FOOD								
PV-001694	05/29/2018	INV 048308614903			13-5310-0-4700-0000-3700-000-0000-0000 NN				147.00				
					FOOD								
PV-001694	05/29/2018	INV 048308614207			13-5310-0-4700-0000-3700-000-0000-0000 NN				96.32				
					FOOD								
PV-001694	05/29/2018	INV 048308614206			13-5310-0-4700-0000-3700-000-0000-0000 NN				285.99				
					FOOD								
PV-001694	05/29/2018	INV 048308613504			13-5310-0-4700-0000-3700-000-0000-0000 NN				120.40				
					FOOD								
		TOTAL PAYMENT AMOUNT				875.83 *			875.83				

012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
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ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount			
000505/00	GENERAL PRODUCE	940501561										
PV-001693	05/31/2018	INV 04093239		13-5310-0-4700-0000-3700-000-0000-0000	NN				313.40			
				FOOD								
PV-001693	05/31/2018	INV 04093695		13-5310-0-4700-0000-3700-000-0000-0000	NN				123.30			
				FOOD								
PV-001693	05/31/2018	INV 04097517		13-5310-0-4700-0000-3700-000-0000-0000	NN				697.30			
				FOOD								
PV-001693	05/31/2018	INV 04101955		13-5310-0-4700-0000-3700-000-0000-0000	NN				282.15			
				FOOD								
PV-001693	05/31/2018	INV 04106059		13-5310-0-4700-0000-3700-000-0000-0000	NN				312.35			
				FOOD								
PV-001693	05/31/2018	INV 04108764		13-5310-0-4700-0000-3700-000-0000-0000	NN				313.05			
				FOOD								
				TOTAL PAYMENT AMOUNT			2,041.55 *			2,041.55		
005669/00	HILL, LEASA											
PV-001695	06/07/2018	MILEAGE 2/2018 TO 6/2018		13-5310-0-5200-0000-3700-000-0000-0000	NN				550.45			
				TRAVEL AND CONFERENCE								
				TOTAL PAYMENT AMOUNT			550.45 *			550.45		
000354/00	IMHOFF, JIM											
PV-001696	06/13/2018	SUPPLIES REIMBURSE		01-0000-0-4300-1110-1000-100-1030-0000	NN				72.76			
				MATERIALS AND SUPPLIES								
				TOTAL PAYMENT AMOUNT			72.76 *			72.76		
003076/00	LES SCHWAB TIRE CENTER											
PV-001697	06/07/2018	INV 62100187407		01-7010-0-4300-3800-1000-300-3530-0000	NN				113.83			
				MATERIALS AND SUPPLIES								
				TOTAL PAYMENT AMOUNT			113.83 *			113.83		
005716/00	MERIDIAN DIESEL	454037756										
PV-001715	06/07/2018	INV 4572		01-0723-0-5800-0000-3600-000-6500-0000	NY				98.00			
				CONSULTING SERV/OPERATING EXP								
PV-001715	06/07/2018	INV 4573		01-0723-0-5800-0000-3600-000-6500-0000	NY				98.00			
				CONSULTING SERV/OPERATING EXP								
PV-001715	06/07/2018	INV 4571		01-0723-0-5800-0000-3600-000-6500-0000	NY				98.00			
				CONSULTING SERV/OPERATING EXP								
PV-001715	06/07/2018	INV 4570		01-0723-0-5800-0000-3600-000-6500-0000	NY				98.00			
				CONSULTING SERV/OPERATING EXP								

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount			
-----												
TOTAL PAYMENT AMOUNT					392.00 *				392.00			
000296/00	MESSICK ACE HARDWARE		942771648									
PV-001698	05/25/2018	433857			01-9015-0-4300-3800-1000-300-3000-0000	NN			69.66			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	433916			01-9015-0-4300-3800-1000-300-3000-0000	NN			81.72			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434093			01-8100-0-4300-0000-8100-000-6500-0000	NN			23.57			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434140			01-8100-0-4300-0000-8100-000-6500-0000	NN			21.44			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434148			01-8100-0-4300-0000-8100-000-6500-0000	NN			0.49			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434200			01-8100-0-4300-0000-8100-000-6500-0000	NN			24.65			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434222			01-8100-0-4300-0000-8100-000-6500-0000	NN			16.50			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434247			01-8100-0-4300-0000-8100-000-6500-0000	NN			30.60			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434259			01-8100-0-4300-0000-8100-000-6500-0000	NN			1.49			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434335			01-0000-0-4300-1110-1000-100-1042-0000	NN			25.36			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434393			01-8100-0-4300-0000-8100-000-6500-0000	NN			43.95			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434398			01-8100-0-4300-0000-8100-000-6500-0000	NN			9.95			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434496			01-8100-0-4300-0000-8100-000-6500-0000	NN			9.52			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434598			01-0000-0-4300-0000-7200-000-0000-0000	NN			90.74			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434837			01-8100-0-4300-0000-8100-000-6500-0000	NN			25.70			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434847			01-8100-0-4300-0000-8100-000-6500-0000	NN			10.71			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434860			01-0723-0-4300-0000-3600-000-6500-0000	NN			13.49			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434871			01-8100-0-4300-0000-8100-000-6500-0000	NN			17.15			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434981			01-8100-0-4300-0000-8100-000-6500-0000	NN			81.55			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	434997			01-8100-0-4300-0000-8100-000-6500-0000	NN			10.71			
					MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435027			01-8100-0-4300-0000-8100-000-6500-0000	NN			1.60			
					MATERIALS AND SUPPLIES							



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Req Reference	Date	Description		FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS		Liq Amt	Net Amount		
000296	(CONTINUED)												
PV-001698	05/25/2018	435052				01-8100-0-4300-0000-8100-000-6500-0000	NN				9.63		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435136				01-8100-0-4300-0000-8100-000-6500-0000	NN				66.46		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435224				01-0000-0-4300-1110-1000-100-1030-0000	NN				42.87		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435245				01-8100-0-4300-0000-8100-000-6500-0000	NN				12.85		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435246				01-8100-0-4300-0000-8100-000-6500-0000	NN				1.50		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435255				01-8100-0-4300-0000-8100-000-6500-0000	NN				69.65		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435272				01-8100-0-4300-0000-8100-000-6500-0000	NN				8.98		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435289				01-8100-0-4300-0000-8100-000-6500-0000	NN				32.80		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435303				01-8100-0-4300-0000-8100-000-6500-0000	NN				24.66		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435368				01-9015-0-4300-3800-1000-300-3000-0000	NN				9.63		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435426				01-8100-0-4300-0000-8100-000-6500-0000	NN				27.64		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435430				01-8100-0-4300-0000-8100-000-6500-0000	NN				25.73		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435584				01-8100-0-4300-0000-8100-000-6500-0000	NN				2.99		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435614				01-8100-0-4300-0000-8100-000-6500-0000	NN				6.42		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435731				01-9015-0-4300-3800-1000-300-3000-0000	NN				53.59		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435761				01-8100-0-4300-0000-8100-000-6500-0000	NN				44.85		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435774				01-8100-0-4300-0000-8100-000-6500-0000	NN				27.64		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435935				01-7010-0-4300-3800-1000-300-3530-0000	NN				68.61		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	435989				01-8100-0-4300-0000-8100-000-6500-0000	NN				58.97		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	436001				01-0000-0-4300-0000-8100-000-6500-0000	NN				12.83		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	436075				01-8100-0-4300-0000-8100-000-6500-0000	NN				26.98		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	436077				01-8100-0-4300-0000-8100-000-6500-0000	NN				32.16		
						MATERIALS AND SUPPLIES							
PV-001698	05/25/2018	436354				01-8100-0-4300-0000-8100-000-6500-0000	NN				24.77		
						MATERIALS AND SUPPLIES							

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Req Reference	Date	Description	FD RESC Y OBJ GOAL	FUNC SCH BDRS	TYPE T9MPS	Liq Amt	Net Amount					
000296 (CONTINUED)												
PV-001698	05/25/2018	436456		01-9015-0-4300-3800-1000-300-3000-0000	NN		53.60					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436542		01-8100-0-4300-0000-8100-000-6500-0000	NN		18.22					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436649		01-8100-0-4300-0000-8100-000-6500-0000	NN		76.12					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436689		01-8100-0-4300-0000-8100-000-6500-0000	NN		12.99					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436708		01-8100-0-4300-0000-8100-000-6500-0000	NN		2.67					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436719		01-0000-0-4300-1110-1000-300-3003-0000	NN		10.71					
				MATERIALS AND SUPPLIES								
PV-001698	05/25/2018	436749		01-9015-0-4300-3800-1000-300-3000-0000	NN		9.08					
				MATERIALS AND SUPPLIES								
TOTAL PAYMENT AMOUNT						1,486.15 *		1,486.15				
001867/00 MJB WELDING SUPPLY INC. 942481178												
PV-001717	06/12/2018	INV 01207645		01-0001-0-4300-3800-1000-300-3650-0000	NN		1,065.32					
				MATERIALS AND SUPPLIES								
PV-001717	06/12/2018	INV 01206960		01-0000-0-4300-3800-1000-300-3539-0000	NN		1,300.02					
				MATERIALS AND SUPPLIES								
PV-001717	06/12/2018	INV 01206929		01-0001-0-4300-3800-1000-300-3650-0000	NN		291.57					
				MATERIALS AND SUPPLIES								
TOTAL PAYMENT AMOUNT						2,656.91 *		2,656.91				
005741/00 NAIL, MITCHELL												
PV-001699	06/04/2018	REIMBURSE ESA LUNCH		01-7220-0-4300-1110-1000-300-3026-0000	NN		110.89					
				MATERIALS AND SUPPLIES								
TOTAL PAYMENT AMOUNT						110.89 *		110.89				
000294/00 NORTH WOODWINDS 316480153												
PV-001700	05/29/2018	978539		01-0001-0-4300-1110-1000-300-3662-0000	NY		129.07					
				MATERIALS AND SUPPLIES								
PV-001700	05/29/2018	978540		01-0001-0-4300-1110-1000-300-3662-0000	NY		124.78					
				MATERIALS AND SUPPLIES								
TOTAL PAYMENT AMOUNT						253.85 *		253.85				

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000369/00	PACIFIC GAS & ELECTRIC		940742640					
	PV-001707 06/13/2018 JUNE 2018 STMT			01-0000-0-5500-0000-8100-000-0000-0000 NN				24,173.72
				OPERATIONS & HOUSEKEEPING SERV				
		TOTAL PAYMENT AMOUNT			24,173.72 *			24,173.72
006051/00	PRECISION CONCRETE CUTTING		680547937					
	PV-001716 06/12/2018 INV 49320			21-0000-0-6200-0000-8500-000-0000-0000 NY				3,000.00
				NEW & IMPROVEMENT OF BUILDINGS				
		TOTAL PAYMENT AMOUNT			3,000.00 *			3,000.00
000394/00	QUILL CORPORATION		362952904					
	PV-001701 05/09/2018 INV 7113592			01-0000-0-4300-1110-1000-100-1030-0000 NN				193.05
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7113777			01-0000-0-4300-1110-1000-100-1030-0000 NN				230.05
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7123001			01-0000-0-4300-1110-1000-100-1030-0000 NN				99.21
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7284470			01-0000-0-4300-1110-1000-100-1403-0000 NN				242.06
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 CM TO INV 7284470			01-0000-0-4300-1110-1000-100-1403-0000 NN				-14.36
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7291614			01-0000-0-4300-1110-1000-100-1030-0000 NN				156.56
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7328509			01-0000-0-4300-1110-1000-100-1403-0000 NN				4.92
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7328999			01-0000-0-4300-1110-1000-100-1403-0000 NN				14.36
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7359148			01-0000-0-4300-1110-1000-100-1102-0000 NN				86.87
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7365412			01-0000-0-4300-1110-1000-100-1030-0000 NN				174.45
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7420962			01-0000-0-4300-1110-1000-100-1403-0000 NN				10.71
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7554995			01-0000-0-4300-0000-7200-000-0000-0000 NN				118.98
				MATERIALS AND SUPPLIES				
	PV-001701 05/09/2018 INV 7055888			01-0000-0-4300-1110-1000-100-1202-0000 NN				16.08
				MATERIALS AND SUPPLIES				
		TOTAL PAYMENT AMOUNT			1,332.94 *			1,332.94

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num					
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount	
006183/00	RUSSELL AND BOALS PAINTING INC	680098484								
PV-001722	05/28/2018	INV 14161			01-6387-0-6200-0000-8500-300-6500-0000	NN			1,825.00	
					NEW & IMPROVEMENT OF BUILDINGS					
		TOTAL PAYMENT AMOUNT			1,825.00 *				1,825.00	
006182/00	SANTANA, TIESSA									
PV-001702	06/01/2018	REIMBURSE GRADUATION SUPPLIES			95-0995-0-4300-0000-0000-000-0000-0000	NN			476.54	
					MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT			476.54 *				476.54	
000432/00	SPURR	680201558								
PV-001720	05/31/2018	INV 91736			01-0000-0-5500-0000-8100-000-0000-0000	NN			2,029.52	
					OPERATIONS & HOUSEKEEPING SERV					
		TOTAL PAYMENT AMOUNT			2,029.52 *				2,029.52	
002016/00	SUTTER BUTTES COMMUNICATIONS	680293937								
PV-001713	06/05/2018	INV 39814			01-0723-0-4300-0000-3600-000-6500-0000	NN			323.40	
					MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT			323.40 *				323.40	
005422/01	SUTTER COUNTY SCHOOLS	946002768								
PV-001708	06/15/2018	INV 18-0199			01-0000-0-4300-1110-1000-200-2030-0000	NN			1,840.00	
					MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT			1,840.00 *				1,840.00	
005422/00	SUTTER COUNTY SUPT. OF SCHOOLS	946002768								
PV-001703	05/16/2018	INV 18-9098			01-3010-0-5200-1110-1000-200-2040-0000	NN			600.00	
					TRAVEL AND CONFERENCE					
PV-001703	05/16/2018	INV 18-9098			01-3010-0-5200-1110-1000-100-1040-0000	NN			100.00	
					TRAVEL AND CONFERENCE					
		TOTAL PAYMENT AMOUNT			700.00 *				700.00	



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Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount			
000029/00	SYSCO											
	PV-001704	05/18/2018	INV	1317642385		13-5310-0-4700-0000-3700-000-0000-0000	NN		388.16			
						FOOD						
						TOTAL PAYMENT AMOUNT		388.16 *		388.16		
003061/00	THREE B'S TOILET RENTALS											
	PV-001718	06/01/2018	INV	14149		01-0000-0-5600-8100-5000-000-0000-0000	NN		214.50			
						RENTALS, LEASES AND REPAIRS						
						TOTAL PAYMENT AMOUNT		214.50 *		214.50		
005101/01	US BANK CAL-CARD VISA	411558798										
	RC-000114	06/18/2018	RODRIGUEZ VISA	6.22.18		01-0000-0-4300-1110-1000-100-1030-0000			43.96			
						MATERIALS AND SUPPLIES						
	RC-000114	06/18/2018	RODRIGUEZ VISA	6.22.18		01-0000-0-4300-1110-1000-100-1030-0000			133.70			
						MATERIALS AND SUPPLIES						
	RC-000114	06/18/2018	RODRIGUEZ VISA	6.22.18		01-0000-0-4300-1110-1000-100-1030-0000			100.00			
						MATERIALS AND SUPPLIES						
	RC-000114	06/18/2018	RODRIGUEZ VISA	6.22.18		01-0000-0-4300-1110-1000-100-1057-0000			129.90			
						MATERIALS AND SUPPLIES						
	RC-000116	06/18/2018	MILLER VISA	06.22.18		01-0000-0-4300-0000-7700-000-6000-0000			37.58			
						MATERIALS AND SUPPLIES						
	RC-000116	06/18/2018	MILLER VISA	06.22.18		01-0000-0-4300-0000-7700-000-6000-0000			16.66			
						MATERIALS AND SUPPLIES						
	RC-000117	06/18/2018	HONE VISA	06.22.18		01-0000-0-4300-0000-7200-000-0000-0000	N		197.57			
						MATERIALS AND SUPPLIES						
	RC-000117	06/18/2018	HONE VISA	06.22.18		01-0000-0-4300-0000-7200-000-0000-0000	N		18.21			
						MATERIALS AND SUPPLIES						
	RC-000117	06/18/2018	HONE VISA	06.22.18		01-0000-0-4300-0000-7200-000-0000-0000	N		6.20			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-0000-0-4300-1110-1000-300-3002-0000			100.62			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-0000-0-4300-1110-1000-300-3560-0000	N		893.39			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		95-0812-0-4300-0000-0000-000-0000-0000			362.00			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-0001-0-4300-3800-1000-300-3650-0000	N		1,497.18			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-0000-0-4300-3300-1000-500-5030-0000	N		149.55			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-9011-0-4300-7110-1000-300-3611-0000	N		35.33			
						MATERIALS AND SUPPLIES						
	RC-000118	06/18/2018	CHANGUS VISA	6.22.18		01-9011-0-4300-7110-1000-300-3611-0000	N		128.61			
						MATERIALS AND SUPPLIES						



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS									Liq Amt	Net Amount
005101 (CONTINUED)													
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-9011-0-4300-7110-1000-300-3611-0000	N								306.71	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-9011-0-4300-7110-1000-300-3611-0000	N								50.82	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-1110-1000-300-3850-0000	N								204.66	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-1110-1000-300-3850-0000	N								21.44	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-7338-0-5800-1110-3110-300-3000-0000									195.00	
			CONSULTING SERV/OPERATING EXP										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-3300-1000-500-5030-0000									14.59	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-3300-1000-500-5030-0000									434.57	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-1110-1000-300-3030-0000	N								1,173.62	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-1110-1000-300-3030-0000	N								197.11	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-3300-1000-500-5020-0000									577.25	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	95-0888-0-4300-0000-0000-000-0000-0000	N								6,798.00	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-3300-1000-500-5030-0000	N								684.38	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-4300-3300-1000-500-5020-0000									23.65	
			MATERIALS AND SUPPLIES										
RC-000118	06/18/2018	CHANGUS VISA 6.22.18	01-0000-0-9519-0000-0000-500-5020-0000									-23.65	
			SALES TAX LIABILITY										
RC-000119	06/18/2018	SCHANTZ VISA 6.22.18	01-6387-0-4300-3800-1000-300-3000-0000	N								900.35	
			MATERIALS AND SUPPLIES										
RC-000119	06/18/2018	SCHANTZ VISA 6.22.18	01-6387-0-4300-3800-1000-300-3000-0000	N								344.09	
			MATERIALS AND SUPPLIES										
RC-000120	06/18/2018	HICKS VISA 6.22.18	01-0000-0-4100-1110-1000-100-1045-0000	N								556.61	
			TEXTBOOKS										
RC-000120	06/18/2018	HICKS VISA 6.22.18	01-0000-0-4300-1110-1000-100-1021-0000	N								134.60	
			MATERIALS AND SUPPLIES										
RC-000120	06/18/2018	HICKS VISA 6.22.18	01-0000-0-4300-1110-1000-100-1030-0000									32.56	
			MATERIALS AND SUPPLIES										
RC-000120	06/18/2018	HICKS VISA 6.22.18	01-0000-0-4300-1110-1000-100-1030-0000	N								109.31	
			MATERIALS AND SUPPLIES										
TOTAL PAYMENT AMOUNT												16,586.13 *	16,586.13

012 COLUSA UNIFIED SCHOOL DISTRICT J72062  
BATCH 47 - JUNE 22, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0047 BATCH 47 - JUNE 22, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount						
005719/00		VERIZON WIRELESS									
	PV-001705	06/06/2018 INV 9808529385	01-0000-0-5500-0000-8100-000-0000-0000 NN		304.08						
			OPERATIONS & HOUSEKEEPING SERV								
		TOTAL PAYMENT AMOUNT	304.08 *		304.08						
002195/00		WILLIAMS UNIFIED SCHOOL DIST.									
	PV-001706	05/09/2018 INV 5/9/2018	13-5310-0-5800-0000-3700-000-0000-0000 NN		22.50						
			CONSULTING SERV/OPERATING EXP								
		TOTAL PAYMENT AMOUNT	22.50 *		22.50						
		TOTAL BATCH PAYMENT	99,749.26 ***	0.00	99,749.26						
		TOTAL DISTRICT PAYMENT	99,749.26 ****	0.00	99,749.26						
		TOTAL FOR ALL DISTRICTS:	99,749.26 ****	0.00	99,749.26						

Number of checks to be printed: 40, not counting voids due to stub overflows.

**COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JUNE 29, 2018 - BATCH 48**

PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1726	Burg, Nikole	\$9.44	95	CHS	Reimburse Supplies Purchased
1729	Climate Control Inc.	\$17,350.00	1	DO	Bond Project
1727	Close Lumber Inc.	\$264.35	1	MOT	Materials & Supplies
1753	Colusa Casino Resort	\$2,268.00	95	CHS	2018 Prom
1755	CUSD Cafeteria Fund	\$4,018.44	1/95	ALL	Reimburse Cafeteria for food services
1756	CUSD General Fund	\$3,953.65	1	ALL	Transportation/Shady Creek
1731	Ericsson, Melissa	\$244.70	1	DO	Reimburse Travel & Conference
1733	Generations	\$592.02	1	CHS	Supplies
1734	Goelz Bros Roofing	\$73,200.00	21	DO	CHS Roof
1754	Giffin, Matt	\$20.00	1	CHS	Reimburse supplies
1735-1738	Hillyard	\$132.94	1	DO	Materials & Supplies
1739	Industrial Plumbing Supply	\$398.29	1	DO	Materials & Supplies for Repairs
1740	Inland	\$691.36	1	ALL	Copier
1741	Kelleher, Lara	\$26.48	1	EMS	Reimburse supplies
1752	Market Street Grill	\$454.47	1	DO	Delac Meeting food
1742	Quill	\$41.57	1	DO	Office Supplies
1757	Reading Oil	\$7,283.54	1	DO	Cardlock Fuel
1728	Research Foundation	\$450.00	1	CHS	Basketball Camp fee
1743	Riddell	\$1,332.62	1	CHS	Helmets
1732	Rogers, Ron	\$57.00	1	MOT	Reimburse CHP Application Fee
121-123	US BANK CAL-CARD	\$7,001.43	1/95	ALL	See attached
1748	WW Norton & Company	\$750.00	1	CHS	E Books
1749-1750	Wike Restoration	\$11,818.86	1	DO	Asbestos abatement
<b>TOTAL ALL FUNDS</b>		<b>\$132,359.16</b>			<b>BATCH 48</b>

# BATCH 48 - JUNE 29, 2018

## US BANK CALCARD VISA

Jeremy Miller				
		\$0.00		
Jesse Rodriguez				
		\$0.00		
Jody Johnston				
		\$0.00		
Maria Espindola				
		\$0.00		
Melissa Ericsson				
		\$0.00		
Nick Schantz				
		\$0.00		
Rebecca Changus				
2/12/2018	CustomInk	\$439.67	95	FFA Supplies
2/14/2018	Round Table Pizza	\$138.29	01	Lunch/Strength Finders
2/14/2018	Dillon Music	\$1,145.00	01	Classroom supplies
3/19/2018	Maynard Buckles	\$220.00	95	FFA Supplies
3/30/2018	College Board	\$78.00	01	Test
4/6/2018	Prior payment	(\$16.23)	01	Correction
2/12/2018	Custom Embroidery Design	\$294.09	95	Supplies
2/17/2018	Sky Zone	\$378.00	95	FBLA event
2/16/2018	Image Market	\$394.20	95	Supplies
2/16/2018	FBLA Membership	\$1,050.00	95	Supplies
3/12/2018	Amazon.com	(\$39.63)	95	Correction
6/14/2018	The Lampo Group	\$899.98	01	Classroom supplies
5/31/2018	Sports Decal	\$1,122.20	95	Supplies
6/15/2018	Quill Corporation	\$65.15	01	Supplies
		\$6,168.72		
Ron Rogers				

		\$0.00		
Rosemary Hicks				
6/18/2018	Amazon.com	\$121.81	01	Supplies
6/18/2018	Amazon.com	\$407.69	01	Supplies
6/18/2018	Amazon.com	\$127.49	01	Supplies
		\$656.99		
Zeba Hone				
6/14/2018	Rocco's Bar & Grill	\$97.50	01	Principals Retreat food
6/15/2018	Market Street Grill	\$78.22	01	Principals Retreat food
		\$175.72		
	<b>Total Visa Batch 48</b>	<b>\$7,001.43</b>		

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

012 COLUSA UNIFIED SCHOOL DISTRICT J72464  
BATCH 48 - JUNE 29, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 BATCH 48 - JUNE 29, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS							Liq Amt	Net Amount
006114/00	BURG, NIKOLE										
PV-001726	06/18/2018	REIMBURSE SUPPLIES PURCHASED	95-0865-0-4300-0000-0000-0000-0000 NN							9.44	
		TOTAL PAYMENT AMOUNT				9.44 *					9.44
004835/00	CLIMATE CONTROL INC	200216468									
PV-001729	06/21/2018	INV #28065	21-0000-0-6259-0000-8500-000-0000-0040 NN							17,350.00	
		TOTAL PAYMENT AMOUNT				17,350.00 *					17,350.00
000286/00	CLOSE LUMBER INC.	942346743									
PV-001727	06/21/2018	INV #1806-195400	01-0000-0-4300-0000-8100-000-6500-0000 NN							264.35	
		TOTAL PAYMENT AMOUNT				264.35 *					264.35
005595/00	COLUSA CASINO RESORT	942429432									
PV-001753	04/28/2018	INV E02156	95-0800-0-4300-0000-0000-000-0000-0000 NY							2,268.00	
		TOTAL PAYMENT AMOUNT				2,268.00 *					2,268.00
000187/00	COLUSA USD - CAFETERIA FUND										
PV-001755	06/26/2018	BPS/EMS LYMPHOMA/LEUK CONTEST	01-9030-0-4300-1110-1000-000-0050-0000 NN							120.65	
PV-001755	06/26/2018	TRACK MEETS LUNCHES	95-0833-0-4300-0000-0000-000-0000-0000 NN							269.75	
PV-001755	06/26/2018	DONUTS W/DAD	01-0000-0-4300-1110-1000-100-1030-0000 NN							90.30	
PV-001755	06/26/2018	SENIOR TRIP	01-0000-0-4300-1110-1000-300-3030-0000 NN							28.00	
PV-001755	06/26/2018	MUFFINS W/MOM	01-0000-0-4300-1110-1000-100-1030-0000 NN							182.56	
PV-001755	06/26/2018	CAHS GRADUATION CEREMONY	01-0000-0-4300-1110-1000-300-3030-0000 NN							194.33	
PV-001755	06/26/2018	MOT DIRECTOR INTERVIEW	01-0000-0-4300-0000-7200-000-0000-0000 NN							44.72	
PV-001755	06/26/2018	ESA-SLEWS TRIP	01-7220-0-4300-1110-1000-300-3026-0000 NN							54.62	
PV-001755	06/26/2018	SENIOR AWARDS BANQUET	01-0000-0-4300-1110-1000-300-3030-0000 NN							2,139.59	
PV-001755	06/26/2018	LAST DAY OF SCHOOL BBQ	01-0000-0-4300-1110-1000-300-3030-0000 NN							123.54	
PV-001755	06/26/2018	CAHS GRADUATION	01-0000-0-4300-3300-1000-500-5030-0000 NN							203.08	
PV-001755	06/26/2018	TUTORING TUES/THURS	01-0000-0-4300-1110-1000-200-2030-0000 NN							24.80	
PV-001755	06/26/2018	ASES LAST DAY BBQ	01-6010-0-4300-1110-1000-200-2022-0000 NN							481.25	
PV-001755	06/26/2018	SENIOR LAST DAY BREAKFAST	01-0000-0-4300-1110-1000-300-3030-0000 NN							61.25	
		TOTAL PAYMENT AMOUNT				4,018.44 *					4,018.44



ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 BATCH 48 - JUNE 29, 2018

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

PV-001751	06/15/2018	INV #18-0199 SHADY CREEK	95-0985-0-4300-0000-0000-000-0000-0000	NN	1,840.00
PV-001756	06/26/2018	CHEER CAMP-TAHOE	01-9099-0-4300-1110-4000-000-7250-0000	NN	401.15
PV-001756	06/26/2018	GREAT AMERICA TRIP (BUS)	01-0000-0-4300-1110-1000-300-3003-0000	NN	1,204.00
PV-001756	06/26/2018	GREAT AMERICA TRIP (VANS)	01-0000-0-4300-1110-1000-300-3003-0000	NN	508.50
		TOTAL PAYMENT AMOUNT	3,953.65 *		3,953.65

PV-001730	05/24/2018	PETTY CASH REIMBURSEMENT	01-0000-0-4300-0000-7200-000-0000-0000	NN	15.25
PV-001731	06/26/2018	REIMBURSE MILEAGE	01-0000-0-5200-0000-7200-000-0000-0000	NN	229.45
		TOTAL PAYMENT AMOUNT	244.70	*	244.70

PV-001733	06/21/2018	CAMP SHIRTS	95-0888-0-4300-0000-0000-000-0000-0000	NN	592.02
TOTAL PAYMENT AMOUNT			592.02	*	592.02

PV-001734 06/20/2018 70% OF CHS ROOF	21-0000-0-6259-0000-8500-000-0000-0030 NN	73,200.00
TOTAL PAYMENT AMOUNT	73,200.00 *	73,200.00

PV-001754	02/13/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-300-3560-0000	NN	20.00
		TOTAL PAYMENT AMOUNT	20.00	*	20.00

PV-001735	06/13/2018	INV	#700337224	01-8100-0-4300-0000-8100-000-6500-0000	NN	16.72
PV-001736	06/20/2018	INV	#700338013	01-8100-0-4300-0000-8100-000-6500-0000	NN	19.15
PV-001737	06/20/2018	INV	#700338014	01-8100-0-4300-0000-8100-000-6500-0000	NN	21.50
PV-001738	06/20/2018	INV	#603034021	01-8100-0-4300-0000-8100-000-6500-0000	NN	75.57
TOTAL PAYMENT AMOUNT				132.94	*	132.94

012 COLUSA UNIFIED SCHOOL DISTRICT J72464  
BATCH 48 - JUNE 29, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 BATCH 48 - JUNE 29, 2018

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	ABA num T9MPS	Account num T9MPS	Liq Amt	Net Amount
006158/00	INDUSTRIAL PLUMBING SUPPLY		721618094					
	PV-001739 06/13/2018 INV #70605			01-8100-0-4300-0000-8100-000-6500-0000 NY			398.29	398.29
		TOTAL PAYMENT AMOUNT			398.29 *			398.29
006053/00	INLAND		942463728					
	PV-001740 06/20/2018 INV #IN184096			01-0000-0-5800-1110-1000-000-6124-0000 NY			691.36	691.36
		TOTAL PAYMENT AMOUNT			691.36 *			691.36
003101/00	KELLEHER, LARA							
	PV-001741 06/14/2018 REIMBURSE SUPPLIES PURCHASED			01-0100-0-4300-1110-1000-000-0001-0000 NN			26.48	26.48
		TOTAL PAYMENT AMOUNT			26.48 *			26.48
000616/00	MARKET STREET GRILL		263330948					
	PV-001752 05/23/2018 INV 1450			01-0100-0-4300-1110-1000-000-0074-0000 NN			454.47	454.47
		TOTAL PAYMENT AMOUNT			454.47 *			454.47
000394/00	QUILL CORPORATION		362952904					
	PV-001742 06/20/2018 INV #8009649			01-0000-0-4300-0000-7200-000-0000-0000 NN			41.57	41.57
		TOTAL PAYMENT AMOUNT			41.57 *			41.57
000451/00	READING OIL		680262741					
	PV-001757 06/22/2018 INV 197695			01-0723-0-4300-0000-3600-000-6500-0000 NN			2,089.72	2,089.72
	PV-001757 06/22/2018 INV 197695			01-0000-0-4300-0000-8100-000-6500-0000 NN			226.52	226.52
	PV-001757 06/22/2018 INV 198052			01-0723-0-4300-0000-3600-000-6500-0000 NN			1,184.83	1,184.83
	PV-001757 06/22/2018 INV 198052			01-0000-0-4300-0000-8100-000-6500-0000 NN			381.90	381.90
	PV-001757 06/22/2018 INV 198424			01-0723-0-4300-0000-3600-000-6500-0000 NN			1,634.37	1,634.37
	PV-001757 06/22/2018 INV 198424			01-0000-0-4300-0000-8100-000-6500-0000 NN			385.40	385.40
	PV-001757 06/22/2018 INV 198791			01-0723-0-4300-0000-3600-000-6500-0000 NN			942.17	942.17
	PV-001757 06/22/2018 INV 198791			01-0000-0-4300-0000-8100-000-6500-0000 NN			438.63	438.63
		TOTAL PAYMENT AMOUNT			7,283.54 *			7,283.54

ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 BATCH 48 - JUNE 29, 2018

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

PV-001728	06/15/2018	CHICO STATE BASKETBALL CAMP	95-0827-0-4300-0000-0000-000-0000-0000	NN	450.00
		TOTAL PAYMENT AMOUNT	450.00	*	450.00

PV-001743	05/31/2018	INV #950557679	95-0826-0-4300-0000-0000-0000-0000 NN	1,332.62
TOTAL PAYMENT AMOUNT			1,332.62 *	1,332.62

PV-001732	06/26/2018	REIMBURSE	CHP APP/INTERVIEW	01-0723-0-5200-0000-3600-000-6500-0000	NN	57.00
			TOTAL PAYMENT AMOUNT	57.00	*	57.00

RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-4300-0000-0000-000-0000-0000		439.67
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-9519-0000-0000-000-0000-0000		-31.88
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-4300-0000-0000-000-0000-0000		31.88
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-7338-0-5800-1110-3110-300-3000-0000	N	138.29
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0001-0-4300-1110-1000-300-3662-0000		1,145.00
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0001-0-9519-0000-0000-300-3662-0000		-83.01
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0001-0-4300-1110-1000-300-3662-0000		83.01
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-4300-0000-0000-000-0000-0000		220.00
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-9519-0000-0000-000-0000-0000		-15.95
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0870-0-4300-0000-0000-000-0000-0000		15.95
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-7338-0-5800-1110-3110-300-3000-0000		78.00
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0800-0-9519-0000-0000-000-0000-0000		-10.80
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0800-0-9519-0000-0000-000-0000-0000		-10.80
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0800-0-4300-0000-0000-000-0000-0000		10.80
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0000-0-9519-0000-0000-300-3680-0000		-5.43
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0000-0-9519-0000-0000-300-3680-0000		-5.43
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	01-0000-0-4300-1110-1000-300-3680-0000		5.43
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0821-0-4300-0000-0000-000-0000-0000	N	294.09
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0821-0-9519-0000-0000-000-0000-0000	N	-21.32
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0821-0-4300-0000-0000-000-0000-0000	N	21.32
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0865-0-4300-0000-0000-000-0000-0000		378.00
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0865-0-9519-0000-0000-000-0000-0000		-27.41
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0865-0-4300-0000-0000-000-0000-0000		27.41
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0887-0-4300-0000-0000-000-0000-0000		394.20
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0887-0-9519-0000-0000-000-0000-0000		-28.58
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0887-0-4300-0000-0000-000-0000-0000		28.58
RC-000121	06/26/2018	CHANGUS	VISA	2018.06.29	95-0865-0-4300-0000-0000-000-0000-0000	N	1,050.00



ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 BATCH 48 - JUNE 29, 2018

[illegible]

RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0800-0-4300-0000-0000-0000-0000	-39.63
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	01-0000-0-4300-3300-1000-500-5020-0000	899.98
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0834-0-4300-0000-0000-000-0000-0000	1,122.20
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0834-0-4300-0000-0000-000-0000-0000	81.36
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0834-0-9519-0000-0000-000-0000-0000	-81.36
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	01-0000-0-4300-1110-1000-300-3030-0000	65.15
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0800-0-4300-0000-0000-000-0000-0000	4.35
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	95-0800-0-9519-0000-0000-000-0000-0000	-4.35
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	01-0001-0-4300-1110-1000-300-3669-0000	43.79
RC-000121	06/26/2018	CHANGUS VISA	2018.06.29	01-0001-0-9519-0000-0000-300-3669-0000	-43.79
RC-000122	06/26/2018	HICKS VISA	06.29.2018	01-0000-0-4300-1110-1000-100-1030-0000	121.81
RC-000122	06/26/2018	HICKS VISA	06.29.2018	01-0000-0-4300-1110-1000-100-1030-0000	407.69
RC-000122	06/26/2018	HICKS VISA	06.29.2018	01-0000-0-4300-1110-1000-100-1030-0000	127.49
RC-000123	06/26/2018	HONE VISA	06.29.2018	01-0000-0-5200-0000-7100-000-0000-0000	97.50
RC-000123	06/26/2018	HONE VISA	06.29.2018	01-0000-0-5200-0000-7100-000-0000-0000	78.22
TOTAL PAYMENT AMOUNT				7,001.43 *	7,001.43

PV-001748	06/06/2018	INV #576642	01-0000-0-4300-1110-1000-300-3720-0000	NN	750.00
TOTAL PAYMENT AMOUNT				750.00 *	750.00

PV-001749	06/15/2018	INV	#049047	01-9015-0-6200-0000-8500-300-6500-0000	NY	3,780.42
PV-001750	06/15/2018	INV	#049048	21-0000-0-6259-0000-8500-000-0000-0000	NY	8,038.44
TOTAL PAYMENT AMOUNT				11,818.86 *		11,818.86

TOTAL BATCH PAYMENT	132,359.16 ***	0.00	132,359.16
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TOTAL DISTRICT PAYMENT	132,359.16 ****	0.00	132,359.16
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TOTAL FOR ALL DISTRICTS:	132,359.16 ****	0.00	132,359.16
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Number of checks to be printed: 23, not counting voids due to stub overflows.

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JULY 4, 2018 - BATCH 1					
PV/RC #	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
PV-6	ACSA	\$220.00	1	DO	SUBSCRIPTION RENEWAL FEES
CL-8	ALHAMBRA & SIERRA SPRINGS	\$57.49	1	DO	WATER
CL-6	BAXTER AUTO PARTS	\$64.30	1	DO	MAINTENANCE & SUPPLIES
PV-7	CALIFORNIA READING & LITERATURE PROJECT	\$750.00	1	BPS	2018 SUMMER INSTITUTE CONFERENCE REGISTRATION FEES
PV-11	CASBO	\$1,000.00	1	DO	SUBSCRIPTION RENEWAL FEES
CL-5	CLOSE LUMBER INC.	\$5,726.04	21	BOND	MAINTENANCE & SUPPLIES
CL-2 thru CL-4	COLUSA COUNTY OFFICE OF ED.	\$18,192.53	1	DO	BANK FEES, NVSIG MEMBER PREMIUMS, SHADY CREEK STIPEND
PV-8 & PV-12	CSBA	\$11,472.00	1	DO	MEMBERSHIP FEES
PV-11	GLENN COUNTY OFFICE OF ED.	\$1,000.00	1	EMS	BENCHMARK FOLLOW-UP TRAINING FEES
CL-12	GOELZ BROS ROOFING	\$43,920.00	21	BOND	CONTRACTED WORK
CL-13	HERFF JONES	\$297.62	95	ASB	YEARBOOK ORDER OVERPRINT - EMS
CL-14	JODY JOHNSTON	\$177.60	1	EMS	REIMBURSE FOR TRAVEL EXPENSES
CL-15	ROCHELLE LAIRD	\$1,470.00	1	DO	DRIVER TRAINING
PV-3	LBM INTERNATIONAL LLC	\$525.00	95	ASB	CLEANING FEES
CL-9 & CL-16	ERIKA LEMENAGER	\$196.72	1	EMS	REIMBURSE SUPPLIES PURCHASED & TRAVEL EXPENSES
CL-10 & CL-11	NORCAL FLOOR COVERING	\$17,976.00	21	BOND	CONTRACTED WORK
PV-4	NSCIF	\$40.00	1	DO	WORKSHOP REGISTRATION FEES - CHS
CL-18	RECOLOGY BUTTE COLUSA COUNTIES	\$56.38	1	DO	JUNE 2018 PAYMENT
CL-17	JESSE RODRIGUEZ	\$176.58	1	BPS	REIMBURSE FOR TRAVEL EXPENSES
PV-5	SHOUTPOINT INC.	\$1,725.00	1	DO	INFINITE CAMPUS MESSAGE SERVICE FEES
CL23 & PV-10	STANDARD INSURANCE COMPANY	\$3,986.03	1	DO	MONTHLY PAYMENT
CL-19	SUPERIOR TIRE SERVICE	\$34.18	1	DO	REPAIRS & MAINTENANCE
PV-2	TCSIG	\$163,242.90	1	DO	LIABILITY INSURANCE
CL-20	THREE RIVERS TRUCK & EQUIP. REPAIR	\$600.00	95	ASB	REPAIRS & MAINTENANCE
PV-9	ROBERT THURBON	\$26,400.00	1	DO	LEGAL SERVICE FEES
CL-22	TOP TIER DATACOM	\$4,083.80	21	BOND	CONTRACTED WORK
CL-21	YARY SPORTS PHOTOGRAPHY	\$1,920.00	95	ASB	GRADUATION PHOTOS - EMS
TOTAL ALL FUNDS		\$305,310.17			BATCH 1

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Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N



012 COLUSA UNIFIED SCHOOL DISTRICT J72763  
CUSD BATCH #1 7.6.18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0001 BATCH 01 - JULY 6, 2018

APY500 L.00.12 07/02/18 11:41 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	SCH BDRS	TYPE	T9MPS	Liq Amt
								Net Amount
000016/00	ACSA							
	PV-000006	07/01/2018	ACSA 2018-19 RENEWAL	01-0000-0-5300-0000-7100-000-0000-0000	NN			220.00
			TOTAL PAYMENT AMOUNT					220.00
000377/00	ALHAMBRA & SIERRA SPRINGS							
	CL-000008	07/01/2018	INV #5169282-062118	01-8100-0-4300-0000-8100-000-6500-0000	NN F			57.49
			TOTAL PAYMENT AMOUNT					57.49
004996/00	BAXTER AUTO PARTS		930509681					
	CL-000006	07/01/2018	INV #27-159784	01-0000-0-4300-0000-8100-000-6500-0000	NN F			64.30
			TOTAL PAYMENT AMOUNT					64.30
006188/00	CALIFORNIA READING AND							
	PV-000007	05/16/2018	INV #2018.5.16	01-0110-0-5200-1110-1000-100-1040-0000	NN			750.00
			TOTAL PAYMENT AMOUNT					750.00
005216/00	CASBO							
	PV-000011	05/01/2018	INV 605305 ANNUAL SUBSCRIPTION	01-0000-0-5300-0000-7200-000-0000-0000	NN			1,000.00
			TOTAL PAYMENT AMOUNT					1,000.00
000286/00	CLOSE LUMBER INC.		942346743					
	CL-000005	07/01/2018	INV #1806-190196	21-0000-0-6259-0000-8500-000-0000-0030	NN F			5,726.04
			TOTAL PAYMENT AMOUNT					5,726.04
000166/00	COLUSA COUNTY OFFICE EDUCATION		946002149					
	CL-000002	07/01/2018	SHADY CREEK STIPEND	01-0000-0-5800-1110-1000-000-0031-0000	NN F			745.93
	CL-000003	07/01/2018	JUNE 2018 NSVIG	01-0000-0-9516-0000-0000-000-0000-0000	NN F			17,103.00
	CL-000004	07/01/2018	JAN-APRIL 2018 BANK FEES	01-0000-0-5800-0000-7200-000-0008-0000	NN F			343.60
			TOTAL PAYMENT AMOUNT					18,192.53

012 COLUSA UNIFIED SCHOOL DISTRICT J72763  
CUSD BATCH #1 7.6.18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0001 BATCH 01 - JULY 6, 2018

APY500 L.00.12 07/02/18 11:41 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount
004992/00	CSBA	941510492						
PV-000008	05/11/2018	INV #41122-Z8K0S5	01-0000-0-5300-0000-7100-000-0000-0000	NN			6,842.00	
PV-000012	05/11/2018	INV 39070-M8X2S3	01-0000-0-5300-0000-7100-000-0000-0000	NN			4,630.00	
		TOTAL PAYMENT AMOUNT		11,472.00 *			11,472.00	
006083/00	GLENN CTY OFFICE OF EDUCATION							
PV-000001	07/01/2018	AUGUST 2018 TRAINING	01-0110-0-5200-1110-1000-200-2040-0000	NN			1,000.00	
		TOTAL PAYMENT AMOUNT		1,000.00 *			1,000.00	
006150/00	GOELZ BROS ROOFING	264459300						
CL-000012	06/28/2018	CHS ROOF	21-0000-0-6259-0000-8500-000-0000-0030	NY F		43,920.00	43,920.00	
		TOTAL PAYMENT AMOUNT		43,920.00 *			43,920.00	
005763/00	HERFF JONES							
CL-000013	05/10/2018	INV #199608-41	95-0990-0-4300-0000-0000-000-0000-0000	NN F		297.62	297.62	
		TOTAL PAYMENT AMOUNT		297.62 *			297.62	
000358/00	JOHNSTON, JODY							
CL-000014	06/27/2018	TRAVEL REIMBURSEMENT	01-3010-0-4300-1110-1000-200-2040-0000	NN F		177.60	177.60	
		TOTAL PAYMENT AMOUNT		177.60 *			177.60	
000735/00	LAIRD, ROCHELLE	566064625						
CL-000015	06/25/2018	INV #62518	01-0723-0-5800-0000-3600-000-6500-0000	NY F		1,470.00	1,470.00	
		TOTAL PAYMENT AMOUNT		1,470.00 *			1,470.00	
006187/00	LBM INTERNATIONAL LLC	262503432						
PV-000003	06/15/2018	INV #100113	95-0865-0-5800-0000-0000-000-0000-0000	NY			525.00	
		TOTAL PAYMENT AMOUNT		525.00 *			525.00	

012 COLUSA UNIFIED SCHOOL DISTRICT J72763  
CUSD BATCH #1 7.6.18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0001 BATCH 01 - JULY 6, 2018

APY500 L.00.12 07/02/18 11:41 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC	Y OBJ	GOAL	SCH	BDRS	TYPE T9MPS
005150/00	LEMENAGER, ERIKA							
CL-000009	07/01/2018	LIBRARY BOOKS REIMBURSEMENT	01-0000-0-4200-1110-2420-200-2011-0000	NN	F			171.72
CL-000016	06/27/2018	TRAVEL REIMBURSEMENT	01-3010-0-4300-1110-1000-200-2040-0000	NN	F			25.00
		TOTAL PAYMENT AMOUNT				196.72	*	196.72
005919/00	NORCAL FLOOR COVERING	942387602						
CL-000010	06/28/2018	CONTRACT #4606	21-0000-0-6259-0000-8500-000-0000-0000	NY	F			14,276.00
CL-000011	07/01/2018	CONTRACT #4635	21-0000-0-6259-0000-8500-000-0000-0000	NY	F			3,700.00
		TOTAL PAYMENT AMOUNT				17,976.00	*	17,976.00
003150/00	NSCIF	942168030						
PV-000004	07/01/2018	NSCIF 8/8/18 WORKSHOP	01-9099-0-5200-1110-4000-000-7150-0000	NN				40.00
		TOTAL PAYMENT AMOUNT				40.00	*	40.00
005558/00	RECOLOGY BUTTE COLUSA COUNTIES	942243762						
CL-000018	06/18/2018	TICKET #69361	01-0000-0-5500-0000-8100-000-0000-0000	NN	F			56.38
		TOTAL PAYMENT AMOUNT				56.38	*	56.38
006101/00	RODRIGUEZ, JESSE							
CL-000017	06/27/2018	TRAVEL REIMBURSEMENT	01-0000-0-4300-1110-1000-100-1030-0000	NN	F			176.58
		TOTAL PAYMENT AMOUNT				176.58	*	176.58
006036/00	SHOUTPOINT INC	260552974						
PV-000005	07/01/2018	INV 16462	01-0000-0-5800-0000-7700-000-6117-0000	NY				1,725.00
		TOTAL PAYMENT AMOUNT				1,725.00	*	1,725.00
005159/00	STANDARD INSURANCE COMPANY	930242990						
CL-000023	02/20/2018	FEBRUARY 2018	01-0000-0-9517-0000-0000-000-0000-0000	NN	F			2,009.71
PV-000010	07/01/2018	JULY 2018 COVERAGE	01-0000-0-9517-0000-0000-000-0000-0000	NN				1,976.32
		TOTAL PAYMENT AMOUNT				3,986.03	*	3,986.03

012 COLUSA UNIFIED SCHOOL DISTRICT J72763  
CUSD BATCH #1 7.6.18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0001 BATCH 01 - JULY 6, 2018

APY500 L.00.12 07/02/18 11:41 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount		
000440/00	SUPERIOR TIRE SERVICE	680389553						
	CL-000019 06/25/2018 INV #225166		01-8100-0-5600-0000-8100-000-6500-0000 NN F		34.18	34.18		
		TOTAL PAYMENT AMOUNT	34.18 *			34.18		
000885/00	TCSIG	680279058						
	PV-000002 06/20/2018 2018/19 LIABILITY INSURANCE		01-1100-0-5400-0000-7200-000-0000-0000 NN			163,242.90		
		TOTAL PAYMENT AMOUNT	163,242.90 *			163,242.90		
006186/00	THREE RIVERS TRUCK &							
	CL-000020 04/11/2018 INV #548		95-0821-0-4300-0000-0000-000-0000-0000 NN F		600.00	600.00		
		TOTAL PAYMENT AMOUNT	600.00 *			600.00		
004504/00	THURBON, ROBERT E.	043622424						
	FV-000009 07/01/2018 2018-19 LEGAL SERVICES		01-0000-0-5800-0000-7200-000-0000-0000 NE			26,400.00		
		TOTAL PAYMENT AMOUNT	26,400.00 *			26,400.00		
005708/00	TOP TIER DATACOM	900850946						
	CL-000022 06/25/2018 INV #3592		21-0000-0-6259-0000-8500-000-0000-0000 NY F		4,083.80	4,083.80		
		TOTAL PAYMENT AMOUNT	4,083.80 *			4,083.80		
005107/00	YARY SPORTS PHOTOGRAPHY	942514073						
	CL-000021 06/20/2018 INV #262010		95-0995-0-4300-0000-0000-000-0000-0000 NY F		1,920.00	1,920.00		
		TOTAL PAYMENT AMOUNT	1,920.00 *			1,920.00		
		TOTAL BATCH PAYMENT	305,310.17 ***		0.00	305,310.17		
		TOTAL DISTRICT PAYMENT	305,310.17 ****		0.00	305,310.17		
		TOTAL FOR ALL DISTRICTS:	305,310.17 ****		0.00	305,310.17		

Number of checks to be printed: 27, not counting voids due to stub overflows.

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JULY 13, 2018- BATCH 2					
.....	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
CL-21 & CL43	AMERICAN PROMOTIONAL EVENTS	\$10,673.49	1	CHS	FIREWORK SALES
CL-41	BAXTER AUTO PARTS	\$64.30	1	DO	MAINTENANCE, REPAIRS & SUPPLIES
CL-36	CA DEPARTMENT OF JUSTICE	\$128.00	1	DO	FINGERPRINT FEES
PV-22	CALIFORNIA'S VALUED TRUST	\$90,104.93	1	DO	JULY 2018 PAYMENT
PV-13	CDW GOVERNMENT INC.	\$7,969.72	1	DO	MICROSOFT LICENSE PAYMENT
CL-38	CITY OF COLUSA	\$10,324.01	1	DO	JUNE 2018 PAYMENT
PV-14	COLUSA COUNTY FARM SUPPLY	\$460.93	1	DO	MATERIALS & SUPPLIES
CL-24, PO 190002 & PV- 16	COLUSA COUNTY OFFICE OF EDUCATION	\$451,090.92	1	DO	JUNE 2018 NVSIG PAYMENT, 18/19 1ST QTR SELPA PAYMENT, 18/19 QSS/ESCAPE FEES
CL-40	COMPUTERS FOR CLASSROOMS,	\$325.00	1	DO	CONSULTING/OPERATING EXPENSES
PV-15	FOLLETT SCHOOL SOLUTIONS	\$4,412.38	1	DO	CONSUTLING/OPERATING EXPENSES
CL-25	HILLYARD	\$75.95	1	DO	MATERIALS & SUPPLIES
CL-26 thru CL- 28	MESSICK ACE HARWARE	\$1,342.46	1	CHS, DO	MATERIALS & SUPPLIES
CL-37	MITEL LEASING	\$1,433.92	1	DO	JUNE 2018 PAYMENT
CL-29 & CL-31	MJB WELDING SUPPLY INC.	\$1,112.82	1	CHS	MATERIALS & SUPPLIES
CL-32	QUILL CORPORATION	\$5,235.14	1	BPS	MATERIALS & SUPPLIES
CL-33 & CL- 39	RECOLOGY BUTTE COLUSA COUNTIES	\$352.59	1	DO	JUNE 2018 PAYMENT
CL-35	SELOVER'S PAINT & BODY	\$356.90	1	DO	MAINTENANCE & REPAIRS
CL-34	SORENSEN PEST CONTROL INC.	\$775.00	1	DO	JUNE 2018 PAYMENT
PV18 & PV- 19	SUPERIOR TIRE SERVICE	\$101.69	1	DO	MAINTENANCE & REPAIRS
PV-17	US BANK EQUIPMENT FINANCE	\$2,427.96	1	DO	JULY 2018 PAYMENT
TOTAL ALL FUNDS		\$588,768.11			BATCH 2

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N



012 COLUSA UNIFIED SCHOOL DISTRICT J73124  
BATCH 2 - JULY 13, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0002 BATCH 02 - JULY 13, 2018

APY500 L.00.12 07/10/18 10:46 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount		
005642/00	AMERICAN PROMOTIONAL EVENTS							
CL-000043	07/05/2018	CNR 1957 CREDIT RETURN	01-0001-0-4300-1110-1000-300-3669-0000 NN P		0.00	-5,028.01		
			MATERIALS AND SUPPLIES					
CL-000043	07/05/2018	INV #2289926	01-0001-0-4300-1110-1000-300-3669-0000 NN P		15,622.02	15,622.02		
			MATERIALS AND SUPPLIES					
PV-000021	07/03/2018	INV #2557516	01-0001-0-4300-1110-1000-300-3669-0000 NN			79.48		
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT	10,673.49 *			10,673.49		
004996/00	BAXTER AUTO PARTS	930509681						
CL-000041	05/03/2018	INV #270159784	01-0000-0-4300-0000-8100-000-6500-0000 NN F		64.30	64.30		
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT	64.30 *			64.30		
000787/00	CA DEPT OF JUSTICE	946003786						
CL-000036	06/30/2018	INV #311005	01-0000-0-5800-0000-7200-000-0000-0000 NN F		128.00	128.00		
			CONSULTING SERV/OPERATING EXP					
		TOTAL PAYMENT AMOUNT	128.00 *			128.00		
004976/00	CALIFORNIA'S VALUED TRUST							
PV-000022	06/18/2018	JULY 2018 PREMIUMS	01-0000-0-9514-0000-0000-000-0000-0000 NN			90,104.93		
			HEALTH/WELFARE LIAB					
		TOTAL PAYMENT AMOUNT	90,104.93 *			90,104.93		
002203/00	CDW GOVERNMENT INC.							
PV-000013	07/03/2018	CDW QUOTE #JWWG598	01-0000-0-5800-1110-1000-000-6101-0000 NN			7,969.72		
			CONSULTING SERV/OPERATING EXP					
		TOTAL PAYMENT AMOUNT	7,969.72 *			7,969.72		
000155/00	CITY OF COLUSA	946000314						
CL-000038	06/30/2018	013-0425 JUNE	01-0000-0-5500-0000-8100-000-0000-0000 NN P		151.23	151.23		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	013-0405 JUNE	01-0000-0-5500-0000-8100-000-0000-0000 NN P		151.23	151.23		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	013-0785 JUNE	01-0000-0-5500-0000-8100-000-0000-0000 NN P		94.55	94.55		
			OPERATIONS & HOUSEKEEPING SERV					

012 COLUSA UNIFIED SCHOOL DISTRICT J73124  
BATCH 2 - JULY 13, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0002 BATCH 02 - JULY 13, 2018

APY500 L.00.12 07/10/18 10:46 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount		
000155 (CONTINUED)								
CL-000038	06/30/2018	016-1420 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN P	2,474.29	2,474.29		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	016-1115 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN P	5,066.21	5,066.21		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	016-1416 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN P	249.68	249.68		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	013-0410 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN P	89.24	89.24		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	013-0415 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN P	1,930.49	1,930.49		
			OPERATIONS & HOUSEKEEPING SERV					
CL-000038	06/30/2018	013-0420 JUNE	01-0000-0-5500-0000-8100-000-0000-0000	NN F	117.09	117.09		
			OPERATIONS & HOUSEKEEPING SERV					
TOTAL PAYMENT AMOUNT					10,324.01 *		10,324.01	
002212/00 COLUSA COUNTY FARM SUPPLY 237249173								
PV-000014	07/02/2018	INV #3155995	01-0000-0-4300-0000-8100-000-6505-0000	NN		460.93		
			MATERIALS AND SUPPLIES					
TOTAL PAYMENT AMOUNT					460.93 *		460.93	
000166/00 COLUSA COUNTY OFFICE EDUCATION 946002149								
CL-000024	05/21/2018	JUNE 2018 NVSIG	01-0000-0-9516-0000-0000-000-0000-0000	NN F	17,103.00	17,103.00		
			WORKER'S COMP LIAB					
PO-190002	07/01/2018	18/19 1ST QTR PYMT SELPA	1 01-6500-0-7142-7110-9200-000-0000-0000	NN P	393,315.00	393,315.00		
			OTHER TUITION, ETC. TO COUNTY					
PV-000016	07/02/2018	INV #1009 2018/19 QSS/ESCAPE	01-0000-0-5800-0000-7700-000-6125-0000	NN		40,672.92		
			CONSULTING SERV/OPERATING EXP					
TOTAL PAYMENT AMOUNT					451,090.92 *		451,090.92	
006190/00 COMPUTERS FOR CLASSROOMS, INC								
CL-000040	06/26/2018	INV #9994	01-0000-0-5800-0000-7700-000-6000-0000	NN F	325.00	325.00		
			CONSULTING SERV/OPERATING EXP					
TOTAL PAYMENT AMOUNT					325.00 *		325.00	
001887/01 FOLLETT SCHOOL SOLUTIONS 201607197								
PV-000015	06/01/2018	INV #1314667	01-0000-0-5800-1110-2420-000-6108-0000	YN		4,412.38		
			CONSULTING SERV/OPERATING EXP					
TOTAL PAYMENT AMOUNT					4,412.38 *		4,412.38	
TOTAL USE TAX AMOUNT					319.90			

012 COLUSA UNIFIED SCHOOL DISTRICT J73124  
BATCH 2 - JULY 13, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0002 BATCH 02 - JULY 13, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount						
003582/00	HILLYARD	440522196									
CL-000025	06/27/2018	INV #603042775	01-8100-0-4300-0000-8100-000-6500-0000 NN F	75.95	75.95						
			MATERIALS AND SUPPLIES								
		TOTAL PAYMENT AMOUNT	75.95 *		75.95						
000296/00	MESSICK ACE HARDWARE	942771648									
CL-000026	05/29/2018	inv #436989	01-8100-0-4300-0000-8100-000-6500-0000 NN P	26.34	26.34						
			MATERIALS AND SUPPLIES								
CL-000026	05/29/2018	INV #436997	01-8100-0-4300-0000-8100-000-6500-0000 NN P	66.47	66.47						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437116	01-8100-0-4300-0000-8100-000-6500-0000 NN P	94.88	94.88						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437118	01-8100-0-4300-0000-8100-000-6500-0000 NN P	19.58	19.58						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437121	01-8100-0-4300-0000-8100-000-6500-0000 NN P	48.25	48.25						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437143	01-8100-0-4300-0000-8100-000-6500-0000 NN P	5.29	5.29						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437144	01-8100-0-4300-0000-8100-000-6500-0000 NN P	8.90	8.90						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437172	01-8100-0-4300-0000-8100-000-6500-0000 NN P	13.57	13.57						
			MATERIALS AND SUPPLIES								
CL-000026	05/30/2018	INV #437188 CREDIT	01-8100-0-4300-0000-8100-000-6500-0000 NN P	0.00	-19.31						
			MATERIALS AND SUPPLIES								
CL-000026	05/31/2018	INV #437261	01-8100-0-4300-0000-8100-000-6500-0000 NN P	74.49	74.49						
			MATERIALS AND SUPPLIES								
CL-000026	05/31/2018	INV #437287	01-8100-0-4300-0000-8100-000-6500-0000 NN P	8.56	8.56						
			MATERIALS AND SUPPLIES								
CL-000026	06/01/2018	INV #437396	01-8100-0-4300-0000-8100-000-6500-0000 NN P	25.72	25.72						
			MATERIALS AND SUPPLIES								
CL-000026	06/04/2018	INV #K37664	01-8100-0-4300-0000-8100-000-6500-0000 NN P	5.35	5.35						
			MATERIALS AND SUPPLIES								
CL-000026	06/05/2018	INV #437742	01-8100-0-4300-0000-8100-000-6500-0000 NN P	13.99	13.99						
			MATERIALS AND SUPPLIES								
CL-000026	06/06/2018	INV #437867	01-8100-0-4300-0000-8100-000-6500-0000 NN P	26.79	26.79						
			MATERIALS AND SUPPLIES								
CL-000026	06/07/2018	INV #437993	01-8100-0-4300-0000-8100-000-6500-0000 NN P	23.44	23.44						
			MATERIALS AND SUPPLIES								
CL-000026	06/07/2018	INV #438088	01-8100-0-4300-0000-8100-000-6500-0000 NN P	30.02	30.02						
			MATERIALS AND SUPPLIES								
CL-000026	06/07/2018	INV #438111	01-8100-0-4300-0000-8100-000-6500-0000 NN P	20.36	20.36						
			MATERIALS AND SUPPLIES								
CL-000026	06/08/2018	INV #438162	01-8100-0-4300-0000-8100-000-6500-0000 NN P	18.22	18.22						
			MATERIALS AND SUPPLIES								



ACCOUNTS PAYABLE PRELIST  
BATCH: 0002 BATCH 02 - JULY 13, 2018

Vendor/Addr	Remit name				
Req Reference	Date Description				
Tax ID num	Deposit type				
	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS				
	Liq Amt Net Amount				
<hr/>					
000296    (CONTINUED)					
CL-000026	06/08/2018 INV #438201	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	30.02	30.02	
CL-000026	06/12/2018 INV #438499	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	19.49	19.49	
CL-000026	06/12/2018 INV #438533	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	8.56	8.56	
CL-000026	06/12/2018 INV #438558	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	9.64	9.64	
CL-000026	06/12/2018 INV #438609	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	71.58	71.58	
CL-000026	06/12/2018 INV #438610	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	54.20	54.20	
CL-000026	06/12/2018 INV #438613	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	42.43	42.43	
CL-000026	06/13/2018 INV #438685	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	56.79	56.79	
CL-000026	06/13/2018 INV #438713	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	39.62	39.62	
CL-000026	06/14/2018 INV #438738	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	19.26	19.26	
CL-000026	06/15/2018 INV #438932	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	38.55	38.55	
CL-000026	06/20/2018 INV #439359	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	3.69	3.69	
CL-000026	06/22/2018 INV #439579	01-8100-0-4300-0000-8100-000-6500-0000 NN P MATERIALS AND SUPPLIES	20.56	32.80	
CL-000026	06/22/2018 INV #439588	01-8100-0-4300-0000-8100-000-6500-0000 NN F MATERIALS AND SUPPLIES	0.00	7.07	
CL-000027	06/04/2018 INV #437639	01-7010-0-4300-3800-1000-300-3530-0000 NN P MATERIALS AND SUPPLIES	55.56	55.56	
CL-000027	06/08/2018 INV #438240	01-7010-0-4300-3800-1000-300-3530-0000 NN P MATERIALS AND SUPPLIES	79.03	79.03	
CL-000027	06/12/2018 INV #438541P	01-7010-0-4300-3800-1000-300-3530-0000 NN P MATERIALS AND SUPPLIES	68.94	68.94	
CL-000027	06/12/2018 INV #438545	01-7010-0-4300-3800-1000-300-3530-0000 NN F MATERIALS AND SUPPLIES	156.02	156.02	
CL-000028	06/12/2018 INV #438541	01-3550-0-4300-3800-1000-300-3000-0000 NN F MATERIALS AND SUPPLIES	38.30	38.30	
			TOTAL PAYMENT AMOUNT		
			1,342.46 *		
			1,342.46		

012 COLUSA UNIFIED SCHOOL DISTRICT J73124  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0002 BATCH 02 - JULY 13, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE	T9MPS	Liq Amt	Net Amount		
005346/00	MITEL LEASING	860289177						
	CL-000037	06/27/2018 INV #901431262	01-0000-0-5600-1110-1000-000-0060-0000 NN F		1,433.92	1,433.92		
			RENTALS, LEASES AND REPAIRS					
		TOTAL PAYMENT AMOUNT	1,433.92 *			1,433.92		
001867/00	MJB WELDING SUPPLY INC.	942481178						
	CL-000029	06/12/2018 INV #1207645	01-0000-0-4300-3800-1000-300-3539-0000 NN F		1,065.32	1,065.32		
			MATERIALS AND SUPPLIES					
	CL-000031	06/30/2018 INV #1209703	01-0000-0-4300-3800-1000-300-3539-0000 NN F		47.50	47.50		
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT	1,112.82 *			1,112.82		
000394/00	QUILL CORPORATION	362952904						
	CL-000032	06/19/2018 CM #7973915	01-0000-0-4300-1110-1000-100-1030-0000 NN P		0.00	-11.79		
			MATERIALS AND SUPPLIES					
	CL-000032	04/17/2018 INV #6399392	01-0000-0-4300-1110-1000-100-1030-0000 NN P		257.35	257.35		
			MATERIALS AND SUPPLIES					
	CL-000032	06/21/2018 INV #8042192	01-0000-0-4300-1110-1000-100-1030-0000 NN P		11.79	11.79		
			MATERIALS AND SUPPLIES					
	CL-000032	06/19/2018 INV #7973915	01-0000-0-4300-1110-1000-100-1030-0000 NN P		184.41	184.41		
			MATERIALS AND SUPPLIES					
	CL-000032	06/13/2018 INV #7844145	01-0000-0-4300-1110-1000-100-1030-0000 NN P		53.61	53.61		
			MATERIALS AND SUPPLIES					
	CL-000032	06/13/2018 INV #7844825	01-0000-0-4300-1110-1000-100-1030-0000 NN P		2,344.19	2,344.19		
			MATERIALS AND SUPPLIES					
	CL-000032	06/13/2018 INV #7847476	01-0000-0-4300-1110-1000-100-1030-0000 NN P		101.88	101.88		
			MATERIALS AND SUPPLIES					
	CL-000032	06/13/2018 INV #7850626	01-0000-0-4300-1110-1000-100-1030-0000 NN P		775.93	775.93		
			MATERIALS AND SUPPLIES					
	CL-000032	06/14/2018 INV #7864183	01-0000-0-4300-1110-1000-100-1030-0000 NN P		203.76	203.76		
			MATERIALS AND SUPPLIES					
	CL-000032	06/15/2018 INV #7884601	01-0000-0-4300-1110-1000-100-1030-0000 NN P		19.93	19.93		
			MATERIALS AND SUPPLIES					
	CL-000032	06/18/2018 INV #7910815	01-0000-0-4300-1110-1000-100-1030-0000 NN F		1,282.29	1,294.08		
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT	5,235.14 *			5,235.14		

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ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount			
005558/00	RECOLOGY BUTTE COLUSA COUNTIES	942243762						
CL-000033	06/30/2018	INV #167359	01-0000-0-5500-0000-8100-000-0000-0000 NN F	295.30	295.30			
			OPERATIONS & HOUSEKEEPING SERV					
CL-000039	06/27/2018	INV #34777102	01-0000-0-5500-0000-8100-000-0000-0000 NN F	57.29	57.29			
			OPERATIONS & HOUSEKEEPING SERV					
		TOTAL PAYMENT AMOUNT	352.59 *		352.59			
000759/00	SELOVER'S PAINT & BODY	680304310						
CL-000035	04/26/2018	INV #22157	01-0000-0-5600-0000-8100-000-6500-0000 NN F	356.90	356.90			
			RENTALS, LEASES AND REPAIRS					
		TOTAL PAYMENT AMOUNT	356.90 *		356.90			
000427/00	SORENSEN PEST CONTROL INC.	680381644						
CL-000034	06/29/2018	INV #1057157	01-0000-0-5800-0000-8100-000-6510-0000 NN P	325.00	325.00			
			CONSULTING SERV/OPERATING EXP					
CL-000034	06/29/2018	INV #1057156	01-0000-0-5800-0000-8100-000-6510-0000 NN F	450.00	450.00			
			CONSULTING SERV/OPERATING EXP					
		TOTAL PAYMENT AMOUNT	775.00 *		775.00			
000440/00	SUPERIOR TIRE SERVICE	680389553						
PV-000018	07/02/2018	INV #225443	01-0000-0-4300-0000-8100-000-6511-0000 NN		63.99			
			MATERIALS AND SUPPLIES					
PV-000019	07/03/2018	INV #225482	01-0000-0-4300-0000-8100-000-6511-0000 NN		37.70			
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT	101.69 *		101.69			
005682/00	US BANK EQUIPMENT FINANCE							
PV-000017	06/25/2018	JUNE 2018 STMT	01-0000-0-5600-0000-7200-000-0027-0000 NN		2,427.96			
			RENTALS, LEASES AND REPAIRS					
		TOTAL PAYMENT AMOUNT	2,427.96 *		2,427.96			
		TOTAL BATCH PAYMENT	588,768.11 ***	0.00	588,768.11			
		TOTAL USE TAX AMOUNT	319.90					
		TOTAL DISTRICT PAYMENT	588,768.11 ****	0.00	588,768.11			
		TOTAL USE TAX AMOUNT	319.90					
		TOTAL FOR ALL DISBURS	588,768.11 ****	0.00	588,768.11			
		TOTAL USE TAX AMOUNT	319.90					



Number of checks to be printed: 20, not counting voids due to stub overflows.

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JULY 27, 2018 - BATCH 3					
.....	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
CL-56	CALIFORNIA'S VALUED TRUST	\$18,360.41	1	DO	July 2018 Health Insurance Payment
CL-57, PO-190005, PV-23, 24, 26 & 27	COLUSA COUNTY OFFICE OF EDUCATION	\$41,666.11	1	DO	Miscellaneous Charges, Iboss, Calsters Penalties & Interest, Rosetta Stone, QSS
CL-79	CUSD - CAFETERIA FUND	\$18,927.30	1	DO	17/18 Reduced Meal Claims Reimbursement
CL-66	CRYSTAL CREAMERY	\$60.36	13	CAFÉ	Food
CL-67 & 68	DAVIES OIL CO.	\$1,445.20	1	DO	Fuel
CL-51	FRANZ FAMILY BAKERIES	\$123.84	13	CAFÉ	Food
CL-72	INSTRUMENTAL AWARDS LLC	\$21.25	1	CHS	Awards
CL-63 thru CL-65	ERIKA LEMENAGER	\$991.97	1	EMS	Reimburse Supplies Purchased
CL-59 thru CL-62	LORIE MEYERS	\$410.32	1	CHS, CHS- HS	Reimburse Supplies Purchased
CL-73 thru CL-75	RECOLOGY BUTTE COLUSA COUNTIES	\$1,414.21	1	DO	June 2018 Payment
CL-76	SORENSEN PEST CONTROL, INC.	\$345.00	1	DO	June 2018 Payment
PV-25	THREE B'S TOILET RENTALS	\$214.50	1	DO	July 2018 Payment
CL-77	TOTAL SCHOOL SOLUTIONS	\$575.00	1	DO	Budget Boot Camp
CL-44 thru CL-48, CL-55, CL-55, & CL-80 thru CL-85	US BANK CAL-CARD	\$2,969.14	1, 13	BPS, CAFÉ, CHS, DO & EMS	SEE ATTACHED
RC-1 thru RC-2	US BANK CAL-CARD	\$80,439.95	1	BPS, DO, EMS	SEE ATTACHED
CL-78	YUBA SAFE & LOCK	\$31.91	1	DO	MAINTENANCE & REPAIRS
TOTAL ALL FUNDS		\$167,996.47			BATCH 3

**US BANK CALCARD VISA**  
**(FY: 2018/2019 Payments)**

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>DESCRIPTION</u>
Jeremy Miller				
7/2/2018	CDW GOVERNMENT	\$236.07	1	Supplies
7/2/2018	CDW GOVERNMENT	\$674.46	1	Supplies
7/2/2018	CDW GOVERNMENT	\$1,219.60	1	Supplies
7/2/2018	CDW GOVERNMENT	\$41,844.16	1	Supplies
7/2/2018	CDW GOVERNMENT	\$2,481.43	1	Supplies
7/2/2018	CDW GOVERNMENT	\$15,897.67	1	Supplies
7/2/2018	AMAZON.COM	\$31.36	1	Supplies
7/2/2018	SP CONTROLS, DOCERI	\$30.00	1	Supplies
7/3/2018	AMAZON.COM	\$69.89	1	Supplies
7/3/2018	CDW GOVERNMENT	\$42.90	1	Supplies
7/3/2018	CDW GOVERNMENT	\$3,798.26	1	Supplies
7/4/2018	CDW GOVERNMENT	\$248.82	1	Supplies
7/4/2018	CDW GOVERNMENT	\$2,291.83	1	Supplies
7/9/2018	SACRAMENTOC	\$225.00	1	Supplies
7/10/2018	CDW GOVERNMENT	\$206.40	1	Supplies
7/11/2018	CDW GOVERNMENT	\$559.85	1	Supplies
		\$69,857.70		
Jesse Rodriguez				
		\$0.00		
Jody Johnston				
7/2/2018	SCHOOL SPECIALTY	\$549.04	1	Supplies
7/2/2018	TEACHERSPAYTEACHERS.COM	\$332.10	1	Supplies
7/2/2018	AMAZON.COM	\$25.88	1	Supplies
7/2/2018	AMAZON.COM	\$37.84	1	Supplies
7/2/2018	AMAZON.COM	\$14.82	1	Supplies
7/2/2018	AMAZON.COM	\$14.98	1	Supplies
7/3/2018	AMAZON.COM	\$57.67	1	Supplies
7/3/2018	AMAZON.COM	\$5.97	1	Supplies
7/3/2018	AMAZON.COM	\$14.78	1	Supplies
7/3/2018	AMAZON.COM	\$285.47	1	Supplies
7/3/2018	AMAZON.COM	\$212.35	1	Supplies
7/3/2018	AMAZON.COM	\$31.98	1	Supplies
7/4/2018	AMAZON.COM	\$6.00	1	Supplies
7/4/2018	AMAZON.COM	\$6.00	1	Supplies
7/4/2018	AMAZON.COM	\$6.00	1	Supplies
7/4/2018	SCHOOL SPECIALTY	\$98.77	1	Supplies
7/5/2018	QUILL CORPORATION	\$36.43	1	Supplies

7/5/2018	FOLLETT SCHOOL SOLUTIONS	\$797.77	1	Supplies
7/5/2018	USPS.COM	\$1,982.50	1	Supplies
7/5/2018	MAP OF THE MONTH	\$310.50	1	Supplies
7/5/2018	SCHOOL SPECIALTY	\$1,102.41	1	Supplies
7/5/2018	AMAZON.COM	\$146.75	1	Supplies
7/5/2018	EAI EDUCATION	\$109.95	1	Supplies
7/6/2018	ACCELERATE LEARNING	\$1,249.50	1	Curriculum Subscription
7/6/2018	TEACH TCI	\$719.50	1	Curriculum Subscription
7/6/2018	FOLLETT SCHOOL SOLUTIONS	\$696.47	1	Curriculum Supplies
7/6/2018	SCHOOL SPECIALTY	\$96.81	1	Supplies
7/6/2018	SCHOOL SPECIALTY	\$320.80	1	Supplies
7/6/2018	SCHOOL SPECIALTY	\$9.64	1	Supplies
7/6/2018	SCHOOL SPECIALTY	\$154.54	1	Supplies
7/6/2018	SCHOOL SPECIALTY	\$52.16	1	Supplies
7/6/2018	SCHOOL SPECIALTY	\$560.79	1	Supplies
7/7/2018	WOODWIND	\$536.08	1	Supplies
		\$10,582.25		
Maria Espindola				
		\$0.00		
Melissa Ericsson				
		\$0.00		
Nick Schantz				
		\$0.00		
Rebecca Changus				
		\$0.00		
Ron Rogers				
		\$0.00		
Rosemary Hicks				
		\$0.00		
Zeba Hone				
		\$0.00		
	<b>Total Visa Batch Payment:</b>	<b>\$80,439.95</b>		

US BANK CALCARD VISA (FY: 2017/2018 Payments)				
DATE	PAYEE	AMOUNT	FUND	DESCRIPTION
Jeremy Miller				
6/22/2018	USPS.COM	\$570.05	13	Postage
6/27/2018	CDW GOVERNMENT	\$123.84	1	Supplies
		\$693.89		
Jesse Rodriguez				
6/8/2018	SDE INC.	\$1,797.00	1	Conference Registration
		\$1,797.00		
Jody Johnston				
6/26/2018	LA QUITA INN & SUITES	\$194.38	1	Accommodations for Budget Workshop
5/9/2018	AMAZON.COM	(\$28.30)	1	Credit for Returned Item
5/9/2018	AMAZON.COM	(\$62.99)	1	Credit for Returned Item
4/30/2018	US CAL-CARD	(\$75.86)	1	Reverse Double Payment
4/30/2018	US CAL-CARD	(\$34.72)	1	Reverse Double Payment
3/16/2018	QUILL CORPORATION	(\$24.99)	1	Overpayment
		(\$32.48)		
Maria Espindola				
		\$0.00		
Melissa Ericsson				
5/21/2018	WAL-MART	\$13.61	1	Supplies
		\$13.61		
Nick Schantz				
		\$0.00		
Rebecca Changus				
6/6/2018	DANA INN & MARINA	\$495.88	1	Accommodations for Teacher
		\$495.88		
Ron Rogers				
2/19/2018	SAFETYSIGN.COM	\$98.19	1	Supplies
4/23/2018	BULBHED HERCULES	(\$96.95)	1	Overpayment
		\$1.24		
Rosemary Hicks				
		\$0.00		
Zeba Hone				
		\$0.00		
		\$0.00		
	<b>Total Visa Batch Payment:</b>	<b>\$2,969.14</b>		

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N



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ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y	OBJ GOAL	FUNC SCH	BDRS TYPE	T9MPS	Liq Amt	Net Amount		
004976/00		CALIFORNIA'S VALUED TRUST									
	CL-000056	06/30/2018 JULY 2018 PREMIUMS			01-0000-0-9514-0000-0000-0000-0000	NN F		18,360.41	18,360.41		
					HEALTH/WELFARE LIAB						
		TOTAL PAYMENT AMOUNT						18,360.41 *		18,360.41	
000166/00		COLUSA COUNTY OFFICE EDUCATION	946002149								
	CL-000057	07/02/2018 INV #1004 17-18 MISC CHARGES			01-0000-0-5800-0000-7200-000-0000-0000	NN F		1,599.83	1,599.83		
					CONSULTING SERV/OPERATING EXP						
	PO-190005	07/02/2018 INV #1004 18-19 MISC CHARGES	1		01-0000-0-5800-0000-7200-000-0000-0000	NN P		799.91	799.91		
					CONSULTING SERV/OPERATING EXP						
	PV-000023	07/02/2018 INV #2036 IBOSS			01-0000-0-5800-0000-7700-000-6104-0000	NN			720.00		
					CONSULTING SERV/OPERATING EXP						
	PV-000024	07/11/2018 INV #1032 CALSTRS P & I			01-0000-0-5800-0000-7200-000-0000-0000	NN			84.37		
					CONSULTING SERV/OPERATING EXP						
	PV-000026	07/16/2018 INV #1036 QSS			01-0000-0-5800-0000-7700-000-6115-0000	NN			33,737.00		
					CONSULTING SERV/OPERATING EXP						
	PV-000027	07/16/2018 INV #1043 ROSETTA STONE			01-0000-0-4300-1110-1000-000-6105-0000	NN			4,725.00		
					MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT						41,666.11 *		41,666.11	
000187/00		COLUSA USD - CAFETERIA FUND									
	CL-000079	06/30/2018 2017-18 REDUCED MEALS			01-0000-0-7616-0000-9300-000-0000-0000	NN F		18,927.30	18,927.30		
					FROM GENERAL FD TO CAFETERIA						
		TOTAL PAYMENT AMOUNT						18,927.30 *		18,927.30	
005750/00		CRYSTAL CREAMERY									
	CL-000066	05/31/2018 INV #16698099			13-5310-0-4700-0000-3700-000-0000-0000	NN F		60.36	60.36		
					FOOD						
		TOTAL PAYMENT AMOUNT						60.36 *		60.36	
001788/00		DAVIES OIL CO	942783899								
	CL-000067	06/28/2018 JUNE 2018 MOT FUEL			01-8100-0-4300-0000-8100-000-6500-0000	NN F		644.14	644.14		
					MATERIALS AND SUPPLIES						
	CL-000068	06/28/2018 2017-18 TRANSPORATION FUEL			01-0723-0-4300-0000-3600-000-6500-0000	NN F		801.06	801.06		
					MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT						1,445.20 *		1,445.20	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL	FUNC SCH BDRS	TYPE T9MPS	Liq Amt	Net Amount	
005930/00	FRANZ FAMILY BAKERIES							
CL-000051	05/22/2018	INV #048308614205	13-5310-0-4700-0000-3700-000-0000-0000	NN F		123.84	123.84	
			FOOD					
		TOTAL PAYMENT AMOUNT		123.84 *			123.84	
006192/00	INSTRUMENTAL AWARDS LLC							
CL-000072	05/24/2018	INV #1802	01-0001-0-4300-1110-1000-300-3660-0000	NN F		21.25	21.25	
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT		21.25 *			21.25	
005150/00	LEMENAGER, ERIKA							
CL-000063	06/20/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-2420-200-2011-0000	NN F		65.97	65.97	
			MATERIALS AND SUPPLIES					
CL-000064	06/20/2018	REIMBURSE SUPPLIES	01-0000-0-4300-1110-1000-200-2020-0000	NN F		590.68	590.68	
			MATERIALS AND SUPPLIES					
CL-000065	06/20/2018	REIMBURSE SUPPLIES	01-0001-0-4300-1110-1000-200-2003-0000	NN F		335.33	335.32	
			MATERIALS AND SUPPLIES					
		TOTAL PAYMENT AMOUNT		991.97 *			991.97	
000986/00	MEYERS, LORIE							
CL-000059	06/30/2018	OFFICE SUPPLIES REIMB.	01-0000-0-4300-1110-1000-300-3030-0000	NN F		136.64	136.64	
			MATERIALS AND SUPPLIES					
CL-000060	06/30/2018	OFFICE POSTAGE REIMB.	01-0000-0-5900-1110-1000-300-3030-0000	NN F		123.68	123.68	
			COMMUNICATIONS					
CL-000061	06/30/2018	2017-18 AG INCENTIVE POSTAGE	01-7010-0-5900-3800-1000-300-3530-0000	NN F		50.00	50.00	
			COMMUNICATIONS					
CL-000062	06/30/2018	2017-18 HOME SCHOOL POSTAGE	01-0000-0-5900-3300-1000-500-5030-0000	NN F		100.00	100.00	
			COMMUNICATIONS					
		TOTAL PAYMENT AMOUNT		410.32 *			410.32	
005558/00	RECOLOGY BUTTE COLUSA COUNTIES 942243762							
CL-000073	06/30/2018	INV #167370	01-0000-0-5500-0000-8100-000-0000-0000	NN F		449.88	449.88	
			OPERATIONS & HOUSEKEEPING SERV					
CL-000074	06/30/2018	INV #167371	01-0000-0-5500-0000-8100-000-0000-0000	NN F		442.61	442.61	
			OPERATIONS & HOUSEKEEPING SERV					
CL-000075	06/30/2018	INV #167372	01-0000-0-5500-0000-8100-000-0000-0000	NN F		521.72	521.72	
			OPERATIONS & HOUSEKEEPING SERV					
		TOTAL PAYMENT AMOUNT		1,414.21 *			1,414.21	

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJ GOAL	ABA num FUNC SCH BDRS	Account num TYPE T9MPS	Liq Amt	Net Amount
000427/00	SORENSEN PEST CONTROL INC.		680381644					
CL-000076	06/13/2018	INV #1050431		01-0000-0-5800-0000-8100-000-6510-0000	NN P		25.00	25.00
				CONSULTING SERV/OPERATING EXP				
CL-000076	06/15/2018	INV #1050465		01-0000-0-5800-0000-8100-000-6510-0000	NN P		60.00	60.00
				CONSULTING SERV/OPERATING EXP				
CL-000076	06/27/2018	INV #1050589		01-0000-0-5800-0000-8100-000-6510-0000	NN P		60.00	60.00
				CONSULTING SERV/OPERATING EXP				
CL-000076	06/08/2018	INV #1051084		01-0000-0-5800-0000-8100-000-6510-0000	NN P		75.00	75.00
				CONSULTING SERV/OPERATING EXP				
CL-000076	06/29/2018	INV #1057196		01-0000-0-5800-0000-8100-000-6510-0000	NN F		125.00	125.00
				CONSULTING SERV/OPERATING EXP				
				TOTAL PAYMENT AMOUNT		345.00 *		345.00
003061/00	THREE B'S TOILET RENTALS							
PV-000025	07/01/2018	INV #14254		01-0000-0-5600-8100-5000-000-0000-0000	NN			214.50
				RENTALS, LEASES AND REPAIRS				
				TOTAL PAYMENT AMOUNT		214.50 *		214.50
006169/00	TOTAL SCHOOL SOLUTIONS							
CL-000077	06/29/2018	INV #18-3840 BUDGET BOOT CAMP		01-0000-0-5200-0000-7200-000-0000-0000	NN F		575.00	575.00
				TRAVEL AND CONFERENCE				
				TOTAL PAYMENT AMOUNT		575.00 *		575.00
003771/00	US BANK CALCARD							
CL-000044	06/26/2018	LA QUINTA INN & SUITES		01-3010-0-5200-1110-1000-200-2040-0000	NN F		194.38	194.38
				TRAVEL AND CONFERENCE				
CL-000045	02/16/2018	SAFETY SIGNS		01-8100-0-4300-0000-8100-000-6500-0000	NN F		98.19	98.19
				MATERIALS AND SUPPLIES				
CL-000046	06/15/2018	OVERPAYMENT		01-0723-0-4300-0000-3600-000-6500-0000	NN F		-96.95	-96.95
				MATERIALS AND SUPPLIES				
CL-000047	06/12/2018	DANA INN & MARINA		01-7338-0-5800-1110-3110-300-3000-0000	NN F		495.88	495.88
				CONSULTING SERV/OPERATING EXP				
CL-000048	06/22/2018	USPS ENVELOPES		13-5310-0-4300-0000-3700-000-0000-0000	YN P		84.00	84.00
				MATERIALS AND SUPPLIES				
CL-000048	06/22/2018	USPS ENVELOPES		13-5310-0-4300-0000-3700-000-0000-0000	NN F		486.05	486.05
				MATERIALS AND SUPPLIES				
CL-000050	06/18/2018	CDW ORDER#JWGH153		01-0000-0-4300-1110-1000-100-1042-0000	NN F		123.84	123.84
				MATERIALS AND SUPPLIES				
CL-000055	06/07/2018	HARMON SD		01-3010-0-4300-1110-1000-100-1040-0000	NN P		599.00	599.00
				MATERIALS AND SUPPLIES				



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

005101/00 US BANK- CAL CARD 411558798

RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0100-0-4300-1110-1000-000-0001-0000	N	549.04
			MATERIALS AND SUPPLIES		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000	N	332.10
			MATERIALS AND SUPPLIES		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	25.88
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	37.84
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	14.82
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	14.98
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	57.67
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	5.97
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	14.78
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	285.47
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000	N	157.92
			TEXTBOOKS		
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000	N	54.43
			TEXTBOOKS		

ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr Req	Remit name Reference	Date	Description	Tax ID num	Deposit type		ABA num	Account num	Liq Amt	Net Amount
					FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS					
005101	(CONTINUED)									
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					31.98
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					6.00
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					6.00
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					6.00
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					1.88
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					1.09
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					4.18
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					0.43
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					1.07
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					20.70
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					2.32
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					0.44
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					0.44
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N					0.44
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-9519-0000-0000-000-0000-0000 N					-53.43
					SALES TAX LIABILITY					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-9519-0000-0000-000-0000-0000 N					-3.64
					SALES TAX LIABILITY					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					24.08
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N					98.77
					MATERIALS AND SUPPLIES					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N					36.43
					MATERIALS AND SUPPLIES					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0110-0-4100-1110-1000-200-2045-0000 N					797.77
					TEXTBOOKS					
	RC-000001	07/10/2018	JOHNSTON VISA	07.20.2018	01-0000-0-4300-1110-1000-200-2030-0000 N					

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS									Liq Amt	Net Amount
005101	(CONTINUED)												
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-9519-0000-0000-0000-0000 N									-22.51	
			SALES TAX LIABILITY										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									1,102.41	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N									146.75	
			TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N									10.64	
			TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-9519-0000-0000-0000-0000 N									-10.64	
			SALES TAX LIABILITY										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									109.95	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									7.97	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-9519-0000-0000-0000-0000 N									-7.97	
			SALES TAX LIABILITY										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N									1,249.50	
			TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4100-1110-1000-200-2045-0000 N									90.59	
			TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-9519-0000-0000-0000-0000 N									-90.59	
			SALES TAX LIABILITY										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4200-1110-1000-200-2025-0000 N									719.50	
			BOOKS OTHER THAN TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4200-1110-1000-200-2025-0000 N									696.47	
			BOOKS OTHER THAN TEXTBOOKS										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									96.81	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									320.80	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									9.64	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									154.54	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									52.16	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									560.79	
			MATERIALS AND SUPPLIES										
RC-000001	07/10/2018	JOHNSTON VISA 07.20.2018	01-0000-0-4300-1110-1000-200-2020-0000 N									536.08	
			MATERIALS AND SUPPLIES										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N									236.07	
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-1110-1000-100-1042-0000 N									674.46	
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N									1,219.60	
			NONCAPITALIZED EQUIPMENT										



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount								
005101	(CONTINUED)												
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		41,844.16								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		2,481.43								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		15,897.67								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4300-0000-7700-000-6000-0000		31.36								
			MATERIALS AND SUPPLIES										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-5800-0000-7700-000-6000-0000		30.00								
			CONSULTING SERV/OPERATING EXP										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-5800-0000-7700-000-6000-0000		2.18								
			CONSULTING SERV/OPERATING EXP										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-9519-0000-0000-000-0000-0000		-2.18								
			SALES TAX LIABILITY										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4300-0000-7700-000-6000-0000		69.89								
			MATERIALS AND SUPPLIES										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-1110-1000-100-1042-0000 N		42.90								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-1110-1000-200-2042-0000 N		3,798.26								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-1110-1000-200-2042-0000 N		248.82								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		2,291.83								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-5200-0000-7700-000-6000-0000		225.00								
			TRAVEL AND CONFERENCE										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		206.40								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-1110-1000-200-2042-0000 N		559.85								
			NONCAPITALIZED EQUIPMENT										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-9519-0000-0000-000-0000-0000 N		-5.07								
			SALES TAX LIABILITY										
RC-000002	07/14/2018	MILLER VISA 07.20.2018	01-0000-0-4400-0000-7700-000-6000-0000 N		5.07								
			NONCAPITALIZED EQUIPMENT										
			TOTAL PAYMENT AMOUNT		80,439.95 *								
000508/00	YUBA SAFE AND LOCK	911859867											
CL-000078	06/05/2018	INV #140879	01-8100-0-4300-0000-8100-000-6500-0000 NY F		31.91								
			MATERIALS AND SUPPLIES										
			TOTAL PAYMENT AMOUNT		31.91 *								
			TOTAL BATCH PAYMENT		167,996.47 ***					0.00			167,996.47
			TOTAL USE TAX AMOUNT		6.09								

012 COLUSA UNIFIED SCHOOL DISTRICT J73810  
BATCH 3 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0003 BATCH 3 - JULY 20, 2018

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

TOTAL DISTRICT PAYMENT	167,996.47	****	0.00	167,996.47
TOTAL USE TAX AMOUNT	6.09			

TOTAL FOR ALL DISTRICTS:	167,996.47	****	0.00	167,996.47
TOTAL USE TAX AMOUNT	6.09			

Number of checks to be printed: 16, not counting voids due to stub overflows.

**COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED JULY 27, 2018 - BATCH 4**

.....	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
PV-29	ADVANCED DOCUMENT CONCEPTS	\$670.21	1	BPS, CHS, DO, EMS	Maintenance & Repairs
CL-112 & PV-31	AMERICAN FIDELITY ASSURANCE	\$837.00	1	DO	June 2018 Payment & July 201 Payment
CL-117	CA STATE BOARD OF EQUALIZATION	\$18.16	1	DO	2nd Quarter Diesel Taxes (2018)
PV-30	CDW GOVERNMENT INC.	\$5,965.55	1	DO	Microsoft License
PO-190001	CENGAGE LEARNING	\$18,681.50	1	CHS	Supplies
PV-39	CLIMATE CONTROL INC.	\$402.50	1	DO	Maintenance & Repairs
PV-38	FRONTIER	\$15,052.25	1	DO	July 2018 Payment
CL-116	GRIFF'S FEED & SEED	\$22.47	1	DO	Supplies
CL-113	JAMES MARTA & COMPANY	\$7,840.00	1	DO	Audit Fees
CL-118	JAMIE LAY	\$3.22	1	DO	Reimburse for Supplies Purchased
PV-36	LORIE MEYERS	\$600.00	95	ASB	Concessions Start-up Funds
PV-35	PG & E	\$23,113.65	1	BPS, CHS, DO, EMS	July 2018 Payment
PV-34	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	\$450.00	1	DO	Annual Edjoin Fee
CL-115	SPURR	\$1,022.65	1	DO	June 2018 Payment
CL-114	THREE RIVERS TRUCK & TRAILOR	\$570.00	1	DO	Maintenance & Repairs
CL-86 thru CL-111	US BANK CAL-CARD	\$8,482.88	1	BPS, CHS, CHS, HS, DO, EMS	SEE ATTACHED
RC-3 thru RC-9	US BANK CAL-CARD	\$33,890.03	1/95	ASB, BPS, CHS, DO, EMS	SEE ATTACHED
PV-33	VALLEY TRUCK & TRACTOR CO.	\$90.58	1	DO	Supplies
PV-32	VERIZON WIRELESS	\$152.04	1	DO	July 2018 Payment
PO-190003	VIRCO MANUFACTURING CORP.	\$3,085.93	1	EMS	Supplies
TOTAL ALL FUNDS		\$120,950.62			BATCH 4

US BANK CALCARD VISA (FY: 2017/2018 Payments)				
DATE	PAYEE	AMOUNT	FUND	DESCRIPTION
Jeremy Miller				
2/20/2018	MEMBERSHIP	\$13.93	1	Membership Fee
2/20/2018	AMAZON.COM	\$187.23	1	Supplies
2/21/2018	AMAZON.COM	\$469.70	1	Supplies
4/26/2018	PARALLELS	\$49.99	1	Supplies
5/4/2018	AMAZON MARKETPLACE	\$778.13	1	Supplies
5/8/2018	CDW GOVERTMENT	(\$600.51)	1	Double Payment
5/9/2018	REPLACEMENT LAPTOP KEYS	\$8.94	1	Supplies
5/15/2018	CDW GOVERTMENT	\$167.31	1	Supplies
5/29/2018	CDW GOVERTMENT	\$128.00	1	Supplies
6/7/2018	CDW GOVERTMENT	(\$102.47)	1	Returned Item
		\$1,100.25		
Jesse Rodriguez				
		\$0.00		
Jody Johnston				
2/16/2018	ETS CONFERENCES	\$100.00	1	Registration Fees
		\$100.00		
Maria Espindola				
3/21/2018	SAMS CLUB	\$101.98	1	Food for Meetings
		\$101.98		
Melissa Ericsson				
		\$0.00		
Nick Schantz				
		\$0.00		
Rebecca Changus				
4/18/2018	J W PEPPER & SON INC.	\$165.85	1	Music Supplies
5/10/2018	IN THE SWIM	\$521.21	1	College Readiness Grant
5/14/2018	FOLLETT SCHOOL SOLUTIONS	\$456.83	1	Home School Supplies
		\$1,143.89		

Ron Rogers				
		\$0.00		
Rosemary Hicks				
4/20/2018	NORTH STATE SCREEN PRINTING	\$80.44	1	T-shirts/Screenprint
5/15/2018	SACRAMENTO ZOO	\$1,155.00	1	Field Trip
5/16/2018	RIVERSIDE LANES	\$352.50	1	Field Trip
5/21/2018	NU GENERATION LANES	\$1,442.00	1	Field Trip
5/31/2018	SOUTHWEST AIRLINES	\$208.98	1	Flight
5/31/2018	SOUTHWEST AIRLINES	\$82.92	1	Flight
5/31/2018	SOUTHWEST AIRLINES	\$346.96	1	Flight
5/31/2018	SOUTHWEST AIRLINES	\$346.96	1	Flight
6/7/2018	VENETIAN PALAZZO	\$187.08	1	Accomodations
6/7/2018	VENETIAN PALAZZO	\$204.08	1	Accomodations
6/26/2018	RIVERSIDE LANES	\$139.00	1	Field Trip
2/29/18	NORTH STATE SCREEN PRINTING	\$1,490.78	1	T-shirts/Screenprint
		\$6,036.70		
Zeba Hone				
		\$0.00		
	<b>Total Visa Batch Payment:</b>	<b>\$8,482.82</b>		

# US BANK CALCARD VISA

**(FY: 2018/2019 Payments)**

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>DESCRIPTION</u>
Jeremy Miller				
7/12/2018	CDW GOVERNMENT	236.07	1	Supplies
7/13/2018	UPS	9.85	1	Postage
7/15/2018	AMAZON MARKETPLACE	\$825.32	1	Supplies
7/15/2018	UPS	\$2.46	1	Postage
7/16/2018	CDW GOVERNMENT	\$471.90	1	Supplies
		\$1,545.60		
Jesse Rodriguez				
		\$0.00		
Jody Johnston				
7/3/2018	THE MATH LEARNING CTR	\$4,565.43	1	Supplies
7/9/2018	AMAZON MARKETPLACE	\$439.63	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$429.17	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$434.71	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$401.44	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$481.30	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$308.25	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$568.85	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$16.52	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$349.21	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$292.35	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$386.22	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$409.58	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$252.32	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$206.06	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$321.47	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$832.95	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$746.67	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$434.82	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$328.16	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$21.40	1	Supplies
7/9/2018	SCHOOL SPECIALTY	\$37.43	1	Supplies
7/9/2018	SPORTSMENS DEN	\$959.46	1	Supplies
7/10/2018	ACADEMIC THERAPY	\$270.28	1	Supplies
7/10/2018	AMAZON MARKETPLACE	\$35.55	1	Supplies
7/10/2018	CURRIC ASSOC.	\$172.45	1	Supplies
7/11/2018	DECKER EQUIPMENT	\$1,032.17	1	Supplies
7/11/2018	DELTACPOFREY NEOSCI	\$111.82	1	Supplies
7/13/2018	SCHOOL SPECIALTY	\$417.59	1	Supplies
7/13/2018	SCHOOL SPECIALTY	\$134.82	1	Supplies



7/16/2018	SCHOOL SPECIALTY	\$1,736.47	1	Supplies
		\$17,134.55		
Maria Espindola				
		\$0.00		
Melissa Ericsson				
7/3/2018	STAPLES	\$165.64	1	Supplies
7/5/2018	U OF O ATHLETIC	\$855.00	1	Supplies
7/11/2018	STAPLES	\$557.54	1	Supplies
7/12/2018	STAPLES DIRECT	\$14.57	1	Supplies
7/12/2018	OFFICE DEPOT	\$26.80	1	Supplies
7/12/2018	OFFICE DEPOT	\$817.85	1	Supplies
7/13/2018	STAPLES DIRECT	\$4.02	1	Supplies
7/13/2018	OFFICE DEPOT	\$150.13	1	Supplies
7/14/2018	STAPLES DIRECT	\$123.28	1	Supplies
		\$2,714.83		
Nick Schantz				
7/6/2018	THE HOME DEPOT	\$237.68	1	Supplies
7/9/2018	LOWES	\$90.38	1	Supplies
7/9/2018	THE HOME DEPOT	\$392.43	1	Supplies
7/13/2018	LOWES	\$1,517.57	1	Supplies
7/13/2018	THE HOME DEPOT	\$657.37	1	Supplies
7/16/2018	LOWES	\$598.93	1	Supplies
		\$3,494.36		
Rebecca Changus				
6/29/2018	TREETOP PRODUCTS	\$1,156.90	1	Supplies
		\$1,156.90		
Ron Rogers				
7/10/2018	PELICAN WIRELESS	\$169.47	1	Subscription Fees
7/10/2018	PELICAN WIRELESS	\$95.68	1	Subscription Fees
7/13/2018	PELICAN WIRELESS	\$190.87	1	Subscription Fees
7/13/2018	ACCESSIBILITY PROFESSIONAL	\$7,255.00	1	Wheelchair Lift
		\$7,711.02		
Rosemary Hicks				
		\$0.00		
Zeba Hone				
6/29/2018	OFFICE DEPOT	\$115.81	1	Supplies
7/10/2018	MARKET STREET GRILL	\$16.96	1	Food for Meeting
		\$132.77		
	<b>Total Visa Batch Payment:</b>	<b>\$33,890.03</b>		

Batch status: A All

From batch: 0004

To batch: 0004

Include Revolving Cash: Y

Include Address: N

Include Object Desc: Y

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

012 COLUSA UNIFIED SCHOOL DISTRICT J74061  
BATCH 4 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0004 BATCH 4 - JULY 27, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount						
004456/00	ADVANCED DOCUMENT CONCEPTS	941727222									
PV-000029	07/11/2018	INV #CNIN696639	01-0000-0-5600-0000-7200-000-0000-0000 NN		34.71						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696640	01-0000-0-5600-1110-1000-100-1027-0000 NN		41.28						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696641	01-0000-0-5600-1110-1000-200-2027-0000 NN		23.57						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696642	01-0000-0-5600-1110-1000-300-3027-0000 NN		143.52						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696929	01-0000-0-5600-3300-1000-500-5027-0000 NN		49.04						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696929B	01-0000-0-5600-0000-7700-000-6000-0000 NN		319.81						
			RENTALS, LEASES AND REPAIRS								
PV-000029	07/11/2018	INV #CNIN696930	01-0000-0-5600-0000-7700-000-6000-0000 NN		58.28						
			RENTALS, LEASES AND REPAIRS								
			TOTAL PAYMENT AMOUNT	670.21 *						670.21	
005789/00	AMERICAN FIDELITY ASSURANCE										
CL-000112	06/01/2018	JUNE 2018 BILLING	01-0000-0-9514-0000-0000-000-0000-0000 NN F	415.45	415.45						
			HEALTH/WELFARE LIAB								
PV-000031	07/01/2018	JULY 2018 BILLING	01-0000-0-9514-0000-0000-000-0000-0000 NN		421.55						
			HEALTH/WELFARE LIAB								
			TOTAL PAYMENT AMOUNT	837.00 *						837.00	
000115/00	CA STATE BOARD OF EQUALIZATION										
CL-000117	06/30/2018	2018 2ND QTR DIESEL TAXES	01-0723-0-5800-0000-3600-000-6500-0000 NN F	18.16	18.16						
			CONSULTING SERV/OPERATING EXP								
			TOTAL PAYMENT AMOUNT	18.16 *						18.16	
002203/00	CDW GOVERNMENT INC.										
PV-000030	07/09/2018	QUOTE #JXBW251 MICROSOFT LIC.	01-0000-0-5800-1110-1000-000-6101-0000 NN		5,965.55						
			CONSULTING SERV/OPERATING EXP								
			TOTAL PAYMENT AMOUNT	5,965.55 *						5,965.55	
005809/00	CENGAGE LEARNING										
PO-190001	07/05/2018	INV #64029933	1 01-0110-0-4100-1110-1000-300-3045-0000 NN F	19,390.85	18,681.50						
			TEXTBOOKS								
			TOTAL PAYMENT AMOUNT	18,681.50 *						18,681.50	

012 COLUSA UNIFIED SCHOOL DISTRICT J74061  
BATCH 4 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0004 BATCH 4 - JULY 27, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount			
004835/00	CLIMATE CONTROL INC	200216468						
PV-000039	07/05/2018	INV #28144 DO HVAC REPAIR	01-0000-0-5600-0000-8100-000-6506-0000 NN		402.50			
		RENTALS, LEASES AND REPAIRS						
		TOTAL PAYMENT AMOUNT	402.50 *		402.50			
004407/00	FRONTIER							
PV-000038	07/01/2018	JULY 2018 STMT	01-0000-0-5500-0000-8100-000-0000-0000 NN		15,052.25			
		OPERATIONS & HOUSEKEEPING SERV						
		TOTAL PAYMENT AMOUNT	15,052.25 *		15,052.25			
000309/00	GRIFF'S FEED & SEED	942375286						
CL-000116	06/15/2018	INV #331533	01-0000-0-4300-0000-8100-000-6500-0000 NN F	22.47	22.47			
		MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT	22.47 *		22.47			
005732/00	JAMES MARTA & COMPANY	271682261						
CL-000113	06/01/2018	INV #11639	01-0000-0-5800-0000-7190-000-0000-0000 NY F	7,840.00	7,840.00			
		CONSULTING SERV/OPERATING EXP						
		TOTAL PAYMENT AMOUNT	7,840.00 *		7,840.00			
005887/00	LAY, JAMIE							
CL-000118	06/27/2018	REIMBURSE FOR HUST BROS.	01-0723-0-4300-0000-3600-000-6500-0000 NN F	3.22	3.22			
		MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT	3.22 *		3.22			
000986/00	MEYERS, LORIE							
PV-000036	07/24/2018	2018-19 CONCESSIONS	95-0800-0-4300-0000-0000-000-0000-0000 NN		600.00			
		MATERIALS AND SUPPLIES						
		TOTAL PAYMENT AMOUNT	600.00 *		600.00			
000369/00	PACIFIC GAS & ELECTRIC	940742640						
PV-000035	07/13/2018	JULY 2018 METER 1008845748 EMS	01-0000-0-5500-0000-8100-200-0000-0000 NN		401.70			
		OPERATIONS & HOUSEKEEPING SERV						
PV-000035	07/13/2018	JULY 2018 METER 1006623412 CHS	01-0000-0-5500-0000-8100-300-0000-0000 NN		314.87			
		OPERATIONS & HOUSEKEEPING SERV						

012 COLUSA UNIFIED SCHOOL DISTRICT J74061  
BATCH 4 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0004 BATCH 4 - JULY 27, 2018

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Vendor/Addr	Remit name				Tax ID num	Deposit type	ABA num	Account num						
Req	Reference	Date	Description			FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS							Liq Amt	Net Amount
000369	(CONTINUED)													
	PV-000035	07/13/2018	JULY 2018 METER	1007290770	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						132.16	
	PV-000035	07/13/2018	JULY 2018 METER	1009370999	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						27.87	
	PV-000035	07/13/2018	JULY 2018 METER	1009370997	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						72.83	
	PV-000035	07/13/2018	JULY 2018 METER	1009370973	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						9.98	
	PV-000035	07/13/2018	JULY 2018 METER	1010268480	EMS	01-0000-0-5500-0000-8100-200-0000-0000	NN						45.95	
	PV-000035	07/13/2018	JULY 2018 METER	1003871747	EMS	01-0000-0-5500-0000-8100-200-0000-0000	NN						138.08	
	PV-000035	07/13/2018	JULY 2018 METER	1004452510	EMS	01-0000-0-5500-0000-8100-200-0000-0000	NN						9.87	
	PV-000035	07/13/2018	JULY 2018 METER	1009561328	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						337.94	
	PV-000035	07/13/2018	JULY 2018 METER	1009514661	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						3,632.65	
	PV-000035	07/13/2018	JULY 2018 METER	1006713216	DO	01-0000-0-5500-0000-8100-000-0000-0000	NN						108.99	
	PV-000035	07/13/2018	JULY 2018 METER	2846370X	DO	01-0000-0-5500-0000-8100-000-0000-0000	NN						8.65	
	PV-000035	07/13/2018	JULY 2018 METER	1009514732	DO	01-0000-0-5500-0000-8100-000-0000-0000	NN						2,083.79	
	PV-000035	07/13/2018	JULY 2018 METER	1009486704	EMS	01-0000-0-5500-0000-8100-200-0000-0000	NN						5,966.42	
	PV-000035	07/13/2018	JULY 2018 METER	1004538995	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						54.37	
	PV-000035	07/13/2018	JULY 2018 METER	3249443X	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						8.65	
	PV-000035	07/13/2018	JULY 2018 METER	1009514733	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						607.12	
	PV-000035	07/13/2018	JULY 2018 METER	49496810	BPS	01-0000-0-5500-0000-8100-100-0000-0000	NN						37.03	
	PV-000035	07/13/2018	JULY 2018 METER	1009514731	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						122.46	
	PV-000035	07/13/2018	JULY 2018 METER	1005423781	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						460.66	
	PV-000035	07/13/2018	JULY 2018 METER	1009370996	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						53.22	
	PV-000035	07/13/2018	JULY 2018 METER	1009370998	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						187.02	
	PV-000035	07/13/2018	JULY 2018 METER	1009486703	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						8,279.88	
	PV-000035	07/13/2018	JULY 2018 METER	90 LIGHTS	CHS	01-0000-0-5500-0000-8100-300-0000-0000	NN						11.49	



012 COLUSA UNIFIED SCHOOL DISTRICT J74061  
BATCH 4 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0004 BATCH 4 - JULY 27, 2018

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount				
TOTAL PAYMENT AMOUNT			23,113.65 *		23,113.65				
006193/00	SAN JOAQUIN COUNTY OF								
PV-000034	07/19/2018	INV #1819467 EDJOIN FEES	01-0000-0-5800-0000-7200-000-0000-0000 NN		450.00				
		CONSULTING SERV/OPERATING EXP							
TOTAL PAYMENT AMOUNT			450.00 *		450.00				
000432/00	SPURR								
		680201558							
CL-000115	06/30/2018	JUNE 2018 INV #92259	01-0000-0-5500-0000-8100-000-0000-0000 NN F	1,022.65	1,022.65				
		OPERATIONS & HOUSEKEEPING SERV							
TOTAL PAYMENT AMOUNT			1,022.65 *		1,022.65				
006186/00	THREE RIVERS TRUCK &								
CL-000114	04/11/2018	INV #549	01-8100-0-5600-0000-8100-000-6500-0000 NN F	570.00	570.00				
		RENTALS, LEASES AND REPAIRS							
TOTAL PAYMENT AMOUNT			570.00 *		570.00				
003771/00	US BANK CALCARD								
CL-000086	05/15/2018	HICKS - SAC ZOO K FIELD TRIP	01-0000-0-4300-1110-1000-100-1400-0000 NN F	878.00	878.00				
		MATERIALS AND SUPPLIES							
CL-000087	05/15/2018	HICKS - SAC ZOO K FUNDRAISER	01-0001-0-4300-1110-1000-100-1401-0000 NN F	277.00	277.00				
		MATERIALS AND SUPPLIES							
CL-000088	05/21/2018	HICKS - NU GENREATION LANES	01-0000-0-4300-1110-1000-100-1200-0000 NN F	1,442.00	1,442.00				
		MATERIALS AND SUPPLIES							
CL-000089	05/31/2018	HICKS - SOUTHWEST AIRLINES	01-3010-0-4300-1110-1000-100-1040-0000 NN F	208.98	208.98				
		MATERIALS AND SUPPLIES							
CL-000090	05/31/2018	HICKS - SOUTHWEST AIRLINES	01-3010-0-4300-1110-1000-100-1040-0000 NN F	82.98	82.98				
		MATERIALS AND SUPPLIES							
CL-000091	05/31/2018	SOUTHWEST AIRLINES	01-3010-0-4300-1110-1000-100-1040-0000 NN P	346.96	346.96				
		MATERIALS AND SUPPLIES							
CL-000091	05/31/2018	HICKS - SOUTHWEST AIRLINES	01-3010-0-4300-1110-1000-100-1040-0000 NN F	346.96	346.96				
		MATERIALS AND SUPPLIES							
CL-000092	06/07/2018	HICKS - VENETIAN PALAZZO ROOMS	01-3010-0-4300-1110-1000-100-1040-0000 NN P	187.08	187.08				
		MATERIALS AND SUPPLIES							
CL-000092	06/07/2018	HICKS - VENETIAN PALAZZO ROOMS	01-3010-0-4300-1110-1000-100-1040-0000 NN F	204.08	204.08				
		MATERIALS AND SUPPLIES							
CL-000093	05/16/2018	HICKS - RIVERSIDE LANES	01-0000-0-4300-1110-1000-100-1100-0000 NN F	352.50	352.50				
		MATERIALS AND SUPPLIES							
CL-000094	04/20/2018	HICKS-NORTH STATE PRINTING	01-0000-0-4300-1110-1000-100-1030-0000 NN P	80.44	80.44				
		MATERIALS AND SUPPLIES							



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num									
Req	Reference	Date	Description	FD	RESC	Y	OBJ	GOAL	FUNC	SCH	BDRS	TYPE	T9MPS	
														Liq Amt
														Net Amount
-----														
003771	(CONTINUED)													
	CL-000094	06/29/2018	HICKS-NORTH STATE PRINTING	01-0000-0-4300-1110-1000-100-1030-0000	NN	F								1,490.78
				MATERIALS AND SUPPLIES										1,490.78
	CL-000095	06/26/2018	HICKS - RIVERSIDE LANES	01-0000-0-4300-1110-1000-100-1100-0000	NN	F								139.00
				MATERIALS AND SUPPLIES										139.00
	CL-000096	03/21/2018	ESPINDOLA - SAMS CLUB DELAC	01-0100-0-4300-1110-1000-000-0074-0000	NN	F								61.38
				MATERIALS AND SUPPLIES										61.38
	CL-000097	03/21/2018	ESPINDOLA - SAMS CLUB ADMIN	01-0000-0-4300-0000-7200-000-0000-0000	NN	F								40.60
				MATERIALS AND SUPPLIES										40.60
	CL-000098	05/04/2018	MILLER - AMAZON.COM	01-0000-0-4400-0000-7700-000-6000-0000	NN	F								778.13
				NONCAPITALIZED EQUIPMENT										778.13
	CL-000099	05/09/2018	MILLER - REPLACEMENT KEYS	01-0000-0-4300-0000-7700-000-6000-0000	YN	F								8.94
				MATERIALS AND SUPPLIES										8.94
	CL-000100	04/26/2018	MILLER - PARALLELS	01-0000-0-4300-0000-7700-000-6000-0000	YN	F								49.99
				MATERIALS AND SUPPLIES										49.99
	CL-000101	02/20/2018	MILLER AMAZON MEMBERSHIP	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								13.93
				MATERIALS AND SUPPLIES										13.93
	CL-000102	02/20/2018	MILLER AMAZON.COM	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								187.23
				MATERIALS AND SUPPLIES										187.23
	CL-000103	05/29/2018	MILLER - CDW	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								128.00
				MATERIALS AND SUPPLIES										128.00
	CL-000104	05/15/2018	MILLER - CDW	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								167.31
				MATERIALS AND SUPPLIES										167.31
	CL-000105	02/21/2018	MILLER AMAZON.COM	01-0000-0-4400-0000-7700-000-6000-0000	NN	F								469.70
				NONCAPITALIZED EQUIPMENT										469.70
	CL-000106	06/07/2018	MILLER - CDW RETURN	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								-102.47
				MATERIALS AND SUPPLIES										-102.47
	CL-000107	05/08/2018	MILLER - CORRECT DOUBLE PAY	01-0000-0-4300-0000-7700-000-6000-0000	NN	F								-600.51
				MATERIALS AND SUPPLIES										-600.51
	CL-000108	02/16/2018	JOHNSTON ETS CONFERENCE	01-3010-0-4300-1110-1000-200-2040-0000	NN	F								100.00
				MATERIALS AND SUPPLIES										100.00
	CL-000109	04/18/2018	CHANGUS JW PEPPER	01-0001-0-4300-1110-1000-300-3669-0000	NN	F								165.85
				MATERIALS AND SUPPLIES										165.85
	CL-000110	05/14/2018	CHANGUS FOLLETT	01-0000-0-4300-3300-1000-500-5045-0000	NN	F								456.83
				MATERIALS AND SUPPLIES										456.83
	CL-000111	05/10/2018	CHANGUS IN THE SWIM	01-7338-0-5800-1110-3110-300-3000-0000	NN	F								521.21
				CONSULTING SERV/OPERATING EXP										521.21
				TOTAL PAYMENT AMOUNT				8,482.88	*					8,482.88
				TOTAL USE TAX AMOUNT				4.27						
005101/00	US BANK- CAL CARD		411558798											
	RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4200-1110-1000-200-2025-0000	N									4,565.43
				BOOKS OTHER THAN TEXTBOOKS										
	RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4100-1110-1000-200-2045-0000										439.63
				TEXTBOOKS										

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount								
005101	(CONTINUED)												
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							429.17	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							434.71	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							401.44	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							481.30	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							308.25	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							568.85	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							16.52	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							349.21	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							292.35	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							386.22	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							409.58	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							252.32	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							206.06	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							321.47	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							832.95	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							746.67	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							434.82	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							328.16	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							21.40	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000	N							37.43	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0001-0-4300-1110-1000-200-2016-0000	N							959.46	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4300-1110-1000-200-2020-0000								270.28	
				MATERIALS AND SUPPLIES									
RC-000003	07/27/2018	JOHNSTON VISA	07.27.18	01-0000-0-4100-1110-1000-200-2045-0000	N							35.55	
				TEXTBOOKS									

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS	Liq Amt	Net Amount
005101	(CONTINUED)				
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4200-1110-1000-200-2025-0000 N		172.45
			BOOKS OTHER THAN TEXTBOOKS		
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0110-0-4400-1110-1000-200-2035-0000 N		1,032.17
			NONCAPITALIZED EQUIPMENT		
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4300-1110-1000-200-2021-0000 N		111.82
			MATERIALS AND SUPPLIES		
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4300-1110-1000-200-2020-0000 N		417.59
			MATERIALS AND SUPPLIES		
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4300-1110-1000-200-2020-0000 N		134.82
			MATERIALS AND SUPPLIES		
RC-000003	07/27/2018	JOHNSTON VISA 07.27.18	01-0000-0-4300-1110-1000-200-2030-0000 N		1,736.47
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		165.64
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	95-0834-0-5800-0000-0000-300-7220-0000		855.00
			CONSULTING SERV/OPERATING EXP		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		557.54
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		14.57
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		4.02
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		123.28
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		26.80
			MATERIALS AND SUPPLIES		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4400-0000-7200-000-0000-0000 N		817.85
			NONCAPITALIZED EQUIPMENT		
RC-000004	07/27/2018	ERICSSON VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		150.13
			MATERIALS AND SUPPLIES		
RC-000005	07/27/2018	HONE VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		115.81
			MATERIALS AND SUPPLIES		
RC-000005	07/27/2018	HONE VISA 07.27.18	01-0000-0-4300-0000-7200-000-0000-0000 N		16.96
			MATERIALS AND SUPPLIES		
RC-000006	07/27/2018	MILLER VISA 07.27.18	01-0000-0-4400-0000-7200-000-6000-0000 N		236.07
			NONCAPITALIZED EQUIPMENT		
RC-000006	07/27/2018	MILLER VISA 07.27.18	01-0000-0-5900-0000-7200-000-6000-0000		9.85
			COMMUNICATIONS		
RC-000006	07/27/2018	MILLER VISA 07.27.18	01-0000-0-4400-0000-7200-000-6000-0000		825.32
			NONCAPITALIZED EQUIPMENT		
RC-000006	07/27/2018	MILLER VISA 07.27.18	01-0000-0-5900-0000-7200-000-6000-0000		2.46
			COMMUNICATIONS		
RC-000006	07/27/2018	MILLER VISA 07.27.18	01-0000-0-4400-0000-7200-000-6000-0000 N		471.90
			NONCAPITALIZED EQUIPMENT		
RC-000007	07/27/2018	SCHANTZ VISA 07.27.18	01-9015-0-6400-7110-1000-300-3000-0000 N		237.68
			EQUIPMENT		



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		</
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012 COLUSA UNIFIED SCHOOL DISTRICT J74061  
BATCH 4 - JULY 27, 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0004 BATCH 4 - JULY 27, 2018

APY500 L.00.12 07/24/18 15:36 PAGE 9  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJ GOAL FUNC SCH BDRS TYPE T9MPS									Liq Amt	Net Amount
000905/00	VIRCO MANUFACTURING CORP.	330815719											
PO-190003	07/18/2018	INV #91820430	1 01-0000-0-4300-1110-1000-200-2030-0000 NN F									3,085.58	3,085.93
			MATERIALS AND SUPPLIES										
			TOTAL PAYMENT AMOUNT	3,085.93	*								3,085.93
			TOTAL BATCH PAYMENT	120,950.62	***							0.00	120,950.62
			TOTAL USE TAX AMOUNT	4.27									
			TOTAL DISTRICT PAYMENT	120,950.62	****							0.00	120,950.62
			TOTAL USE TAX AMOUNT	4.27									
			TOTAL FOR ALL DISTRICTS:	120,950.62	****							0.00	120,950.62
			TOTAL USE TAX AMOUNT	4.27									

Number of checks to be printed: 20, not counting voids due to stub overflows.

COLUSA UNIFIED SCHOOL DISTRICT  
745 Tenth Street  
Colusa, California 95932

**RESOLUTION #2018-19.02**  
**THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;



WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Colusa Unified School District.

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Colusa Unified School District has determined to spend the monies received from the Education Protection Act as attached.

DATED: August 20, 2018

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

**Estimated Expenditures through: June 30, 2019**  
**For Fund 01, Resource 1400 Education Protection Account**

<b>Description</b>	<b>Object Codes</b>	<b>Amount</b>
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	1,966,060.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>1,966,060.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	1,966,060.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>1,966,060.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

**UNIFORM COMPLAINT PROCEDURES**

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 **mandates** districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Pursuant to 5 CCR 4610, **districts are required to adopt a uniform system of procedures that meets the UCP must meet** specified requirements for investigating and resolving complaints alleging (1) noncompliance with state and federal laws and regulations governing educational programs; (2) noncompliance with state law prohibiting the charging of student fees; **or-and** (3) unlawful discrimination (such as discriminatory harassment, intimidation, and bullying). Although some bullying incidents may not fall within the provisions of 5 CCR 4610, BP 5131.2 - Bullying strongly recommends that districts use the UCP to investigate all bullying incidents, regardless of whether there is an allegation of discriminatory bullying, to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of his/her actual or perceived membership in a legally protected class. After investigation, bullying incidents found to involve unlawful discrimination would then be resolved using the UCP. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with the accompanying administrative regulation.

Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan. For plan requirements, see BP/AR 0460 - Local Control and Accountability Plan. In addition, state law authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students; educational rights of foster youth, homeless students, **and** former juvenile court school students, **and children of military families**; assignment of students to courses without educational content; and physical education instructional minutes, as specified in items #3 and #6-**10-9** below. Finally, a district should adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging retaliation in response to a complaint.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title II of the Americans with Disabilities Act (20 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such procedures to be "prompt and equitable." The factors OCR examines to evaluate each district's procedures are specified in the accompanying administrative regulation, including whether and how the procedures (1) provide notice of the procedures to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

## UNIFORM COMPLAINT PROCEDURES (continued)

CSBA staff received feedback and comments from representatives of CDE and OCR regarding this policy and the accompanying administrative regulation. As a result, the sample policy and regulation have been drafted to go beyond the requirements of California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on the samples, **The following policy and accompanying administrative regulation reflect all components required by law and are consistent with CDE's Sample UCP Board Policies and Procedures and the FPM instrument.** CSBA believes that the additional details provided herein may help school districts and county offices of education during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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 early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

### Complaints Subject to the UCP

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, ~~After School Education and Safety~~ programs, **agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, migrant education,** career technical and technical education and training programs, child care and development programs, child nutrition programs, **compensatory education, special education programs,** consolidated categorical aid programs, **Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs,** and any other district-implemented program which is listed in Education Code 64000(a) ~~(5 CCR 4610)~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

**(cf. 5131.62 - Tobacco)**

~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

**(cf. 5148.3 - Preschool/Early Childhood Education)**

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English 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 the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, **immigration status**, ethnic group identification, age, religion, marital **status**, pregnancy, **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. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

4. Any complaint alleging district noncompliance with 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 district noncompliance 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, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

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

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, **a former juvenile court school student, or a child of a military family as defined in**



**Education Code 49701 who transfers into the district after his/her second year of high school**, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

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

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

*(cf. 6173.3 - Education for Juvenile Court School Students)*

~~8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)~~

**9. 8.** Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student **in grades 9-12** to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

~~10.~~ **9.** Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

*(cf. 6142.7 - Physical Education and Activity)*

~~11.~~ **10.** 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

~~12.~~ **11.** Any other complaint as specified in a district policy

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 acceptable to all parties. ADR such as mediation may 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.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant,

confidential when appropriate and 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 investigate and, if appropriate, 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 in accordance with applicable law and district policy.

(cf. 3580 - District Records)

### **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.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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.~~ **3.** Any complaint alleging fraud shall be referred to the **Legal, Audits and Compliance Branch of the** California Department of Education.

**Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.**

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve aAny 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 shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

**49701 Interstate Compact on Educational Opportunity for Military Children**

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students, and military-connected students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

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

52300-52462 Career technical education

52500-52616.24 Adult schools

**54000-54029 Economic Impact Aid**

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56865 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

HEALTH AND SAFETY CODE

**104420 Tobacco-Use Prevention Education**

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

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  
 6301-6576 Title I basic programs  
 6801-7014 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  
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 Act  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504  
CODE OF FEDERAL REGULATIONS, TITLE 34  
 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:*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

**Sample UCP Board Policies and Procedures**

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

Dear Colleague Letter: Title IX Coordinators, April 2015

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 2014

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

# Administrative Regulation

## Community Relations

AR 1312.3(a)

### UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these 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. 4030 - Nondiscrimination 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(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). 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)*

Superintendent  
745 10<sup>th</sup> Street  
Colusa, CA 95932  
530.458.7791

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable

processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned 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 result 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 site principal to implement one or more interim measures. The interim measures shall 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 **including to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying;** unlawful student fees;; local control and accountability plan (LCAP) requirements;; and requirements related to the educational rights of foster youth, homeless students, **and former juvenile court school students, and children of military families** 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, 48853, 48853.5, **49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)**

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

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3260 - Fees and Charges)*

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

*(cf. 5145.6 - Parental Notifications)*

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

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

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

*(cf. 6173.3 - Education for Juvenile Court School Students)*

**The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district supported social media, if available.**



~~(cf. 1113—District and School Web Sites)~~

~~(cf. 1114—District Sponsored Social Media)~~

~~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.~~

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 antidiscrimination 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 (such as discriminatory harassment, intimidation, or bullying).
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 or unlawful discrimination (such as discriminatory harassment, intimidation, 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 unlawful 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. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
  - e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. 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 fundamental part of the district's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth, homeless student, **or** former juvenile court school student, **or child of a military family** who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:
  - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
  - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
  - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. 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.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right

to file an appeal with **the** CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. The appeal to **the** CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

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

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

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.

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.

### **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)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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.

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 or unlawful discrimination (such as discriminatory harassment, intimidation, 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)

**All complainants shall be protected from retaliation.**

## Filing of Complaints

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 writing and signed by the complainant. 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)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A 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~~ **the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP")** 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. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful 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 (such as discriminatory harassment, intimidation, 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 of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, 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 shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **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 sexual assault or where there is a reasonable risk that a party to the mediation would feel 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 or unlawful discrimination (such as discriminatory harassment, intimidation, 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 upon** 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 the 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 investigation. He/she 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. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, 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. Similarly, a respondent'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 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)

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**

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, 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. When required by law, the matter shall be considered in closed session. 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)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.



## **Final Written Decision**

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (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 who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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 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 (such as 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 manner in which** the misconduct affected one or more students' education
  - 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 (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to **the** CDE within 15 calendar days, 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 based on state law (such as discriminatory harassment, intimidation, and bullying), 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](http://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 or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent 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 or unlawful discrimination (such as discriminatory harassment, intimidation, 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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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 (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

**When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.**

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, 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 subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (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 **of a complaint regarding any specified federal or state educational program subject to the UCP** may file an appeal in writing with ~~the~~ CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with ~~the~~ CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and ~~whether~~ **how** the facts **of the district's decision** are incorrect and/or the law has been misapplied. The appeal shall be **sent to CDE with** ~~accompanied by~~ a copy of the **original** locally filed complaint and a copy of the district's decision **in that complaint**. (5 CCR 4632)

Upon notification by ~~the~~ CDE that the complainant or respondent 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 written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
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

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# Administrative Regulation

Business and Noninstructional Operations

AR 3230(a)

## FEDERAL GRANT FUNDS

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

### Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure ~~of federal funds~~ in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the ~~federal grant~~ award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

### Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

### Procurement

~~On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.~~ **When procuring goods and services with a federal grant, the Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.326 and Appendix II of Part 200, or with any applicable state law or district policy that is more restrictive.**

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)



The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available **exclusively** from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. *Time and materials type contract* means a contract **whose for which the** cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and,

when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

### **Capital Expenditures**

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

### **Conflict of Interest**

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

*(cf. 9270 - Conflict of Interest)*

### **Cash Management**

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

## **Personnel**

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

## **Records**

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

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

*(cf. 3580 - District Records)*

## **Audits**

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit

period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

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# Administrative Regulation

Business and Noninstructional Operations

AR 3514.2(a)

## INTEGRATED PEST MANAGEMENT

### Definitions

*Integrated pest management (IPM)* means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. (Education Code 17609; Food and Agricultural Code 13181)

(cf. 3510 - Green School Operations)

**School site** means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

### Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an ~~integrated pest management (IPM) program~~ **strategy** that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and ~~regularly~~ **annually** update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

**The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)**

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)

6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and **product** label directions ~~registered with the EPA as well as any disposal requirements indicated on the product label.~~

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM **as described in the section "Training" below.**

9. **Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.**



## Training

~~Beginning July 1, 2016, t~~The IPM coordinator and any employee or contractor who **intends may be designated** to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

*(cf. 4231 - Staff Development)*

**Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.**

## Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

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

*(cf. 3517 - Facilities Inspection)*

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

*(cf. 5145.6 - Parental Notifications)*

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual

pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. ~~The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary.~~ When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

### **Warning Signs**

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide **to protect the health and safety of students, staff, or other persons or the school site**, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

### **Records**

At the end of each calendar year, the IPM coordinator shall submit to ~~the~~ DPR, on a form provided by ~~the~~ DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. ~~Such records may be maintained~~ **A school may meet this requirement** by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

### **Pesticide Use near School Site**

**Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.**

**The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.**

#### *Legal Reference:*

##### **BUSINESS AND PROFESSIONS CODE**

~~8593.2 Licensed pest control operators; training requirements~~

##### **EDUCATION CODE**

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

##### **BUSINESS AND PROFESSIONS CODE**

~~8593.2 Licensed pest control operators; training requirements~~

##### **FOOD AND AGRICULTURAL CODE**

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

##### **GOVERNMENT CODE**

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

##### **CODE OF REGULATIONS, TITLE 3**

6147 Pesticides exempted from registration requirements

**6690-6692 Pesticide use near school sites**

**6724 Training of employees handling pesticides**

##### **CODE OF REGULATIONS, TITLE 8**

340-340.2 Employer's obligation to provide safety information

##### **UNITED STATES CODE, TITLE 7**

136-136y Insecticide, Fungicide and Rodenticide Act

#### *Management Resources:*

##### **CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS**

California School IPM Model Program Guidebook

**Healthy Schools Act Requirements for Public K-12 Schools**

**School District Integrated Pest Management Plan Template**

##### **U.S. ENVIRONMENTAL PROTECTION AGENCY**

~~Protecting Children in Schools from Pests and Pesticides, 2002~~

Pest Control in the School Environment: ~~Adopting~~ **Implementing** Integrated Pest Management (IPM), ~~1993~~ **May 2017**

##### **WEB SITES**

California Department of Education: <http://www.cde.ca.gov>  
California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>  
U.S. Environmental Protection Agency, Integrated Pest Management at Schools:  
<http://www.epa.gov/pesticides/ipm> <https://www.epa.gov/managing-pests-schools>

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# Board Policy

## Business and Noninstructional Operations

BP 3551(a)

### FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

### Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and The Such procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures and related district policies to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any

~~applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.~~

**The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)**

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

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

~~*(cf. 5145.3 - Nondiscrimination/Harassment)*~~

## **Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

*(cf. 3230 - Federal Grant Funds)*

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

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

## **Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

## **Procurement of Foods, Equipment and Supplies**

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the **use of the** exception.



Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

### Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

#### Legal Reference:

##### EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-~~49562~~ **49564.5** Meals for needy students

**49580-49581 Food recovery program**

##### FOOD AND AGRICULTURE CODE

**58595 Preference for California-grown agricultural products**

##### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

##### PUBLIC CONTRACT CODE

**2000-2002 Responsive bidders**

**20111 Contracts**

##### CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

##### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

##### CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition  
**200.318-200.326 Procurement standards**  
200.400-200.475 Cost principles  
200 Appendix VII Indirect cost proposals  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.1-220.21 National School Breakfast Program  
250.1-250.70 USDA foods

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

**Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018**

*Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

*Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin USDA-SNP-06-2015, May 2015*

*Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013*

*Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012*

**~~Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA FDP 02 2010, August 2010~~**

*Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000*

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

*Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017*

*Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016*

**Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016**

*Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016*

*Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016*

*Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014*

WEB SITES

*California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>*

*California School Nutrition Association: <http://www.calsna.org>*

*U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>*

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3551(a)

### FOOD SERVICE OPERATIONS/CAFETERIA FUND

#### Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

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

*(cf. 3555 - Nutrition Program Compliance)*

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

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

*(cf. 5145.6 - Parental Notifications)*

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee

shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

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

*(cf. 3580 - District Records)*

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

### **Unpaid and Delinquent Meal Charges**

**No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)**

~~Students and their parents/guardians shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.~~

~~In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced price meals or need referral to social services.~~

**The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)**

The Superintendent or designee may enter into **a repayment plan** **an agreement** with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

**The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)**

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

### **Reimbursement Claims**

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to **the** CDE using the online Child Nutrition Information and Payment System.

### **Donation of Leftover Food**

**To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)**

**Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)**

### **Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

*(cf. 3110 - Transfer of Funds)*

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

### **U.S. Department of Agriculture Foods**

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

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# Board Policy

## Business and Noninstructional Operations

BP 3553(a)

### FREE AND REDUCED PRICE MEALS

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

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

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6177 - Summer Learning Programs)*

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

BP 3553(b)

**To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.**

**If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)**

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

*(cf. 3550 - Food Service/Child Nutrition Program)*

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the **California Department of Education CDE** for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

*(cf. 5125 - Student Records)*

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

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

2. Identification of students eligible for **alternative supports in any school identified as a Title I program improvement school services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576**

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

*(cf. 6171 - Title I Programs)*

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another

nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

*Legal Reference:*

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-~~49562~~ **49564.5** Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

**6301-6576 Elementary and Secondary Education Act**

~~6301-6514 Title I programs~~

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

~~14005.41~~ **Basic health care**

*Management Resources:*

CSBA PUBLICATIONS

*Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012*

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

*NSD SNP 12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015*

*USDA SNP 07-2010 Change in Free and Reduced Price Meal Application Approval Process, September 2010*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Direct Certification Implementation Checklist, May 2008*

***Free and Reduced-Price Meals: Universal Meal Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018***

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

*Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015*

*Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002*

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

**California Food Policy Advocates: <https://cfpa.net>**

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3553(a)

### FREE AND REDUCED PRICE MEALS

#### Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

*(cf. 5145.6 - Parental Notifications)*

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

#### Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

~~When authorized by law, participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall other federal or state programs may be directly certified, without further application, for enrollment in the~~ free and reduced-price meals program **without further application. Participants in other**

**state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)**

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

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

*(cf. 6175 - Migrant Education Program)*

### **Verification of Eligibility**

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

### **Confidentiality/Release of Records**

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data ~~or for the identification of students~~



**who are eligible for alternative supports in a Title I program improvement school: and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.**

Nutrition Services Director  
Data Technology Specialist

In using the records for such purposes, the Superintendent or designee shall ensure that:  
(Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program are maintained in the permanent records of any student if not otherwise allowed by law.

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free and reduced-price meals program is not publicly released.

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

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program is destroyed when no longer needed for its intended purpose.

### **Nondiscrimination Plan**

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

*(cf. 3555 - Nutrition Program Compliance)*

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.  
(Education Code 49557; 7 CFR 245.8) (3/16 7/16) 3/18

# Board Policy

All Personnel

BP 4111(a)

4211

## RECRUITMENT AND SELECTION

4311

The Governing Board is committed to employing suitable, qualified individuals to **effectively** carry out the district's **vision, mission, and goals.** ~~to provide high-quality education to its students and to ensure the efficiency of district operations.~~

**(cf. 0000 - Vision)**

(cf. ~~0100~~ **0200** - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop **equitable,** fair, **open,** and transparent recruitment and selection processes and procedures ~~which that~~ ensure ~~that~~ individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she **also** shall **also** disseminate job announcements to ensure a wide range of candidates.

~~With Board approval, the Superintendent or designee may provide incentives to recruit teachers, administrators, or other employees to work in low performing schools or in hard-to-fill positions.~~

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

The district's selection procedures shall include screening processes, interviews, **observations,** and recommendations from previous employers, **and observations when appropriate,** as necessary to identify the best possible candidate for a position.

**(cf. 4112.61/4212.61/4312.61 - Employment References)**

The Superintendent or designee may establish an interview committee, ~~as appropriate,~~ to rank candidates and recommend finalists. **During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.** All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)  
(cf. 4112.2 - Certification)  
(cf. 4112.22 - Staff Teaching English Learners)  
(cf. 4112.23 - Special Education Staff)  
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)  
(cf. 4212 - Appointment and Conditions of Employment)  
(cf. 4312.1 - Contracts)

## Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Legal Reference: (see next page)

Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination

**35035 Responsibilities of superintendent**

~~41530-41533 Professional Development Block Grant~~

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

~~44735 Teaching as a Priority block grant~~

~~44740-44741 Personnel management assistance teams~~

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re: residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

### GOVERNMENT CODE

815.2 Liability of public entities and public employees

**6250-6276.48 Public Records Act**

12900-12996 Fair Employment and Housing Act, including:  
12940-~~12956~~ **12957** Discrimination prohibited; unlawful practices

**HEALTH AND SAFETY CODE**

**53570-53574 Teacher Housing Act of 2016**

**LABOR CODE**

**432.3 Salary information**

**UNITED STATES CODE, TITLE 5**

**552 Freedom of Information Act**

**UNITED STATES CODE, TITLE 8**

1324a Unlawful employment of aliens

1324b Unfair immigration related **employment** practices

**UNITED STATES CODE, TITLE 20**

**1681-1688 Title IX prohibition against discrimination**

**UNITED STATES CODE, TITLE 42**

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

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

**2000h-2 2000h-6 Title IX, 1972 Education Act Amendments**

12101-12213 Americans with Disabilities Act

**CODE OF FEDERAL REGULATIONS, TITLE 28**

35.101-35.190 Americans with Disabilities Act

**CODE OF FEDERAL REGULATIONS, TITLE 34**

**106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities**

**COURT DECISIONS**

**C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1**

*Management Resources:*

**CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS**

**Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017**

**WEB SITES**

**California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>**

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

**California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>**

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

**Education Job Opportunities Information Network: <http://www.edjoin.org>**

**Teach USA: ~~<http://www.calteach.org>~~ <https://culturalvistas.org/programs/us/teach-usa>**

**U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>**

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# Board Policy

All Personnel

BP 4119.11(a)

4219.11

**SEXUAL HARASSMENT**

4319.11

~~The Governing Board prohibits sexual harassment of district employees. The Board also prohibits~~ **The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and** retaliatory behavior or action against ~~district employees or other~~ **any** persons who complains, ~~testify~~ **testifies**, or otherwise participates in the complaint process established ~~pursuant to~~ **for the purpose of** this policy ~~and accompanying administrative regulation.~~

**Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.**

This policy shall apply to all district employees and, ~~when applicable,~~ to **other persons on district property or with some employment relationship with the district, such as** interns, volunteers, **contractors**, and job applicants.

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

*(cf. 4030 - Nondiscrimination in Employment)*

**Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.**

***(cf. 4117.7/4317.7 - Employment Status Reports)***

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

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

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to **staff employees and others to whom the policy may apply**

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

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

~~All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)~~

### **Sexual Harassment Reports and Complaints**

Any district employee who feels that he/she has been sexually harassed **in the performance of his/her district responsibilities** or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her **direct supervisor, another supervisor, the principal, district administrator, the district's coordinator for nondiscrimination, or the Superintendent, or, if available, a complaint hotline or an ombudsman.** A supervisor, ~~principal, or other district administrator~~ who receives a harassment complaint shall promptly notify the **coordinator. Superintendent or designee.**

Complaints of sexual harassment shall be filed **and investigated** in accordance with **the complaint procedure specified in** AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

**All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)**

~~Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4118 Dismissal/Suspension/Disciplinary Action)~~

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

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

**12950 Sexual harassment; distribution of information**

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination



11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

**CODE OF REGULATIONS, TITLE 5**

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

**UNITED STATES CODE, TITLE 20**

**1681-1688 Title IX prohibition against discrimination**

**UNITED STATES CODE, TITLE 42**

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

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

~~2000h-2-2000h-6 Title IX, 1972 Education Act Amendments~~

*Legal Reference: (continued)*

**CODE OF FEDERAL REGULATIONS, TITLE 34**

**106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities**

**106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities**

~~**106.9 Dissemination of policy**~~

**COURT DECISIONS**

*Department of Health Services v. Superior Court of California*, (2003) 31 Cal.4th 1026

*Fragher v. City of Boca Raton*, (1998) 118 S.Ct. 2275

*Burlington Industries v. Ellreth*, (1998) 118 S.Ct. 2257

*Gebser v. Lago Vista Independent School District*, (1998) 118 S.Ct. 1989

*Oncale v. Sundowner Offshore Serv. Inc.*, (1998) 118 S.Ct. 998

*Meritor Savings Bank, FSB v. Vinson et al.*, (1986) 447 U.S. 57

*Management Resources:*

~~**OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL**~~

~~**Protecting Students from Harassment and Hate Crime, January 1999**~~

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS**

**Promising Practices for Preventing Harassment, November 2017**

**WEB SITES**

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

<http://www.ed.gov/about/offices/list/ocr/index.html>

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# Administrative Regulation

All Personnel

AR 4119.11(a)

4219.11

**SEXUAL HARASSMENT**

4319.11

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

## Definitions

*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 work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

*Prohibited sexual harassment* also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment. Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

## Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include **how to recognize prohibited or harassing conduct**, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. **The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.**

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 5145.7 - Sexual Harassment)*

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A *supervisory employee* is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

*(cf. 4300 - Administrative and Supervisory Personnel)*

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment

4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

**8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation**

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

**Notifications**

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive **either** a copy of **an** information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or **a copy of district information sheets the district** that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment, **and the DFEH poster regarding transgender rights.** (Government Code 12950)

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# Administrative Regulation

## Certificated Personnel

AR 4161.1(a)  
4361.1

### PERSONAL ILLNESS/INJURY LEAVE

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee who is entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 44978; Labor Code 245-249)

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

#### Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment; quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

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

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

3. Personal necessity (Education Code 44981)

*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

*(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)*

6. **Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)**



**6-7.** Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

**7-8.** Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items **#6-7 7-8**, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 44979, 44980)

### **Additional Leave for Disabled Military Veterans**

In addition to any other entitlement for sick leave with pay, a **newly hired** certificated employee who is a **military veteran with former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component** ~~a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs~~ shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, **including mental health treatment**, for **his/her a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs**. An eligible employee **employed who works** less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 44978.2)

The amount of leave shall be credited to the employee **either** on the **first day of employment** ~~and shall remain available for the following 12 months of employment. Leave not used~~

~~during the 12-month period shall not be carried over and shall be forfeited.~~ **date the employee receives confirmation of the submission of his/her disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives his/her disability rating decision, he/she shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)**

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

**Leave for military-service connected disability shall remain be available for the following 12 months of employment following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)**

### **Notification of Absence**

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

*(cf. 4121 - Temporary/Substitute Personnel)*

### **Continued Absence After Available Sick Leave Is Exhausted/Differential Pay**

#### **OPTION 1:**

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent from his/her duties for an additional period of up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

## Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

## Differential Pay for Parental Leave

During each school year, ~~any~~ a certificated employee ~~who has exhausted~~ may use all available sick leave, including accumulated sick leave, ~~and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay~~ for the purpose of parental leave for a period up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for ~~parental leave pursuant to Education Code 44977.5~~ such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

Note: Pursuant to Education Code 44977.5, as amended by AB 2393 (Ch. 883, Statutes of 2016), the district is required to provide differential pay to a certificated employee when he/she has exhausted all available sick leave, including accumulated sick leave, and continues to be absent due to parental leave ~~for the birth of the employee's child or placement of a child with the employee for adoption or foster care (baby bonding)~~, pursuant to Government Code 12945.2 (California Family Rights Act). Such an employee is entitled to receive differential pay, calculated in the same manner described in Option 1 or 2 in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above, for up to 12 work weeks.

Since Education Code 44977.5 does not expressly require districts to provide differential pay to employees who are eligible for parental leave pursuant to Government Code 12945.6, as added by SB 63 (Ch. 686, Statutes of 2017), it is unclear whether such employees would be entitled to differential pay. Districts should consult legal counsel if they have questions regarding differential pay for such employees.

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay for the remainder of the 12 work weeks. (Education Code 44977.5)

Such ~~p~~Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

## Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

### **Healthy Workplaces, Healthy Families Act Requirements**

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days
  - b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file

a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

*Legal Reference:*

**EDUCATION CODE**

44964 Power to grant leave of absence in case of illness, accident, or quarantine  
44965 Granting of leaves of absence for pregnancy and childbirth  
44976 Transfer of leave rights when school is transferred to another district  
44977 Salary deduction during absence from duties up to five months after sick leave is exhausted  
44977.5 Differential pay during parental leave up to 12 weeks after sick leave is exhausted  
44978 Provisions for sick leave of certificated employees  
44978.1 Inability to return to duty; placement in another position or on reemployment list  
44978.2 Leave for military service connected disability  
44979 Transfer of accumulated sick leave to another district  
44980 Transfer of accumulated sick leave to a county office of education  
44981 Leave of absence for personal necessity  
44983 Exception to sick leave when district adopts specific rule  
44984 Industrial accident or illness  
44986 Leave of absence for disability allowance applicant

**GOVERNMENT CODE**

**12945.1-12945.2 California Family Rights Act**

**12945.6 Parental leave**

**LABOR CODE**

220 Sections inapplicable to public employees  
230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off  
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off  
233 Illness of child, parent, spouse or domestic partner  
234 Absence control policy  
245-249 Healthy Workplaces, Healthy Families Act of 2014

**CODE OF REGULATIONS, TITLE 5**

5601 Transfer of accumulated sick leave

**UNITED STATES CODE, TITLE 29**

**2601-2654 Family and Medical Leave Act of 1993, as amended**

**UNITED STATES CODE, TITLE 42**

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

**CODE OF FEDERAL REGULATIONS, TITLE 29**

**825.100-825.800 Family and Medical Leave Act of 1993**

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

**COURT DECISIONS**

**Veguez v. Governing Board of Long Beach Unified School District**, (2005) 127 Cal.App.4th 406

# Administrative Regulation

All Personnel

AR 4161.8(a)

4261.8

4361.8

## FAMILY CARE AND MEDICAL LEAVE

The district shall not deny any eligible employee ~~his/her the~~ right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) ~~or nor~~ restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

## Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

*Child (son or daughter)* means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in *loco parentis*, as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

*Eligible employee for FMLA and CFRA purposes* means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

*Employee disabled by pregnancy* means ~~a woman who, in the opinion of her~~ **an employee whose** health care provider **states that the employee** is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of ~~her the~~ job or to perform any of them without undue risk to ~~herself the employee or other persons or to her the~~ pregnancy's successful completion, ~~or to other persons~~
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition



*Parent* means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in *loco parentis* to the employee when the employee was a child. *Parent* does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

*Serious health condition* means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

*Incapacity* means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
  - a. A period of incapacity of more than three consecutive full days
  - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
  - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
  - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
  - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

*Spouse* means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

## **Eligibility**

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, **12945.6**; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (~~baby bonding~~ **parental leave**)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any **female** employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

### **Terms of Leave**

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

**OPTION 4:** This 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

In addition, ~~for each pregnancy,~~ any **female** employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of **her a** child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2, **12945.6**; 2 CCR 11088; 29 USC 2612)

### **Use/Substitution of Paid Leave**

An employee shall use his/her accrued vacation leave, other accrued time off, and any other paid time off negotiated with the district for any otherwise unpaid FMLA or CFRA leave not involving his/her own serious health condition. For PDL, CFRA, or FMLA leave due to an employee's own serious health condition, the employee shall use accrued sick leave and may use accrued vacation leave and other paid time off at his/her option. (Government Code 12945, 12945.2, **12945.6**; 2 CCR 11044; 29 USC 2612)

The district and employee may also negotiate for the employee's use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

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

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

### **Intermittent Leave/Reduced Work or Leave Schedule**

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

The basic minimum duration of leave for the birth, **adoption**, or **foster care** placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position **if the employee is pregnant and provides medical certification from her health care provider of a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. under any of the following circumstances:** (2 CCR 11041, 11090; 29 USC 2612)

- 1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.**

2. **A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.**
3. **The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.**

This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

~~(cf. 4113.4/4213.4/4313.4 – Temporary Modified/Light Duty Assignment)~~

### **Request for Leave**

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for **the** PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned

appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

### **Certification of Health Condition**

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
  - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision
  - b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

For PDL, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because **she the employee** is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

### **Release to Return to Work**

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work. **The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.**

(cf. 4112.4/4212.4/4312.4 - Health Examinations)



## **Rights to Reinstatement**

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

*(cf. 4117.3 - Personnel Reduction)*

*(cf. 4217.3 - Layoff/Rehire)*

The district may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

## **Maintenance of Benefits/Failure to Return from Leave**

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

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

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

### **Military Family Leave Resulting from Qualifying Exigencies**

An eligible employee may take up to 12 work weeks of unpaid FMLA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status. (29 USC 2612; 29 CFR 825.126)

*Covered active duty* means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

*Qualifying exigencies* include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty

9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

### **Military Caregiver Leave**

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

*Covered servicemember* may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

*Son or daughter of a covered servicemember* means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in *loco parentis*. (29 CFR 825.127)

*Parent of a covered servicemember* means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in *loco parentis* to the covered servicemember (except "parents in law"). (29 CFR 825.127)

*Next of kin* means the nearest blood relative to the covered servicemember, or as designated in writing by the covered service member. (29 USC 2611, 2612)

*Outpatient status* means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

*Serious injury or illness* means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
  - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
  - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
  - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
  - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the

district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

## **Notifications**

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. **General Notice:** Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11050, 11091)

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

2. **Eligibility Notice:** When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
3. **Rights and Responsibilities Notice:** Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
  - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
  - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
  - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave

- d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
- e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
- f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
- g. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

- 4. **Designation Notice:** When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)



## Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

### Legal Reference:

#### EDUCATION CODE

44965 *Granting of leaves of absence for pregnancy and childbirth*

#### FAMILY CODE

297-297.5 *Rights, protections, and benefits under law; registered domestic partners*

300 *Validity of marriage*

#### GOVERNMENT CODE

12926 *Fair employment and housing act, definitions*

12940 *Unlawful employment practices*

12945 *Pregnancy; childbirth or related medical condition; unlawful practice*

12945.1-12945.2 *California Family Rights Act*

#### **12945.6 Parental leave**

12946 *Fair Employment and Housing Act: discrimination prohibited*

#### CODE OF REGULATIONS, TITLE 2

11035-11051 *Sex discrimination: pregnancy, childbirth and related medical conditions*

11087-11098 *California Family Rights Act*

#### UNITED STATES CODE, TITLE 1

7 *Definition of marriage*

#### UNITED STATES CODE, TITLE 29

2601-2654 *Family and Medical Leave Act of 1993, as amended*

#### UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

#### CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 *Family and Medical Leave Act of 1993*

#### COURT DECISIONS

*United States v. Windsor*, (2013) 699 F.3d 169

*Faust v. California Portland Cement Company*, (2007) 150 Cal.App.4th 864

*Tellis v. Alaska Airlines*, (9th Cir., 2005) 414 F.3d 1045

### Management Resources:

#### **FEDERAL REGISTER**

***The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903-8947***

#### U.S. DEPARTMENT OF LABOR PUBLICATIONS

*Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers*

#### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

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# Administrative Regulation

Classified Personnel

AR 4261.1(a)

## PERSONAL ILLNESS/INJURY LEAVE

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

### Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)
2. Pregnancy, childbirth, and recovery (Education Code 45193)

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

3. Personal necessity as specified in Education Code 45207

*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

*(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)*

- 6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)**

- 6. 7.** Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

**7. 8.** Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items ~~#6-7~~ **7-8**, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

### **Additional Leave for Disabled Military Veterans**

In addition to any other entitlement for sick leave with pay, a ~~newly hired~~ classified employee who is a ~~military veteran with~~ **former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component** ~~a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs~~ shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, **including mental health treatment**, for ~~his/her~~ **a** military service-connected disability **rated at 30 percent or higher by the U.S. Department of Veterans Affairs**. An eligible employee ~~employed who works~~ less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 45191.5)

The amount of leave shall be credited to the employee **either** on the **first day of employment** ~~and shall remain available for the following 12 months of employment. Leave not used during the 12 month period shall not be carried over and shall be forfeited. date the employee receives confirmation of the submission of his/her disability application to the~~

**U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives his/her disability rating decision, he/she shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)**

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

**Leave for military-service connected disability shall remain be available for the following 12 months of employment following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)**

### **Notification of Absence**

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

### **Continued Absence After Available Sick Leave Is Exhausted/Differential Pay**

A classified employee who has exhausted all paid leaves, including sick leave, shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee's position during his/her absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

### **Differential Pay for Parental Leave**

During each school year, **any** classified employee **who has exhausted** **may use** all available sick leave, including accumulated sick leave, **and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay for the purpose of parental leave for a period** up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. **(Education Code 45196.1)**

Eligibility for ~~parental leave pursuant to Education Code 45196.1~~ **such leave** shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

**An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay for the remainder of the 12 work weeks. (Education Code 45196.1)**

**Such ~~p~~Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)**

### **Extension of Leave**

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

*(cf. 4216 - Probationary/Permanent Status)*

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

### **Verification Requirements**

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

### **Short-Term and Substitute Employees**

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued sick days shall be paid out in the pay period during which the leave is earned or on the next regular pay period following.

Any short-term employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

### **Healthy Workplaces, Healthy Families Act Requirements**

No employee, including a short-term employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days
  - b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

*Legal Reference:*

**EDUCATION CODE**

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45191.5 Leave for military service connected disability

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted

45202 Transfer of accumulated sick leave and other benefits

**GOVERNMENT CODE**

**12945.1-12945.2 California Family Rights Act**

**12945.6 Parental leave**

**LABOR CODE**

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

**UNITED STATES CODE, TITLE 29**

**2601-2654 Family and Medical Leave Act of 1993, as amended**

**UNITED STATES CODE, TITLE 42**

**2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008**

**CODE OF FEDERAL REGULATIONS, TITLE 29**

**825.100-825.800 Family and Medical Leave Act of 1993**

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

**COURT DECISIONS**



California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

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# Board Policy

## Students

BP 5022(a)

### STUDENT AND FAMILY PRIVACY RIGHTS

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. ~~The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.~~

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

*(cf. 5021 - Noncustodial Parents)*

*(cf. 5125 - Student Records)*

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

*(cf. 6162.8 - Research)*

~~Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students~~  
**The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)**

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

*(cf. 6162.5 - Student Assessment)*

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

5. The sale by students of products or services to raise funds for school-related or education-related activities

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

6. Student recognition programs

*(cf. 5126 - Awards for Achievement)*

**The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.**

**The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)**

1. ~~Whether the district may collect personal information of students for marketing or sale.~~ **Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose**
2. ~~How the district will administer~~ **Arrangements to protect student privacy in the administration of** surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect **the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:**
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum
4. ~~Whether the district may administer any nonemergency invasive~~ **Any nonemergency physical examinations or screenings that the school may administer**
5. ~~Notifications that the district will provide to students and parents/guardians with respect to their privacy rights~~

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

*(cf. 1220 - Citizen Advisory Committee)*

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

**The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)**

*(cf. 5145.6 - Parental Notifications)*

~~The Superintendent or designee shall consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)~~

EDUCATION CODE

**234.7 Student protections relating to immigration and citizenship status**

**49076.7 Privacy of student records; social security numbers**

49450-49458 Physical examinations

49602 Confidentiality of personal information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

**51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity**

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

*Management Resources:*

WEB SITES

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

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

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco>

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# Administrative Regulation

Students

AR 5022(a)

## STUDENT AND FAMILY PRIVACY RIGHTS

### Collection of Personal Information for Marketing or Sale

### [SECTION MOVED TO BP]

### Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, **or a student who is an adult or emancipated minor**, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

If a student participates in **such** a survey requesting information about **personal** beliefs and practices ~~as identified above~~, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

Notwithstanding the above requirements **for prior written consent**, the district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys

about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

**If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)**

### **Parent/Guardian Access to Surveys and Instructional Materials**

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

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

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

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

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

### **Health Examinations**

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian, **unless an applicable state law authorizes the student to provide consent without parent/guardian notification.** (20 USC 1232h)

*Invasive physical examination* means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

*(cf. 5131.61 - Drug Testing)*

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

*(cf. 5141.3 - Health Examinations)*

***(cf. 5141.32 - Health Screening for School Entry)***

***(cf. 5141.6 - School Health Services)***

### **Notifications**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this ~~policy and~~ administrative regulation **and the accompanying Board policy**
3. The specific or approximate dates during the school year when the following activities are scheduled:
  - a. Survey requesting personal information
  - b. Physical examinations or screenings
  - c. Collection of personal information from students for marketing or sale

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

*(cf. 5145.6 - Parental Notifications)*

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# Board Policy

Students

BP 5145.6(a)

## PARENTAL NOTIFICATIONS

The Governing Board ~~recognizes that notifications are essential to~~ **desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians.** The Superintendent or designee shall send ~~students and parents/guardians~~ **and students** all notifications required by law, ~~including notifications about their legal rights,~~ and any other notifications he/she believes will promote parental understanding and involvement.

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

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

*(cf. 6020 - Parent Involvement)*

~~The notice required pursuant to~~ **Notice of the rights and responsibilities of parents/guardians as specified in** Education Code 48980 shall be sent at the beginning of each academic year and may be provided ~~either~~ by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used ~~to communicate with parents/guardians in writing by the district for written communication with parents/guardians.~~ (Education Code 48981, ~~48982~~)

~~If any activity specified in Education Code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur.~~ No ~~such~~ activity **specified in Education Code 48980** shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. **Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur.** (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

**Whenever a student enrolls in a district school during the school year, his/her parents/guardians shall be given all required parental notifications at that time. Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.**

~~Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law.~~ **Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to**

**Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985; 20 USC 6311, 6312)**

Whenever an employee learns that a student's parent/guardian is, **for any reason**, unable to understand the district's printed notifications **for any reason**, **he/she shall inform** the principal or designee, **who** shall work with the parent/guardian to establish other appropriate means of communication.

*Legal Reference:*

**EDUCATION CODE**

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

**234.7 Student protections relating to immigration and citizenship status**

262.3 Appeals for discrimination complaints; information regarding availability of civil remedies

310 Language acquisition programs

313 Reclassification of English learners, parental consultation

**313.2 Long-term English learner, notification**

440 English language proficiency assessment; instruction in English language development

8483 Before/after school program; enrollment priorities

17288 Building standards for university campuses

17611.5-17612 Notification of pesticide use

32221.5 Insurance for athletic team members

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

**33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act**

35160.5 Extracurricular and cocurricular activities

35178.4 Notice of accreditation status

35182.5 Advertising in the classroom

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35211 Driver training; district insurance, parent/guardian liability

35256 School Accountability Report Card

35258 School Accountability Report Card

35291 Rules for student discipline

37616 Consultation regarding year-round schedule

39831.5 School bus rider rules and information

~~48412 Certificate of proficiency~~

**44050 Employee codes of conduct, employee interactions with students**

44808.5 Permission to leave school grounds

46010.1 Notice regarding excuse to obtain confidential medical services

46014 Regulations regarding absences for religious purposes

46600-46611 Interdistrict attendance agreements

48000 Minimum age of admission

48070.5 Promotion or retention of students

48204 Residency requirements

48205 Absence for personal reasons

48206.3 Students with temporary disabilities; individual instruction; definitions

48207-48208 Students with temporary disabilities in hospitals

48213 Prior notice of exclusion from attendance

48216 Immunization

48260.5 Notice regarding truancy

48262 Need for parent conference regarding truancy

48263 Referral to school attendance review board or probation department

48301 Interdistrict transfers

48350-48361 Open Enrollment Act

48354 Option to transfer from school identified under Open Enrollment Act  
 48357 Status of application for transfer from school identified under Open Enrollment Act  
 48412 Certificate of proficiency  
 48432.3 Voluntary enrollment in continuation education  
 48432.5 Involuntary transfers of students  
 48850-48859 Education of foster youth and homeless students  
 48853.5 Placement of foster youth  
 48900.1 Parental attendance required after suspension  
 48904 Liability of parent/guardian for willful student misconduct  
 48904.3 Withholding grades, diplomas, or transcripts  
 48906 Notification of release of student to peace officer  
 48911 Notification in case of suspension  
 48911.1 Assignment to supervised suspension classroom  
 48912 Closed sessions; consideration of suspension  
 48915.1 Expelled students; enrollment in another district  
 48916 Readmission procedures  
 48918 Rules governing expulsion procedures  
 48929 Transfer of student convicted of violent felony or misdemeanor  
 48980 Required notification at beginning of term  
 48980.3 Notification of pesticide use  
 48981 Time and means of notification  
 48982 Parent signature acknowledging receipt of notice  
 48983 Contents of notice  
 48984 Activities prohibited unless notice given  
 48985 Notices to parents in language other than English  
 48987 Child abuse information  
 49013 Use of uniform complaint procedures for complaints regarding student fees  
 49063 Notification of parental rights  
 49067 Student evaluation; student in danger of failing course  
 49068 Transfer of permanent enrollment and scholarship record  
 49069 Absolute right to access  
 49070 Challenging content of student record  
 49073 Release of directory information  
 49073.6 Student records, social media  
 49076 Access to student records  
 49077 Access to information concerning a student in compliance with court order  
 49403 Cooperation in control of communicable disease and immunization  
 49423 Administration of prescribed medication for student  
 49451 Physical examinations: parent's refusal to consent  
 49452.5 Screening for scoliosis  
 49452.7 Information on type 2 diabetes  
 49452.8 Oral health assessment  
 49456 Results of vision or hearing test  
 49471-49472 Insurance  
EDUCATION CODE (continued)  
 49475 Student athletes; concussions and head injuries  
 49480 Continuing medication regimen for nonepisodic conditions  
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970  
 49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account  
 51225.1 Exemption from district graduation requirements  
 51225.2 Course credits; foster youth, homeless youth, and former juvenile court school students and military-connected students  
 51225.3 Graduation requirements; courses that satisfy college entrance criteria  
 51229 Course of study for grades 7-12  
 51513 Personal beliefs; privacy  
 51938 HIV/AIDS and sexual health instruction  
 52164 Language census  
 52164.1 Census-taking methods; determination of primary language; assessment of language skills

52164.3 Reassessment of English learners; notification of results  
 54444.2 Migrant education programs; parent involvement  
 56301 Child-find system; policies regarding written notification rights  
 56321 Special education: proposed assessment plan  
 56321.5-56321.6 Notice of parent rights pertaining to special education  
 56329 Written notice of right to findings; independent assessment  
 56341.1 Development of individualized education program; right to audio record meeting  
 56341.5 Individualized education program team meetings  
 56343.5 Individualized education program meetings  
 56521.1 Behavioral intervention  
 58501 Alternative schools; notice required prior to establishment  
 60615 Exemption from state assessment  
 60641 California Assessment of Student Performance and Progress  
 60850-60859 High school exit examination  
 69432.9 Submission of grade point average to Cal Grant program  
CIVIL CODE  
 1798.29 District records, breach of security  
HEALTH AND SAFETY CODE  
 1596.857 Right to enter child care facility  
 104420 Tobacco use prevention  
 104855 Availability of topical fluoride treatment  
 116277 Lead testing of school drinking water  
 120365-120375 Immunizations  
 120440 Sharing immunization information  
 124100-124105 Health screening and immunizations  
PENAL CODE  
 626.81 Notice of permission granted to sex offender to volunteer on campus  
 627.5 Hearing request following denial or revocation of registration  
CODE OF REGULATIONS, TITLE 5  
 852 Exemptions from state assessments  
 863 Reports of state assessment results  
 3052 Behavioral intervention  
 4917 Notification of sexual harassment policy  
 4622 Notification of uniform complaint procedures  
 4631 Uniform complaint procedures; notification of decision and right to appeal  
 4702 Student transfer from school identified under Open Enrollment Act  
 4917 Notification of sexual harassment policy  
 11303 Reclassification of English learners  
 11511.5 English language proficiency assessment; test results  
 11523 Notice of proficiency examinations  
 18066 Child care policies regarding excused and unexcused absences  
 18094-18095 Notice of Action; child care services  
 18114 Notice of delinquent fees; child care services  
 18118-18119 Notice of Action; child care services  
CODE OF REGULATIONS, TITLE 17  
 2951 Hearing tests  
 6040 Time period to obtain needed immunizations  
UNITED STATES CODE, TITLE 20  
 1232g Family Educational and Privacy Rights Act  
 1232h Privacy rights  
 1415 Procedural safeguards  
 6311 State plan  
 6312 Local educational agency plans  
 6316 6318 Parent and family engagement  
 7908 Armed forces recruiter access to students  
UNITED STATES CODE, TITLE 42  
 1758 Child nutrition programs  
 11431-11435 McKinney-Vento Homeless Assistance Act  
CODE OF FEDERAL REGULATIONS, TITLE 7

245.5 Eligibility criteria for free and reduced-price meals  
245.6a Verification of eligibility for free and reduced-price meals  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.7 Student records, annual notification  
99.30 Disclosure of personally identifiable information  
99.34 Student records, disclosure to other educational agencies  
99.37 Disclosure of directory information  
104.32 District responsibility to provide free appropriate public education  
104.36 Procedural safeguards  
104.8 Nondiscrimination  
106.9 Dissemination of policy, nondiscrimination on basis of sex  
200.648 Teacher qualifications  
300.300 Parent consent for special education evaluation  
300.322 Parent participation in IEP team meetings  
300.502 Independent educational evaluation of student with disability  
300.503 Prior written notice regarding identification, evaluation, or placement of student with disability  
CODE OF FEDERAL REGULATIONS, TITLE 34 (continued)  
300.504 Procedural safeguards notice for students with disabilities  
300.508 Due process complaint  
300.530 Discipline procedures  
CODE OF FEDERAL REGULATIONS, TITLE 40  
763.84 Asbestos inspections, response actions and post-response actions  
763.93 Asbestos management plans

*Management Resources:*

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

**Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017**

Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005

WEB SITES

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>

(3/07 11/12) 3/18

# Exhibit

## Students

E 5145.6(a)

## PARENTAL NOTIFICATIONS

**Cautionary Notice:** Government Code 17581.5 ~~relieves~~ **releases** districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2016 (SB 826, Ch. 23, Statutes of 2016)~~ **2017 (AB 97, Ch. 14, Statutes of 2017)** extends the suspension of these requirements through the ~~2016-17~~ **2017-18** fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. Annually</b>			
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP <del>6174</del> <b>6142.2</b> AR <del>6142.2</del> <b>6174</b>	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. Annually (continued)</b>			
Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year	Education Code	BP 5116.2	District policy authorizing

year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	48929, 48980		transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917	AR 5145.7	Copy of sexual harassment policy as related to students
Beginning of each school year	Education Code 48980, 32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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**I. Annually** (continued)

Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 49403	BP 5141.31	School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance



Beginning of each school year	Education Code 49013; 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	<b>Eligibility and application process for free and reduced-price meals</b>

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. Annually</b> (continued)			
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment

Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR <del>200.61</del> <b>200.48</b>	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
<b>Beginning of each school year</b>	<b>USDA SP-23-2017</b>	<b>AR 3551</b>	<b>District policy on meal payments</b>

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. At Specific Times During the Student's Academic Career</b>			
Beginning in grade 7, at least once prior to course selection and career counseling	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
Upon a student's enrollment	Education Code 310	BP <del>6174</del> <b>6142.2</b> AR <del>6142.2</del> <b>6174</b>	Information on the district's language acquisition programs
When child first enrolls in a public school, if school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria

Upon a student's enrollment	Education Code 49063	AR 5125 AR 5125.3	Specified rights related to student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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**II. At Specific Times During the Student's Academic Career** (continued)

Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release name, address, phone number of child to military recruiters without prior written consent

### III. When Special Circumstances Occur

In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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### III. When Special Circumstances Occur (continued)

Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code <b>313.2</b> , 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, <b>identification as long-term English learner</b> , description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program.
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
<b>Annually to parents/guardians of student athletes before participation in competition</b>	<b>Education Code 33479.3</b>	<b>AR 6145.2</b>	<b>Information on sudden cardiac arrest</b>
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur</b> (continued)			
At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	Education Code 48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2 BP 5141.33	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	Education Code 48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	Education Code 48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur</b> (continued)			
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur</b> (continued)			
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	Education Code 49068	AR 5125	Right to receive copy of student's record and to challenge its content
When parent/guardian's challenge of student record is denied and parent/guardian appeals	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection
When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records



When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>III. When Special Circumstances Occur</b> (continued)			
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results
<b>Within 10 days of negative balance in meal account</b>	<b>Education Code 49557.5</b>	<b>AR 3551</b>	<b>Negative balance in meal account; encouragement to apply for free or reduced-price meals</b>
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
<del>To person holding educational rights, w</del> Within 30 days of foster youth, homeless youth, <del>or former juvenile court school student,</del> <b>or child of military family</b> being transferred between high schools	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3	Exemption from local graduation requirements, effect on college admission, option for fifth year of high school
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>III. When Special Circumstances Occur</b> (continued)			
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered

Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent/guardian right to enter facility
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures

<b>When testing by community water system finds presence of lead exceeding specified level</b>	<b>Health and Safety Code 116277</b>	<b>AR 3514</b>	<b>Elevated lead level at school</b>
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When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: excused and unexcused absences

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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### III. When Special Circumstances Occur (continued)

Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
Upon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service

Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught	20 USC 6312	AR 4112.2	Timely notice to parent/guardian of child's assignment
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC <del>6316</del> <b>6318</b>	AR 6020	Notice of policy
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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### **III. When Special Circumstances Occur** (continued)

When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures

### **IV. Special Education Notices**

Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6,	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice,
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	56329; 20 USC 1415(d); 34 CFR 300.502, 300.503		procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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#### **IV. Special Education Notices** (continued)

Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards

#### **V. Classroom Notices**

In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities
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# Board Policy

## Instruction

BP 6162.5(a)

### STUDENT ASSESSMENT

Note: The following **optional** policy may be revised to reflect district practice. **For information about required state assessments administered as part of the California Assessment of Student Performance and Progress (CAASPP), see BP/AR 6162.51 - State Academic Achievement Tests.**

~~The following paragraph addresses potential uses of student assessment data. Pursuant to Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013), applicable statewide student assessments must be used as one of the measures of the district's annual goals for student achievement included in its local control accountability.~~

The Governing Board recognizes that student assessments are an important instructional and accountability tool. **To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.**

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

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

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

*(cf. 0500 - Accountability)*

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

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

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

*(cf. 6011 - Academic Standards)*

*(cf. 6142.7 - Physical Education and Activity)*

~~*(cf. 6162.52 - High School Exit Examination)*~~

*(cf. 6190 - Evaluation of the Instructional Program)*

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

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

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

*(cf. 6162.54 - Test Integrity/Test Preparation)*

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

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

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

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

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

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

### **Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

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

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

*(cf. 6152 - Class Assignment)*

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

*(cf. 6172 - Gifted and Talented Student Program)*

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

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

### **Individual Record of Accomplishment**

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

1. The results of the state achievement tests **required and** administered **as part of the California Assessment of Student Performance and Progress, or any predecessor assessments**, pursuant to Education Code 60640-60649 **or any predecessor assessments**
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

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

(cf. 5125 - Student Records)

*Legal Reference:*

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

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

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

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 **Accountability Academic Performance Index**; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

**60850-60859 High school exit examination**

60900 California Longitudinal Pupil Achievement Data System

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

**1200-1225 High School Exit Examination**

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

*Management Resources:*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

**Key Elements of Testing, May 2004**

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

**Teachers' Use of Student Data Systems to Improve Instruction, 2007**

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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



# Board Policy

## Instruction

BP 6171(a)

### TITLE I PROGRAMS

~~In order to improve the academic achievement of students from economically disadvantaged families, the district shall use federal Title I funds to provide supplementary services that reinforce the core curriculum and assist students in attaining proficiency on state academic standards and assessments. The Governing Board desires to provide a high-quality education that enables all students to meet challenging state academic standards. In schools with a large number or percentage of economically disadvantaged families, the district shall use Title I funds to provide services that strengthen the academic program and provide support to students at risk of failing to achieve academic standards.~~

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

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

~~*(cf. 6162.52 - High School Exit Examination)*~~

**Title I funds shall be used to supplement, not supplant, funds available from state and local sources for the education of students participating in Title I programs. (20 USC 6314, 6321)**

~~The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)~~

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

**Descriptions of how the district will address the required components of the Title I local educational agency plan, as specified in 20 USC 6312, shall be included within the district's control and accountability plan (LCAP), the LCAP Federal Addendum, or another document. School-level strategies shall be aligned with the district's plan and be tailored to the specific needs of the students at the school.**

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

*(cf. 0400 - Comprehensive Plans)*

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

~~The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)~~

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

**In addition, t**~~The district and each school receiving Title I funds shall develop a written parent involvement~~ **parent/guardian and family engagement** policy in accordance with 20 USC 6318.

*(cf. 6020 - Parent Involvement)*

### **Local Educational Agency Plan**

~~The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low achieving students meet challenging academic standards.~~

~~The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education. Subsequent revisions of the plan shall be kept on file in the district.~~

### **Comparability of Services**

~~State and local funds used i~~**n schools receiving Title I funds, state and local funds shall be used to** provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span. (20 USC 6321)

To demonstrate comparability of services among district schools, **the district shall:**

1. ~~The Board shall a~~**Adopt and implement a districtwide salary schedule.**
2. **Ensure equivalence in teachers, administrators, and other staff, as measured by either or both of the following:**
  2. a. The ratio of students to ~~teachers, administrators, and other staff~~ **instructional staff** at each Title I school **within a grade span, which** shall not exceed 110 percent of the average ratio ~~across for all~~ non-Title I **district** schools **within that grade span**
  3. ~~b.~~ Salary expenditures **for instructional staff** at each Title I school, **which** shall be no less than 90 percent of the average salary expenditure across non-Title I **district** schools.
4. ~~All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.~~
3. **Ensure equivalence in the provision of curriculum materials and instructional supplies, by determining whether the per-student expenditure of state and local funds for curriculum materials and instructional supplies in Title I schools is between 90 and 110 percent of the districtwide average.**

**4. Determine whether the amount of state and local funds allocated per student for each grade span is between 90 and 110 percent of the per student average for each grade span in non-Title I schools**

~~5. The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.~~

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

In determining comparability, the district shall not include staff salary differentials for years of employment. The district also may exclude unpredictable changes in student enrollment or personnel assignments that occur after the beginning of the school year, state and local funds expended for language instruction educational programs, state and local funds expended for the excess costs of providing services to **disabled** students **with disabilities**, and supplemental state or local funds expended in any school attendance area or school for programs that specifically meet the intent and purposes of Title I. (20 USC 6321)

~~At the beginning of each school year, t~~**The Superintendent or designee shall annually assess measure** comparability in accordance with the above criteria and maintain records documenting the district's compliance. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

### **Participation of Private School Students**

~~The district The Superintendent or designee shall provide or contract to provide special educational services, instructional services (including evaluations to determine the progress being made in meeting students' academic needs), counseling, mentoring, one-on-one tutoring, or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis in comparison to services and other benefits for with participating public school students. (20 USC 6320, 7881)~~

### **Program Evaluation**

Note: ~~20 USC 6316 contains requirements for schools receiving Title I funds that fail to make "adequate yearly progress" for two or more consecutive school years; see BP/AR 0520.2 - Title I Program~~  
~~The Board shall use state assessment results and other available measures or indicators to annually determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments. (20 USC 6316)~~

**The Board shall regularly monitor the progress of economically disadvantaged and low-achieving students in Title I schools. During the annual evaluation of the district's progress toward achieving each goal identified in the LCAP or other planning document addressing 20 USC 6312, the Board shall review disaggregated data on academic achievement, school attendance, and other outcomes for such students and shall ensure that strategies are revised as necessary to support continuous improvement.**

*(cf. 0500 - Accountability)*

(cf. 0520.2 *Title I Program Improvement Schools*)  
(cf. 0520.3 *Title I Program Improvement Districts*)  
(cf. 6190 - *Evaluation of the Instructional Program*)

*Legal Reference:*

EDUCATION CODE

11503 *Parent involvement programs in Title I schools*  
52055.57 *Districts identified or at risk of identification for program improvement*  
52060-52077 *Local control and accountability plan*  
54420-54425 *State Compensatory Education*  
64001 *Single plan for student achievement, consolidated application programs*  
UNITED STATES CODE, TITLE 20  
6301 *Program purpose*  
6311-6322 *Improving basic programs for disadvantaged students, including:*  
6312 *Local educational agency plan*  
6313 *Eligibility of schools and school attendance areas; funding allocation*  
6314 *Title I schoolwide programs*  
6315 *Targeted assistance schools*  
6316 *School improvement*  
6318 *Parent involvement and family engagement*  
6320 *Participation of private school students*  
6321 *Comparability of services*  
6333-6335 *Grants to local educational agencies*  
6391-6399 *Education for migrant students*  
7881 *Participation of private school students*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.1-200.79 **200.73** *Improving basic programs for disadvantaged students*

*Management Resources:*

CSBA PUBLICATIONS

*Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*LEA Plan, rev. May 17, 2006*

Frequently Asked Questions About Title I Schoolwide Programs

Local Control and Accountability Plan Federal Addendum Template

Meeting Title I, Part A Comparability Requirements, October 2017

*Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, rev. November 1, 2005*

U.S. DEPARTMENT OF EDUCATION GUIDANCE PUBLICATIONS

*Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended by the Every Student Succeeds Act, Non-Regulatory Guidance, November 21, 2016*

*Title I Fiscal Issues, Non-Regulatory Guidance, May 26, 2006 February 2008*

*Designing Schoolwide Programs, Non-Regulatory Guidance, March 22, 2006*

*Supplemental Educational Services, June 13, 2005*

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

*Parental Involvement: Title I, Part A, April 23, 2004*

*Serving Preschool Children Under Title I, March 4, 2004*

*Title I Services to Eligible Private School Students, October 17, 2003*

*Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003*

WEB SITES

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

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

<https://www.cde.ca.gov/sp/sw>

No Child Left Behind: <http://www.ed.gov/nclb>

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

(11/02 8/06) 3/18

# Administrative Regulation

Instruction

AR 6171(a)

## TITLE I PROGRAMS

### Schoolwide Programs

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families.

~~The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes. (20 USC 6312, 6314; 34 CFR 200.25)~~

**A school that does not meet these criteria may operate a Title I schoolwide program if it receives a waiver from the California Department of Education. (20 USC 6312, 6314)**

**Any school operating a schoolwide program shall develop a comprehensive plan with the involvement of parents/guardians, other members of the community to be served, and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of other federal education programs), the district, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, secondary school students as applicable, and other individuals determined by the school. (20 USC 6314)**

*(cf. 0400 - Comprehensive Plans)*

*(cf. 6020 - Parent Involvement)*

~~Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and~~ **The schoolwide program plan shall be based on a comprehensive needs assessment of the entire school and shall be incorporated into a single plan for student achievement which also incorporates the plans required by** ~~for~~ other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

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

~~A schoolwide program shall include:~~ **The plan shall describe the strategies that the school will implement to address school needs, including a description of how such strategies will:** (20 USC 6314)

- ~~1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards~~

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6175 - Migrant Education Program)*

**2. Schoolwide reform strategies that:**

- a-1. Provide opportunities for all students, including economically disadvantaged students, ethnic subgroups, students with disabilities, and English learners, to meet the state's proficient and advanced levels of achievement state academic standards**

*(cf. 6011 - Academic Standards)*

- b. 2. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education and include strategies for meeting the educational needs of historically underserved populations**

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

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

*(cf. 6177 - Summer School Learning Programs)*

- e. 3. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement academic standards, through activities which may include the following: who are members of the target population of any program that is part of the schoolwide program**

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

**d. — Address how the school will determine if student needs have been met**

**e. — Are consistent with and designed to implement state and local improvement plans, if any**

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

*(cf. 0520.3 - Title I Program Improvement Districts)*

- a. Counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas**

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

- b. Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school**

*(cf. 6141.4 - International Baccalaureate Program)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

*(cf. 6178 - Career Technical Education)*

- c. Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act**

- d. Professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments and to recruit and retain effective teachers, particularly in high-need subjects**

~~3. High quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards~~

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

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

~~4. Strategies to attract high quality, highly qualified teachers to high-need schools~~

~~5. Strategies to increase parent involvement~~

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

- 6. e. Plans Strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs**

*(cf. 5148.3 - Preschool/Early Childhood Education)*

~~7. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program~~

~~8. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance~~



~~(cf. 6179 Supplemental Instruction)~~

~~9. Coordination and integration of federal, state, and local services and programs~~

**The plan shall also include a description of any applicable federal, state, and local programs that will be consolidated in the schoolwide program. (20 USC 6314; 34 CFR 200.27)**

**The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet state academic standards. (20 USC 6314)**

### **Targeted Assistance Programs**

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: **eligible students who are failing, or most at risk of failing, to meet state academic standards. Students shall be identified on the basis of multiple, educationally related, objective criteria, except that students in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the district and supplemented by the school. (20 USC 6315)**

- ~~1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school~~
- ~~2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures~~

**Eligible students include those who are economically disadvantaged; students with disabilities; migrant students, including those who participated in a migrant education program pursuant to 20 USC 6391-6399 in the preceding two years; English learners; students who participated in a Head Start or state preschool program in the preceding two years; students in a local institution for neglected or delinquent children and youth or attending a community day program for such students; and homeless students. (20 USC 6315)**

**A Any** targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards, **which may include programs, activities, and academic courses necessary to provide a well-rounded education expected for all students**
- ~~2. Ensure that program planning is incorporated into existing school planning~~
- 3. 2. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I through activities which may include:**

- a. Expanded learning time, before- and after-school programs, and summer programs and opportunities
  - b. A schoolwide tiered model to prevent and address behavior problems, and early intervention services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act
- 4. 3. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
- 5. ~~Provide instruction by highly qualified teachers~~
- 6. 4. Provide ~~opportunities for~~ professional development ~~to for~~ teachers, principals, ~~other school leaders,~~ paraprofessionals, and, if appropriate, ~~student services personnel~~ specialized instructional support personnel, ~~other staff, and parents/guardians and other school personnel~~ who work with participating eligible students in Title I programs or in the regular education program. The professional development shall be provided using funds from Title I and, to the extent practicable, other sources.
- 7. 5. ~~Provide~~ Implement strategies to increase ~~parent~~ the involvement of parents/guardians of participating students
- 8. 6. If appropriate and applicable, ~~c~~Coordinate and integrate federal, state, and local services and programs, such as programs supported by the Elementary and Secondary Education Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career technical education programs, and comprehensive or targeted support and improvement activities under 20 USC 6311
- 7. Provide assurances to the Superintendent or designee that the program will:
  - a. Help provide an accelerated, high-quality curriculum
  - b. Minimize the removal of students from the regular classroom during regular school hours for instruction supported by Title I funds
  - c. On an ongoing basis, review the progress of participating students and revise the targeted assistance program, if necessary, to provide additional assistance to enable such students to meet state academic standards

## Participation of Private School Students

~~The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)~~

Teachers, ~~other educational personnel~~, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in ~~parent involvement~~ **parent/guardian and family engagement** activities and professional development pursuant to 20 USC 6318 ~~and 6319~~. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation, **and invite them to a meeting to discuss the intent of Title I and the roles of public and private school officials.**

The Superintendent or designee shall consult, ~~in a meaningful and timely manner~~, with appropriate private school officials, **in a meaningful and timely manner**, during the design and development of the district's Title I programs, **with the goal of reaching agreement on how to provide equitable and effective programs for eligible private school students.** Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include ~~a discussion of~~ **consultation on issues such as the following:** (20 USC 6320, 7881; 34 CFR ~~200.63~~ **200.56**)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to **eligible** private school students, ~~and the proportion of funds that is to be~~ allocated for such services, **and how that proportion of funds is determined**
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of services **s** to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor
9. **Whether the district will provide services directly or through a separate government agency, consortium, entity, or third-party contractor**

10. Whether to provide services to eligible private school students by pooling funds or on a school-by-school basis

11. When services will be provided, including the approximate time of day

12. Whether to consolidate and use funds provided under Title I with other funds available for services to private school students

If the district disagrees with the views of private school officials with respect to any of the above issues, the district shall provide the officials, in writing, the reasons that the district disagrees. (20 USC 6320)

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The Superintendent or designee district shall maintain, and shall provide to the California Department of Education upon request CDE, a written affirmation signed by officials of each participating private school that consultation has occurred. The affirmation shall provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to private school students. If private school officials do not provide the affirmation within a reasonable period of time, the district shall send documentation to the CDE demonstrating that the consultation has, or attempts at such consultation have, taken place. (20 USC 6320)

If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain records documenting that:

1. The needs of private school teachers and/or private school students were identified.
2. The funds made available were equitable to those allocated for public school students and teachers.
3. The district's program met the needs of the private school teachers and/or private school students.
4. The district made efforts to resolve any complaints made by private school representatives.

Note: The following optional paragraph may be revised to reflect district practice.
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The Superintendent or designee shall also maintain copies of program descriptions, notices, funding allocations, and other communications and records pertaining to the provision of services to private school students.

# Board Policy

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0410(a)

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to providing equal opportunity for all individuals in **education-district programs and activities**. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, **immigration status**, ethnic group identification, **ethnicity**, age, religion, marital **status**, pregnancy, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, **gender or** expression, or genetic information; a 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.

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

**(cf. 5145.9 - Hate-Motivated Behavior)**

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

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

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

**All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.**

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

**(cf. 5145.13 - Response to Immigration Enforcement)**

District programs and activities shall **also** be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

~~Annually,~~ The Superintendent or designee shall **annually** review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

*(cf. 1330 - Use of Facilities)*

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in **each the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in** announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed **by the district.** ~~to these groups and, as applicable, to the public. As appropriate, such~~ The notification shall **also** be posted on the district's web site and, ~~when available, district-supported social media and shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate and shall be posted on the district's web site and, when available, district-supported social media.~~

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

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

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

*(cf. 5145.6 - Parental Notifications)*

**In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)**

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

### **Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations.

When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - *Animals at School*)  
(cf. 7110 - *Facilities Master Plan*)  
(cf. 7111 - *Evaluating Existing Buildings*)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - *Parent Involvement*)  
(cf. 9320 - *Meetings and Notices*)  
(cf. 9322 - *Agenda/Meeting Materials*)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent  
745 10<sup>th</sup> Street  
Colusa, CA 95932

530.458.7791

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

**48980 Parental notifications**

48985 *Notices to parents in language other than English*

51007 *Legislative intent: state policy*

GOVERNMENT CODE

**8310.3 California Religious Freedom Act**

11000 *Definitions*

11135 *Nondiscrimination in programs or activities funded by state*

~~11138 Rules and regulations~~

12900-12996 *Fair Employment and Housing Act*

54953.2 *Brown Act compliance with Americans with Disabilities Act*

PENAL CODE

422.55 *Definition of hate crime*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

4600-~~4687~~ **4670** *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities in Education Act*

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

2301-2415 *Carl D. Perkins Vocational and Applied Technology Act*

6311 *State plans*



6312 Local education agency plans  
UNITED STATES CODE, TITLE 29  
794 Section 504 of the Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
36.303 Auxiliary aids and services  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:  
106.9 Dissemination of policy

*Management Resources:*

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

**Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018**

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

**Dear Colleague Letter, May 26, 2011**

Dear Colleague Letter: Harassment and Bullying, October 2010

**Notice of Non-Discrimination, Fact Sheet, August 2010**

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

**California Office of the Attorney General: <http://oag.ca.gov>**

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

# Exhibit

## Philosophy, Goals, Objectives, and Comprehensive Plans

E 0420.41(a)

### CHARTER SCHOOL OVERSIGHT

#### REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that are expressly applicable to charter schools, including, but not limited to, requirements that each charter school:

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

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission

preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance, ~~except for existing students of the charter school,~~ shall be determined by a public random drawing, ~~Preference shall be~~ **with preference** extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admission preferences may be permitted by the **Governing Board of the chartering** district on an individual school basis consistent with law. (Education Code 47605)
9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
11. If the school offers a kindergarten program: (Education Code 48000)
  - a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2
  - b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020
12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
14. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)
15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
18. If the school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components (Education Code 215)
19. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
20. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, ~~60850-60859~~)
21. ~~Until July 31, 2018, g~~Grant a high school diploma to any student who completed grade 12 in the 2003-04 ~~school year or a subsequent~~ **through 2014-15** school year and ~~who has~~ met all applicable graduation requirements other than the passage of the high school exit examination (Education Code ~~60851.6~~ **51413**)
22. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
23. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
24. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
25. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
26. If the school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

27. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
- 28. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)**
- ~~28.~~ 29. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
- 30. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7**
31. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
- ~~29.~~ 32. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
- ~~30.~~ 33. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
- ~~31.~~ 34. If the school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
- ~~32.~~ 35. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, **youth bus**, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus (Education Code 39831.3)

**33- 36.** Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

**34- 37.** Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)

**35- 38.** Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)

- a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
- b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
- c. Providing defense and indemnification to volunteers for any and all civil liability from such administration

**36- 39.** If the school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

**40.** If the school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

**41.** If the school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; ensure that a student with unpaid school meal fees is not shamed, treated differently, or served a meal that differs from other students; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)

**42. If the school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)**

**37. 43.** Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)

**38. 44.** Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
- b. By July 1 **each year**, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template adopted by the State Board of Education. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5, 52064)

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

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)



- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and the California Department of Education. (Education Code 47605)
- 39. 45.** Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
- 40. 46.** If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
- 41. 47.** Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

(5/16 7/17) 5/18

# Board Policy

## Business and Noninstructional Operations

BP 3514(a)

### ENVIRONMENTAL SAFETY

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks **and . He/she shall establish a comprehensive plan develop strategies** to prevent and/or mitigate environmental hazards. **He/she shall consider** based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff **and students, including the impact on student achievement and attendance.** attendance, student attendance, and student achievement.

(cf. 0200 - Goals for the School District)

**(cf. 0400 - Comprehensive Plans)**

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3517 - Facilities Inspection)

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

**(cf. 5030 - Student Wellness)**

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

~~Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:~~ **Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.**

**(cf. 3510 - Green School Operations)**

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3516.5 - Emergency Schedules)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5141.23 - Asthma Management)

(cf. 5141.7 - Sun Safety)

**(cf. 5142.2 - Safe Routes to School Program)**

(cf. 6142.7 - Physical Education and Activity)

(cf. 6163.2 - Animals at School)

(cf. 7150 - Site Selection and Development)

- ~~1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air~~

contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities

*(cf. 3513.3 Tobacco-Free Schools)*

*(cf. 5141.23 Asthma Management)*

*(cf. 6163.2 Animals at School)*

*(cf. 7150 Site Selection and Development)*

Note: In order to determine when poor outdoor air quality necessitates limiting outdoor activities, as provided in **optional** item #2 below, districts may use local or online resources to obtain forecasts of air quality and ultraviolet radiation. See the accompanying administrative regulation, BP 5141.7 Sun Safety, and CSBA's policy brief on Sun Safety in Schools.

2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm

*(cf. 3516.5 Emergency Schedules)*

*(cf. 5141.7 Sun Safety)*

*(cf. 6142.7 Physical Education and Activity)*

3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles

*(cf. 3540 Transportation)*

*(cf. 3541.1 Transportation for School-Related Trips)*

*(cf. 3542 School Bus Drivers)*

Note: According to the EPA and the Centers for Disease Control and Prevention, exposure to lead, which may be particularly hazardous for young children, can occur through multiple means as described in **optional** item #4 below and in the accompanying administrative regulation.

4. Minimizing exposure to lead in paint, soil, and drinking water

Note: Education Code 49410.5 requires districts to comply with EPA guidelines for inspection and management of asbestos-containing materials, as provided in **optional** item #5 below and the accompanying administrative regulation. Naturally occurring asbestos may be found in rocks or soil and released into the air by routine human activities or weathering processes. According to the EPA, asbestos-containing materials and naturally occurring asbestos that are intact generally do not pose a health risk, but these materials may become hazardous if they are disturbed and thereby released into the air.

5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials

Note: 8 CCR 5194 requires that a written hazard communication program be developed and implemented by employers whose employees may have potential exposure to hazardous substances, as provided in **optional** item #6 below; see BP/AR 3514.1 Hazardous Substances for further information.

6. Ensuring the proper storage, use, and disposal of potentially hazardous substances

*(cf. 3514.1 Hazardous Substances)*

*(cf. 6161.3 Toxic Art Supplies)*

7. Ensuring the use of effective least toxic pest management practices

(cf. 3514.2 Integrated Pest Management)

8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses

(cf. 3550 Food Service/Child Nutrition Program)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, **water boards**, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally **safe and healthy** at the schools.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

*Legal Reference:*

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-~~17613~~ **17614** Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

**116277 Lead testing of potable water at schools and requirements to remedy**

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list  
340-340.2 Occupational safety and health, rights of employees  
1528-~~1533~~-1537 Construction safety orders; exposure to hazards  
5139-5223 Control of hazardous substances  
CODE OF REGULATIONS, TITLE 13  
2025 Retrofitting of diesel school buses  
2480 Vehicle idling  
CODE OF REGULATIONS, TITLE 17  
35001-36100 Lead abatement services  
CODE OF REGULATIONS, TITLE 22  
64670-64679 Lead and copper in drinking water  
CODE OF REGULATIONS, TITLE 24  
**915.1-915.7 California Building Standards Code; carbon monoxide devices**  
UNITED STATES CODE, TITLE 7  
136-136y Use of pesticides  
UNITED STATES CODE, TITLE 15  
2601-2629 Control of toxic substances  
2641-2656 Asbestos Hazard Emergency Response Act  
UNITED STATES CODE, TITLE 42  
1758 Food safety and inspections  
CODE OF FEDERAL REGULATIONS, TITLE 40  
141.1-141.723 Drinking water standards  
745.61-745.339 Lead-based paint standards  
763.80-763.99 Asbestos-containing materials in schools  
763.120-763.123 Asbestos worker protections

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Asthma Management in the Schools, Policy Brief, March 2008

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Sun Safety in Schools, Policy Brief, July 2006

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School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS**

**Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011**

**CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS**

**Frequently Asked Questions about Lead Testing of Drinking Water in California Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017**

**DIVISION OF THE STATE ARCHITECT PUBLICATIONS**

**K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012**

**U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS**

**A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016**

**Healthy School Environments Assessment Tool, rev. 2015**

**Indoor Air Quality Tools for Schools, rev. 2007-2009**

**Healthy School Environments Assessment Tool, 2007**

**Mold Remediation in Schools and Commercial Buildings, September 2008**

**The ABCs of Asbestos in Schools, rev. August 2003**

**Mold Remediation in Schools and Commercial Buildings, March 2001**

**How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996**

WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>  
California Air Resources Board: <http://www.arb.ca.gov>  
**California Building Standards: <http://www.bsc.ca.gov/codes.aspx>**  
California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>  
California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>  
California Department of Public Health: <http://www.cdph.ca.gov>  
**California State Water Resources Control Board: <https://www.waterboards.ca.gov>**  
**California Indoor Air Quality Program: <http://www.cal-iaq.org>**  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
Consumer Product Safety Commission: <http://www.cpsc.gov>  
National Center for Environmental Health: <http://www.cdc.gov/nceh>  
Occupational Safety and Health Administration: <http://www.osha.gov>  
U.S. Environmental Protection Agency: <http://www.epa.gov>

(7/01 7/08) 5/18

# Administrative Regulation

## Business and Noninstructional Operations

AR 3514(a)

### ENVIRONMENTAL SAFETY

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

*(cf. 3510 - Green School Operations)*  
*(cf. 3511 - Energy and Water Management)*  
*(cf. 3517 - Facilities Inspection)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5142 - Safety)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7150 - Site Selection and Development)*

### Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.



4. Least toxic pest management practices shall be used to control and manage pests at school sites. **(Education Code 17608-17614; Food and Agriculture Code 13182)**

*(cf. 3514.2 - Integrated Pest Management)*

5. ~~In any new school construction, and in all existing schools when feasible, t~~The Superintendent or designee shall install a carbon monoxide detector **or alarm** in **all school buildings that contain a** ~~each school building that contains a fossil fuel-~~burning **appliance, fireplace, or forced-air** furnace. The device **or alarm** shall be ~~placed~~ **located** in close proximity to the ~~furnace~~ **appliance** in order to accurately detect **and alert school personnel of** any leakage of carbon monoxide. **(24 CCR 915.1-915.7)**
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

*(cf. 5141.23 - Asthma Management)*

7. Painting of school facilities and maintenance or repair ~~duties~~ **activities** that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

*(cf. 3514.1 - Hazardous Substances)*

~~*(cf. 6161.3 - Toxic Art Supplies)*~~

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

*(cf. 3513.3 - Tobacco-Free Schools)*

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

*(cf. 6163.2 - Animals at School)*

## Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, **and/or** ultraviolet radiation levels, **and/or temperature and humidity**.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

*(cf. 5141.7 - Sun Safety)*

*(cf. 6142.7 - Physical Education and Activity)*

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

*(cf. 6145.2 - Athletic Competition)*

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. **The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.**

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3542 - School Bus Drivers)*

***(cf. 5142.2 - Safe Routes to School Program)***

Any diesel-fueled, **dual-fueled, or alternative diesel-fueled** school bus with a gross vehicle weight rating over 14,000 pounds ~~manufactured on or after April 1, 1977~~ shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

## Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, **and drinking fountains shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.**

Whenever ~~levels of arsenic, bacteria, or other~~ **any** contaminants in the drinking water are determined to be a concern, the Superintendent or designee **shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water** ~~may recommend basic filtration or pipe flushing when feasible. Until drinking water is assured to be safe~~ **As needed,** the Superintendent or designee ~~may explore~~ **shall provide** alternatives **sources of drinking water**, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. ~~As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.~~

*(cf. 3550 - Food Service/Child Nutrition Program)*

~~Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.~~

~~Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)~~

## Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

AR 3514(f)

## ENVIRONMENTAL SAFETY (continued)

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with **high low** lead content may be covered with grass, other plantings, concrete, or asphalt. **For soil with high lead content, removal and abatement are required.**
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

**The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)**

## Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

## Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; **asbestos management programs**; and relevant federal and state regulations. (40 CFR 763.84)

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
  - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
  - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

- c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, **763.93**)

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

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84) Asbestos inspection and abatement work, **preparation of a management plan**, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)
6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

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# Board Policy

## Business and Noninstructional Operations

BP 3514.1(a)

### HAZARDOUS SUBSTANCES

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to **any** potentially hazardous substances **that may be** used in the district's educational program and in the maintenance and operation of district facilities and equipment.

*(cf. 3514 - Environmental Safety)*

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

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

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5142 - Safety)*

*(cf. ~~6161.3~~ - Toxic Art Supplies)*

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

*(cf. 3510 - Green School Operations)*

*(cf. 3514.2 - Integrated Pest Management)*

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

*(cf. 1240 - Volunteer Assistance)*

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

*(cf. 6142.93 - Science Instruction)*

**The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients,**



**warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)**

*Legal Reference:*

EDUCATION CODE

**32060-32066 Toxic art supplies in schools**

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

**108100-108515 California Hazardous Substances Act**

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Science Safety Handbook for California Public Schools, 2012*

**CALIFORNIA OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT PUBLICATIONS**

**Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016**

WEB SITES

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

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

**California Office of Environmental Health Hazard Assessment: <http://www.oehha.ca.gov>**

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

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# Board Policy

## Business and Noninstructional Operations

BP 3516(a)

### EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. **The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.**

The Superintendent or designee shall develop and maintain a disaster preparedness plan which ~~details provisions for handling emergencies and disasters~~ **contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. and which** ~~Such procedures shall be included in incorporated into the district's comprehensive school safety plan.~~ (Education Code 32282)

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

~~The Superintendent or designee shall also develop and maintain emergency plans for each school site.~~

In developing the ~~district and school emergency~~ **disaster preparedness** plans, the Superintendent or designee shall ~~collaborate with~~ **involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with city and county emergency responders, including local public health administrators, law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.**

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3513.3 - District Police/Security Department)*

~~The Superintendent or designee~~ **The plan shall use comply with** state-approved Standardized Emergency Management System (SEMS) guidelines **established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.** ~~and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans~~

**The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

(cf. 4331 - Staff Development)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services **they the district may** deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

**School District** employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

*Legal Reference:*

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

**1714.5 Release from liability for disaster service workers and shelters**

GOVERNMENT CODE

3100-**3109** Public employees as disaster service workers; **oath or affirmation**

8607 Standardized emergency management system

CALIFORNIA CONSTITUTION

**Article 20, Section 3 Oath or affirmation**

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

*Management Resources:*

CSBA PUBLICATIONS

Avian Influenza: Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Crisis Response Box, 2000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

Active Shooter Awareness Guidance, February 2018

State of California Emergency Plan, 2017

School Emergency Response: Using SEMS at Districts and Sites, June 1998

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

**National Incident Management System, 3rd ed., October 2017**  
**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**  
**Guide for Developing High-Quality School Emergency Operations Plans, 2013**  
**Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003**

Management Resources: (continued)

**WEB SITES**

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

American Red Cross: <http://www.redcross.org>

**California Attorney General's Office: <https://oag.ca.gov>**

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

**Contra Costa County Office of Education, Pandemic influenza resources:**

**[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)**

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

[http://www2.ed.gov/admins/lead/safety/emergencyplan\\_crisisplanning.html](http://www2.ed.gov/admins/lead/safety/emergencyplan_crisisplanning.html)

U.S. Department of Homeland Security: <http://www.dhs.gov>

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3516(a)

### EMERGENCIES AND DISASTER PREPAREDNESS PLAN

#### Components of the Plan

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

*(cf. 3516.1 - Fire Drills and Fires)*

2. Earthquake, flood, or other natural disasters

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Environmental hazards, such as leakages or spills of hazardous materials

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.2 - Integrated Pest Management)*

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.7 - Firearms on School Grounds)*

*(cf. 5131.4 - Student Disturbances)*

5. Bomb threat or actual detonation

*(cf. 3516.2 - Bomb Threats)*

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

*(cf. 5141.22 - Infectious Diseases)*

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, and identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities

*(cf. 3513.3 - District Police/Security Department)*

(cf. 3515 - Campus Security)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

2. Instruction ~~and practice~~ for **district staff and** students ~~and employees~~ regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during **the an** emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for **the** supervision of students
- b. Procedures for **the** evacuation of students and staff, including posting of evacuation routes
- c. Procedures for **the** release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

- e. Provision of a first aid kit to each classroom
- f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

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

- g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

- a. The impact on student learning and methods to ensure continuity of instruction
- b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

- a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

- b. Development and testing of communication platforms, such as hotlines, telephone trees, ~~and~~ web sites, **social media, and electronic notifications**

(cf. 1113 - District and School Web Sites)

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

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
- d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:



- a. Development of guidelines for law enforcement involvement and intervention
- b. Collaboration with the local health department, including development of a tracking system to alert the local health department ~~to~~ **of** a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

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

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

*(cf. 6164.2 - Guidance/Counseling Services)*

**The Superintendent or designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.**

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# Administrative Regulation

## Business and Noninstructional Operations

AR 3541(a)

### TRANSPORTATION ROUTES AND SERVICES

#### **Routes and Bus Stops**

The Superintendent or designee shall design transportation routes and stops **within district boundaries that** to promote **the student safety**, ~~of students and~~ maximum efficiency in the use of buses, **and decreased traffic in and around the schools.**

*(cf. 3510 - Green School Operations)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3540 - Transportation)*

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:  
  
Grades K-3: three-fourths mile  
Grades 4-8: one mile
2. For students attending a three-year junior high school:  
  
Grades 7-9: one mile
3. For students attending a four-year high school:  
  
Grades 9-12: two miles

The Superintendent or designee may authorize transportation **within the walking distance below these limits** when safety problems or hazards exist.

*(cf. 5142.2 - Safe Routes to School)*

~~Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board policy.~~

~~*(cf. 5116.1 - Intradistrict Open Enrollment)*~~

~~*(cf. 5117 - Interdistrict attendance)*~~

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops, ~~and/or shall~~ **He/she may also** arrange for local media to publish such information.

*(cf. 1112 - Media Relations)*

## **Transportation Services**

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)
2. Field trips and excursions (Education Code 35330)

*(cf. 3541.1 - Transportation for School-Related Trips)*

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)
4. District employees, ~~and~~ parents/guardians, **and adult volunteers** traveling to and from educational activities authorized by the district (Education Code 39837.5)
5. Preschool or nursery school students (Education Code 39800)

*(cf. 5148.3 - Preschool/Early Childhood Education)*

6. Students traveling to full-time occupational classes provided by a ~~Regional Occupational center or Program or Center~~ **Regional Occupational center or Program** (Education Code 39807.5, 41850)

*(cf. 6178.2 - Regional Occupation Center/Program)*

7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)

*(cf. 6200 - Adult Education)*

9. Private school students, **upon the same terms**, in the same manner, and on the same routes provided for district students (Education Code 39808)
10. Nonschool purposes as allowed by law, such as:
  - a. Community recreation (Education Code 39835)
  - b. Public transportation (Education Code 39841)
  - c. Transportation of government employees to and from their places of employment (Education Code 39840)

**Students who attend a school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with Board district policy.**

(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs **or Section 504 plan**. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, **300.17, 300.34**)

(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education under Section 504)

The Superintendent or designee shall provide transportation to homeless **children students** in accordance with law, Board policy, and administrative regulation. **When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)**

(cf. 6173 - Education for Homeless Children)

**The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)**

(cf. 6173.1 - Education for Foster Youth)

*Legal Reference:*

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39809.5 Transportation, general provisions, especially:

39800 Powers of governing board to provide transportation to and from school

39801.5 Transportation for adults

39808 Transportation for private school students

39830-~~39842~~ **39843** School buses, especially:

39835 Use of school buses for community recreation

39837 Transportation to summer employment program

39837.5 Transportation of employees, ~~and~~ parents/guardians, **and adult volunteers** to school activities

39860 Transportation to school activities

41850-41856 Allowances for transportation

41860-41863 Supplementary allowances for transportation

**48853.5 Educational placement of students residing in licensed children's institutions**

CODE OF REGULATIONS, TITLE 5

15240-15244 Allowances for student transportation, **definitions**

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

**6312 Transportation to maintain children in foster care in school of origin**

UNITED STATES CODE, TITLE 42

11432 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

**300.17 Free appropriate public education**  
**300.34 Special education related services**

*Management Resources:*

**CSBA PUBLICATIONS**

***Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014***

**WEB SITES**

California Department of Education, Office of School Transportation:  
~~<http://www.cde.ca.gov/bus/index.html>~~ <https://www.cde.ca.gov/ls/tn/or/assignment.asp>  
Pupil Transportation Safety Institute: <http://www.ptsi.org>

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# Board Policy

All Personnel

BP 4158(a)

4258

## EMPLOYEE SECURITY

4358

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing ~~them with~~ necessary assistance and support when emergency situations occur.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

*(cf. 5131.4 - Student Disturbances)*

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. **As appropriate,** ~~The~~ Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

~~In addition, the Superintendent or designee may initiate legal proceedings against any~~

~~individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises. The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)~~

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

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

***(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)***

***(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)***

The Superintendent or designee shall ensure that employees ~~are trained~~ **receive training** in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, **procedures for responding to an active shooter situation,** and crisis resolution.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee also shall ~~ensure that employees are informed~~ **inform teachers,** in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. **(Education Code 48201, 49079; Welfare and Institutions Code 827)**

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

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

## **Use of Pepper Spray**

Employees **may shall** not carry or possess pepper spray on school property or at school activities, **except when authorized by**. ~~On a case-by-case basis, however, the Superintendent or designee~~ **for self-defense purposes. may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances.** **When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810.** Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

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

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

## **Reporting of Injurious Objects**

The Board requires employees to take immediate action upon being made aware that any person is in possession of **a weapon or an** unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, ~~based upon this analysis,~~ shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

***(cf. 3515.7 - Firearms on School Grounds)***

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

*(cf. 5144 - Discipline)*

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

*Legal Reference:*

**EDUCATION CODE**

32210-32212 *Willful disturbance, public schools or meetings*

32225-32226 *Communication devices*

35208 *Liability insurance*

35213 *Reimbursement for loss, destruction or damage of school property*



44014 Report of assault by pupil against school employee  
44807 Duty concerning conduct of students  
48201 Transfer of student records  
48900-48926 Suspension or expulsion  
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion  
49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, **including especially:**

241.3 Assault against school bus drivers

241.6 Assault on school employee **including** board member

243.3 Battery against school bus drivers

243.6 Battery against school employee **including** board member

245.5 Assault with deadly weapon **against** school employee **including** board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

~~12403.7 Weapons approved for self defense~~

**22810 Purchase, possession, and use of tear gas**

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

*Management Resources:*

WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention Office:  
<http://www.cde.ca.gov/lss>

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# Administrative Regulation

All Personnel

AR 4158(a)

4258

## EMPLOYEE SECURITY

4358

An employee may use reasonable and necessary force for ~~his/her~~ self-defense or defense of another person, ~~or protection of property;~~ to quell a disturbance threatening physical injury to others ~~or damage to property;~~ or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

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

*(cf. 5144 - Discipline)*

~~Employees~~**An employee** shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against ~~them~~ **him/her** by a student, **or by any other individual in relation to the employee's performance of his/her duties, and any action the employee took in response. When appropriate, the employee and the principal or other immediate supervisor shall report the incident to law enforcement.**

~~Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)~~

~~In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.~~

*(cf. 3515.2 - Disruptions)*

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

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

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

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

## Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher(s) of each student who, **during the previous three school years**, has engaged in, or is reasonably suspected of **to have engaged in**, any act, **except** the possession or use of tobacco products, ~~during the previous three school years which could~~ **that would** constitute **a grounds** for suspension or expulsion **as specified in AR 5144.1 - Suspension and Expulsion/Due Process. under Education Code 48900, with the exception of the possession or use of tobacco products., or Education Code 48900.2, 48900.3, 48900.4, or 48900.7** This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended **from school** or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

## **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

### **Procedures to Maintain Confidentiality of Student Offenses**

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee. **The staff member He/she shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.**

### **Use of Pepper Spray**

**The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee.** Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. **Should the Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.** ~~determines that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.~~

**Employees who possess pepper spray on school property shall be notified-When approving an employee's request, the Superintendent or designee shall inform the employee** of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

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

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

3. ~~Employees shall ensure that~~ The pepper spray ~~is~~ **must be** stored in a secure place and not ~~be~~ accessible to students or other individuals. ~~An employee who is negligent in the Negligent~~ storage of ~~the~~ pepper spray may ~~be~~ subject ~~the employee~~ to disciplinary action.

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# Board Policy

## Students

BP 5111(a)

### ADMISSION

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children **entering seeking admission to** a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

~~When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with~~ **The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.**

*(cf. 1112 - Media Relations)*

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

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

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5118 - Open Enrollment Act Transfers)*

**All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.**

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

### **Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

*(cf. 5111.1 - District Residency)*

*(cf. 5125 - Student Records)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

The Superintendent or designee **district** shall not inquire into or request documentation of a student's **social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)** , and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

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

*(cf. 5145.13 - Response to Immigration Enforcement)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall **immediately enroll** ensure that the enrollment of a homeless student, or foster child youth, student who has had contact with the juvenile justice system, or a child of a military family is not delayed because regardless of outstanding fees or fines owed to the child's student's last school, **lack of clothing normally required by the school, such as school uniforms**, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

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

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

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

*(cf. 6173.3 - Education for Juvenile Court School Students)*

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

~~(cf. 5119—Students Expelled from Other Districts)~~

*Legal Reference:*

EDUCATION CODE

**234.7 Student protections relating to immigration and citizenship status**

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

**48645.5 Enrollment of former juvenile court school students**

48850-48859 Educational placement of homeless and foster youth

~~**48645.5 Enrollment of former juvenile court school students**~~

49076 Access to records by persons without written consent or under judicial order

**49076.7 Student records; data privacy; social security numbers**

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-~~49704~~ **49703** Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 5

552a Note Refusal to disclose social security number

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

*Plyler v. Doe*, 457 U.S. 202 (1982)

*Management Resources:*

CSBA PUBLICATIONS

*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status*, February 2017

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

***Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues*, April 2018**

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

~~*Fact Sheet: Information on the Rights of All Children to Enroll in School*~~

*Dear Colleague Letter: School Enrollment Procedures*, May 8, 2014

***Fact Sheet: Information on the Rights of All Children to Enroll in School*, May 8, 2014**

***Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents*, May 8, 2014**

WEB SITES

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

California Department of Education, ***Health Care Coverage and Enrollment Assistance***:

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

***California Office of the Attorney General*: <http://oag.ca.gov>**

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

U.S. Department of Justice: <https://www.justice.gov>



# Administrative Regulation

Students

AR 5111(a)

## ADMISSION

### Age of Admittance to Kindergarten and First Grade

Note: Pursuant to Education Code 48200, a parent/guardian's obligation to enroll his/her child in school begins with the child's eligibility to be enrolled in first grade once he/she has his/her sixth birthday, as specified in Education Code 48010. However, a district that offers kindergarten is obligated to enroll a child in kindergarten at the beginning of the school year in which the child will have his/her fifth birthday, if his/her birthday is on or before September 1, pursuant to Education Code 48000.

At the beginning of each school year, the Superintendent or designee shall enroll any **otherwise**-eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6170.1 - Transitional Kindergarten)

### Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. **When none of the above documents is obtainable, an affidavit of the parent/guardian**
5. **Other means prescribed by the Board**

**When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)**

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# Board Policy

## Students

BP 5111.1(a)

### DISTRICT RESIDENCY

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

When establishing ~~a student's~~ **students'** residency for enrollment purposes, the Superintendent or designee shall not inquire into ~~a student's~~ **the** citizenship or immigration status **of students or their family members.**

***(cf. 5145.13 - Response to Immigration Enforcement)***

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

### Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

### **Appeal of Enrollment Denial**

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

### **Enrollment Not Requiring District Residency**

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

*(cf. 5111.2 - Nonresident Foreign Students)*

*(cf. 6145.6 - International Exchange)*

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

**234.7 Student protections relating to immigration and citizenship status**

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 **48204.4** Evidence of residency

48300-~~48316~~ **48317** Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

**UNITED STATES CODE, TITLE 8**

**1229c Immigration and Nationality Act**

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

**Plyler v. Doe, 457 U.S. 202 (1982)**

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

**CALIFORNIA ATTORNEY GENERAL'S OFFICE PUBLICATIONS**

**Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018**

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

**Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014**

**Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014**

WEB SITES

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

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

**California Office of the Attorney General: <http://oag.ca.gov>**

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

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

U.S. Department of Justice: <https://www.justice.gov>

# Administrative Regulation

## Students

AR 5111.1(a)

### DISTRICT RESIDENCY

#### Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student is admitted through an interdistrict attendance option, ~~such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer.~~ (Education Code 46600, 48204, 48301, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)
9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within ~~district boundaries~~ **the state**. (Education Code 48204.3)

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

10. The student's parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure. (Education Code 48204.4)

*(cf. 5145.13 - Response to Immigration Enforcement)*

### **Residency Based on Parent/Guardian Employment (Allen Bill Transfers)**

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

### **Proof of Residency**

**The district shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the district. (Education Code 234.7)**

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

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

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

A parent/guardian who is transferred or pending transfer into a military installation within **district boundaries the state** shall provide proof of residence **in the district** within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

**A student whose parent/guardian's departure from the state occurred against his/her will pursuant to item #10 in the section "Criteria for Residency" above shall be in compliance with district residency requirements if he/she provides official documentation of the parent/guardian's departure and evidence demonstrating that the student was enrolled in a public school in California immediately before moving outside the state. (Education Code 48204.4)**

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)



*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.3 - Education for Juvenile Court School Students)*

### **Safe at Home/Confidential Address Program**

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

*(cf. 3580 - District Records)*

(12/15 12/16) 5/18

# Board Policy

## Students

BP 5125(a)

### STUDENT RECORDS

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. ~~The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.~~ The Superintendent or designee shall establish administrative regulations governing the identification, **collection**, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records ~~and shall protect students and their families from invasion of privacy while maintaining the confidentiality of student records consistent with state and federal law.~~

*(cf. 3580 - District Records)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 5125.3 - Challenging Student Records)*

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

**All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.**

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

**The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)**

**No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)**

*(cf. 5145.13 - Response to Immigration Enforcement)*

**The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)**

## **Student Records from Social Media**

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.6 - Parental Notifications)*

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

*(cf. 9323 - Meeting Conduct)*

## **Contract for Digital Storage, Management, and Retrieval of Student Records**

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

*(cf. 3312 - Contracts)*

### *Legal Reference:*

#### EDUCATION CODE

#### **234.7 Student protections relating to immigration and citizenship status**

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

#### BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 *Student Online Personal Information Protection Act*  
**22586-22587 *Early Learning Personal Information Protection Act***  
CODE OF CIVIL PROCEDURE  
 1985.3 *Subpoena duces tecum*  
FAMILY CODE  
 3025 *Access to records by noncustodial parents*  
 6552 *Caregiver's authorization affidavit*  
GOVERNMENT CODE  
 6252-6260 *Inspection of public records*  
HEALTH AND SAFETY CODE  
 120440 *Immunizations; disclosure of information*  
PENAL CODE  
 245 *Assault with deadly weapon*  
WELFARE AND INSTITUTIONS CODE  
 681 *Truancy petitions*  
 701 *Juvenile court law*  
 16010 *Health and education records of a minor*  
CODE OF REGULATIONS, TITLE 5  
 430-438 *Individual student records*  
 16020-16027 *Destruction of records of school districts*  
UNITED STATES CODE, TITLE 20  
 1232g *Family Educational Rights and Privacy Act*  
 1232h *Protection of Pupil Rights Amendment*  
UNITED STATES CODE, TITLE 26  
 152 *Definition of dependent child*  
UNITED STATES CODE, TITLE 42  
 11434a *McKinney-Vento Homeless Assistance Act; definitions*  
CODE OF FEDERAL REGULATIONS, TITLE 16  
 Part 312 *Children's Online Privacy Protection Rule*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
 99.1-99.67 *Family Educational Rights and Privacy*  
 300.501 *Opportunity to examine records for parents of student with disability*

*Management Resources:*

**CSBA PUBLICATIONS**

***Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017***

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

***Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018***

**FEDERAL REGISTER**

*Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855*

**NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

*Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014*

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

**IDEA and FERPA Confidentiality Provisions, 2014**

*Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008*  
*Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007*

*Management Resources: (continued)*

**WEB SITES**

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

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

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpco>

# Administrative Regulation

Students

AR 5125(a)

## STUDENT RECORDS

### Definitions

*Student* means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

*Attendance* includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

*Student records* are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

*Mandatory permanent student records* are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

*Mandatory interim student records* are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

*Permitted student records* are those records having clear importance only to the current educational process of the student. (5 CCR 430)

*Disclosure* means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

*Access* means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

*Personally identifiable information* includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

*Adult student* is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

*Parent/guardian* means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

*Legitimate educational interest* is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

*School officials and employees* are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

*Contractor or consultant* is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

*Custodian of records* is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

*County placing agency* means the county social service department or county probation department. (Education Code 49061)

### **Persons Granted Absolute Access**

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

### **Access for Limited Purpose/Legitimate Educational Interest**

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been



investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following **optional** paragraph may be deleted by districts that include such a statement in their annual parental notification. See section below entitled "Notification of Parents/Guardians."

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. Any foster family agency with jurisdiction over a currently enrolled or former students; short-term residential treatment program staff responsible for the

**education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)**

**Such individuals shall have access to the student's ~~for purposes of accessing those students' current or most recent~~ records of grades, ~~and~~ transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan** developed and maintained by the district (Education Code 49069.3)

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

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

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

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

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

*(cf. 5021 - Noncustodial Parents)*

### **Discretionary Access**

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

- a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
  5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
  6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

*(cf. 3600 - Consultants)*

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

## **De-identification of Records**

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

### **Process for Providing Access to Records**

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained ~~in~~ **at** different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When ~~prior written consent from a parent/guardian is~~ required by law, the parent/guardian shall provide ~~a~~ written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

**If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.**

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

## Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

**The custodian of records shall also make an entry in the log regarding any request for records that was denied and the reason for the denial.**

The log ~~may~~ **shall** include **requests for access to** records ~~of access~~ by: ~~(Education Code 49064)~~

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

**6. Law enforcement personnel seeking to enforce immigration laws**

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

## Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

*(cf. 3260 - Fees and Charges)*

## Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

*(cf. 5125.3 - Challenging Student Records)*



No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

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~~ **with proper documentation**. 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. 5145.3 - Nondiscrimination/Harassment)*

### **Retention and Destruction of Student Records**

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

*(cf. 5111 - Admission)*

3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence

*(cf. 5111.1 - District Residency)*

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

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

7. Verification of or exemption from required immunizations

*(cf. 5141.31 - Immunizations)*

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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

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

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - *Health Screening for School Entry*)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - *Individualized Education Program*)

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

5. Language training records

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

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

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

(cf. 6162.52 - *High School Exit Examination*)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - *Independent Study*)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
  2. Standardized test results older than three years
  3. Routine disciplinary data
- (cf. 5144 - Discipline)*
4. Verified reports of relevant behavioral patterns
  5. All disciplinary notices
  6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

### **Transfer of Student Records**

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

*(cf. 4158/4258/4358 - Employee Security)*  
*(cf. 5119 - Students Expelled From Other Districts)*

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

### **Notification of Parents/Guardians**

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices **to in** that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

*(cf. 5145.6 - Parental Notifications)*

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073

10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

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

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

**In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.**

### **Student Records from Social Media**

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

- a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
- b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

(12/14 12/15) 5/18

# Administrative Regulation

Students

AR 5125.1(a)

## RELEASE OF DIRECTORY INFORMATION

### Definition

*Directory information* means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

*Directory information* does not include a student's social security number or student identification number. However, **for purposes of accessing or communicating in electronic systems,** directory information may include a student identification number, user identification, or other personal identifier used by the student **for purposes of accessing or communicating in electronic systems** provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

***Directory information* also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.**



## Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information, **how to refuse release**, and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

*(cf. 5125 - Student Records)*

*(cf. 5145.6 - Parental Notifications)*

**In addition, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parental consent or a court order.**

***(cf. 5145.13 - Response to Immigration Enforcement)***

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

## Parent/Guardian Consent

No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434a shall be released, unless the parent/guardian, or the student if he/she is 18 years **old or older**, has provided written consent that directory information may be released. For any other student, directory information shall not be released if his/her parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

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

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

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

(11/11 7/15) 5/18

# Exhibit

Students

E 5125.1(a)

## RELEASE OF DIRECTORY INFORMATION

### PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that \_\_\_\_\_(district name)\_\_\_\_\_, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), **as amended**, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by \_\_\_\_\_(insert date)\_\_\_\_\_. The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth

6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

**Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin. The district will not disclose such information without your consent or a court order.**

(7/05 11/11) 5/18

# Board Policy

## Students

BP 5131.2(a)

### BULLYING

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environments that protects 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)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. ~~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)*

*(cf. 6163.4 - Student Use of Technology)*

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)*

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 **social-emotional learning**, 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)*

**Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.**

~~*(cf. 6163.4 - Student Use of Technology)*~~

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

**The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:**

- 1. Discuss the diversity of the student body and school community, including their varying immigration experiences**
- 2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims**
- 3. Identify the signs of bullying or harassing behavior**
- 4. Take immediate corrective action when bullying is observed**
- 5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior**

*(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)*

### **Reporting and Filing of Complaints**

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. 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.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

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 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.

### **Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

### **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. 4118 - Dismissal/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  
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 2014  
*Addressing 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

***California's Social and Emotional Learning: Guiding Principles, 2018***

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

*Bullying at School*, 2003

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

***Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018***

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

***Guidance to Schools: Bullying of Students with Disabilities, October 2014***

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

***Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010***

*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/ss>

**California Office of the Attorney General: <http://oag.ca.gov>**

Center on Great Teachers and Leaders: <https://gtlcenter.org/>

**Collaborative for Academic Social and Emotional Learning: <https://casel.org>**

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>**

**Partnership for Children and Youth: <https://www.partnerforchildren.org>**

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

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# Board Policy

## Students

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, extracurricular, 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, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, **nationality**, national origin, **nationality**, **immigration status**, **ethnicity**, ethnic group identification, **ethnicity**, age, religion, marital **status**, **pregnancy**, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, ~~or~~ gender expression, **or genetic information**, or association with a person or group with one or more of these actual or perceived characteristics.

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that 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 reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful 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

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 district's 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*)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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 when the behavior 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 - **Dismissal**/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*)

## **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - *District Records*)

### *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

**GOVERNMENT CODE**

**11135 Nondiscrimination in programs or activities funded by state**

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-~~4687~~ **4670** 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

99.31 Disclosure of personally identifiable information

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 Prohibition of discrimination based on age

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

**Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016**

~~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~~

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

**Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018**

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**

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, ~~January 1999~~ **Fact Sheet, August 2010**

WEB SITES

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

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

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

**California Office of the Attorney General: <http://oag.ca.gov>**

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>

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# Administrative Regulation

Students

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 applicable 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 alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, **nationality**, national origin, **nationality**, **immigration status**, **ethnicity**, ethnic group identification, **ethnicity**, age, religion, marital **status**, pregnancy, **or** parental status, **pregnancy**, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, **genetic information**, or any other legally protected status 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)

Superintendent  
745 10<sup>th</sup> Street  
Colusa, CA 95932

530.458.7791

*(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, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)

- a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
- b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
  - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
  - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
  - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

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

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

3. 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)
4. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

*(cf. 5145.6 - Parental Notifications)*

5. The Superintendent or designee shall ensure that students and parents/guardians, including those 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 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.

6. 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 details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

7. 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)
8. 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 protect students** from threatened or potentially discriminatory behavior **and ensure their privacy rights**.

### **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

*(cf. 5131.5 - Vandalism and Graffiti)*

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, 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 **the school's response plan to unlawful discrimination or harassment**

(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 students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - **Dismissal**/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**

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 a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## **Transgender and Gender-Nonconforming Students**

*Gender identity* of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, 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 is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the 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 student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the **bathroom** that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
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 shall 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 any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee 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 administrative regulation, 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 student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults 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 of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
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 and

develop strategies for ensuring that the student's access to education programs and activities is maintained. 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 can** 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 arrangements for the student 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:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options 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 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, with proper documentation**. 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. Such preferred name may be added to the student's record and official documents as permitted by law.

*(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 will, in general, 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)*

(9/16 5/17) 5/18

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**OFFICIAL MINUTES**

Board of Trustees Board Meeting

June 12, 2018

CALL TO ORDER	The meeting was called to order at 5:15 p.m. in the District Office Board Room by Charles Yerxa, who established a quorum was present. Attending were Melissa Ortiz and Michael Phenicie. Superintendent Dwayne Newman and various staff members were also present.
PLEDGE OF ALLEGIANCE	Roberta James led the pledge of allegiance.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	Roberta James expressed her concern with the current condition of the tennis courts at Colusa High School.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information presented.
RECOGNITIONS & CELEBRATIONS	Jody Johnston recognized the students of Egling Middle School for their hard work on the Hawk's Eye Calendar.
PRESIDENT'S REPORT	<p>CRAF – None reported.</p> <p>FOM – Mr. Phenicie reported out on various upcoming activities &amp; fundraisers.</p> <p>SELPA – Mr. Newman reported on the upcoming increased SELPA costs.</p> <p>DELAC – Melissa Ortiz stated that the recent DELAC recognition ceremony was a huge success. Ms. Ortiz recognized Lupe Espindola for her incredible ability to make strong connections with CUSD families.</p> <p><b>Monthly Activities Report:</b></p> <p>Michael Phenicie – None reported.</p> <p>Melissa Ortiz – Mrs. Ortiz held a strengths finder activity for the staff at Colusa High School.</p> <p>Charles Yerxa – Mr. Yerxa congratulated everyone involved in the various graduations.</p> <p>Dwayne Newman – Mr. Newman reported that our CUSD students did very well in the Colusa County Fair.</p>
PUBLIC HEARING 2018-19 LOCAL CONTROL ACCOUNTABILITY PLAN	The Public Hearing opened at 5:39 PM. No comments were made and the Hearing closed at 5:40 PM
PUBLIC HEARING 2018-19 BUDGET	The Public Hearing opened at 5:40 PM. No comments were made the Hearing closed at 5:41 PM.



Board of Trustees Meeting  
June 12, 2018

DISCUSSION ITEM ONLY	Agenda item G.1. – Discussion Regarding Tennis Court Resurfacing: Members of the public expressed concerns regarding the current conditions of the tennis courts. Mr. Newman and Ron Rogers will work together to obtain additional resurfacing bids.
DISCUSSION ITEM ONLY	Agenda item G.2. – Discussion Regarding Softball Field Use: The board directed Mr. Newman to follow the guidance of the district's legal counsel and insurance carrier to prohibit alcohol on the softball fields. Those fields, like all district property, will only be offered for community use if the outside organization agrees to prohibit use, possession or sale of alcohol on the property.
ACTION ITEM #1718178	<p>Motion was made by Michael Phenicie, seconded by Meliisa Ortiz to approve and adopt BB9320 – Meetings &amp; Notices.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718179	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the 2018-19 Board Meeting Dates and Times.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
DISCUSSION ITEM ONLY	Agenda item G.5. – Discussion Regarding Board Self Evaluation & Governance Handbook. Mr. Newman reviewed the governance handbook. The board requested that the Principal's share a few upcoming events at each board meeting. Mr. Newman commented that a District Communications Plan was being drafted. The updates to the board, as well as clarification of standard operating procedures related to communications from the district to the community would be clarified.
ACTION ITEM #1718180	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Variable Term Waiver for Reading Specialist for the 2018-19 School Year.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p>

Board of Trustees Meeting  
June 12, 2018

	Vote: (3 Ayes, 2 Absent)
ACTION ITEM #1718181	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Burchfield Primary School 2018-19 Single School Plan</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718182	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Egling Middle School 2018-19 Single School Plan</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718183	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Colusa High School 2018-19 Single School Plan</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718184	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Colusa Alternative Home School 2018-19 Single School Plan</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>

Board of Trustees Meeting  
June 12, 2018

ACTION ITEM #1718185	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Colusa Alternative Home School 2018-19 Single School Plan</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718186	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Warrants: Batch #40-44.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718187	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Declaration of Need for Fully Qualified Educators.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ACTION ITEM #1718188	<p>Motion was made by Melissa Ortiz, seconded by Michael Phenicie to approve the Board Policies &amp; Administrative Regulations as listed on the Agenda with the exception of the following:</p> <p>BP &amp; AR 4161.9, 4261.9, 4361.9 – Catastrophic Leave. Item was pulled. Mr. Newman will take the policy to the negotiating teams for an in depth review of the wording. This item will be brought back as a First Read at the August 2018 board meeting.</p> <p>BP 5145.9 – Hate Motivated Behavior. This item was not approved. Item will be pulled and will not appear as a second read in August.</p> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>

Board of Trustees Meeting  
June 12, 2018

ACTION ITEM #1718189	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the following consent agenda items:</p> <ol style="list-style-type: none"> <li>1. May 8, 2018 Board Meeting Minutes</li> <li>2. May 22, 2018 Special Board Meeting Minutes</li> <li>3. May Payroll</li> <li>4. Personnel Assignment Order</li> <li>5. 2018-19 Consolidated Application</li> <li>6. Reduced Workload Request for Certificated Staff Member</li> <li>7. 2016-17 Performance Indicator Review Improvement Plan</li> <li>8. Ag Incentive Grant</li> <li>9. 2018-19 Tri-County Induction Program Memorandum of Understanding between Sutter County Superintendent of Schools Office &amp; Colusa Unified School District</li> <li>10. Innovative Approaches to Literacy – Memorandum of Agreement between Colusa County Office of Education, Colusa Unified, Williams Unified, &amp; Maxwell Unified.</li> <li>11. Williams Uniform Complaint Procedure</li> <li>12. Audio Enhancement Final Quote – Colusa High School &amp; Egling Middle School</li> <li>13. Top Tier Datacom Final Proposal – Colusa High School</li> <li>14. Colusa Flooring – Burchfield Primary</li> <li>15. Wike Restoration – Colusa High School</li> <li>16. Goelz Bros Roofing Change Order for Credit – Colusa High School</li> </ol> <p>Yerxa – Aye Griffith-Garcia – Absent Ortiz - Aye Phenicie – Aye Whitesell – Absent</p> <p>Vote: (3 Ayes, 2 Absent)</p>
ADJOURNMENT	The meeting adjourned at 6:52PM.

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

APPROVED BY:

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street

Colusa, CA 95932

**OFFICIAL MINUTES**

Board of Trustees Special Board Meeting

June 26, 2018

CALL TO ORDER	The meeting was called to order at 7:18 a.m. in the District Office Board Room by Charles Yerxa, who established a quorum was present. Attending were Melissa Ortiz, Michael Phenicie, Kathie Whitesell, Kelli Griffith-Garcia and Melissa Ericsson.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information was presented.
ACTION ITEM #1718190	Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the 2018-19 Local Control Accountability Plan.  Ortiz – Aye Yerxa – Aye Phenicie - Aye Whitesell – Aye Griffith-Garcia – Aye  (Unanimous)
ACTION ITEM #1718191	Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve the 2018-19 Budget.  Ortiz – Aye Yerxa – Aye Phenicie - Aye Whitesell – Aye Griffith-Garcia – Aye  (Unanimous)
ADJOURNMENT	The meeting was adjourned at 7:25 AM.

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

APPROVED BY:



## Payroll Totals Consent Agenda August 20, 2018

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### Month of June, 2018

Issued 6/11/2018 (Supplemental):	\$ 3,918.78
Total paid: 38	
Issued 6/28/2018 (Deferred Pay)	\$ 370,380.60
Total paid: 134	
Issued 6/30/2018 (End of Month)	\$784,680.08
Total paid: 179	
June Payroll Total:	\$1,158,979.46
Total paid: 351	

### Month of July, 2018

Issued 7/10/2018 (Supplemental):	\$ 19,638.46
Total paid: 17	
Issued 6/30/2018 (End of Month)	\$200,926.34
Total paid: 52	
July Payroll Total:	\$220,564.80
Total paid: 69	



**Personnel Assignment Order  
Consent Agenda  
August 20, 2018**

**Employment – Resignations – Retirement – Leaves – Transfers – Terminations**

**CERTIFICATED**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<b><i>Employment Appointments</i></b>				
Jennifer Lay	8 <sup>th</sup> Grade Volleyball Coach		\$1755 Stipend	8/01/2018
<b><i>Resignations</i></b>				
Mark Abbay	5 <sup>th</sup> Grade Teacher	Tenured	\$80,286	6/05/2018
John Ithurnburn	CHS Vice Principal		\$97,451	7/27/2018
<b><i>Transfers/Reassignment</i></b>				
Deanna Jarrett	Fr: TK To: 3 <sup>rd</sup> Grade Teacher	Tenured	\$90941	8/13/2018
Heather Hamilton	Fr: 3 <sup>rd</sup> Grade Teacher To: 6 <sup>th</sup> Grade Teacher	Tenured	\$54,050	8/13/2018
Melissa Slocum	Fr: 5 <sup>th</sup> Grade Teacher To: BPS Reading Specialist	Tenured	\$71,077	8/13/2018

**CLASSIFIED**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<b><i>Employment Appointments</i></b>				
Allison Hernandez	Clerical Assistant	Summer	\$11.00	6/11/2018
Alyssa Penhall	Clerical Assistant	Summer	\$11.00	6/11/2018
Jamie Lay	Transportation Coordinator/ Utility Worker/Bus Driver	Probationary	\$21.52	6/12/2018
Allison Hill	Nutrition Service Office Asst.	Summer	\$15.85	6/20/2018
Moses Espino	Utility Worker/Bus Driver	Probationary	\$17.78	7/23/2018
Daniel Ruiz	Utility Worker/Bus Driver	Probationary	\$21.52	7/23/2018
Micheal Cox	Cafeteria Assistant II	Probationary	\$15.25	8/01/2018
Ivan Rodriguez	Assistant JV Football Coach		\$2171 Stipend	8/01/2018
Araneli Andrade	EMS ASES Para-Educator	Probationary	\$14.68	8/13/2018
Alex Roque	EMS ASES Para-Educator	Probationary	\$14.68	8/13/2018
Adam Dragoo	Technology Support Specialist	Probationary	\$23.24	8/13/2018
<b><i>Resignations</i></b>				
Andrew Lemenager	Data Technology Specialist		\$21.52	6/30/2018
Jamie Lay	Utility Worker/Bus Driver		\$19.94	6/11/2108
Micheal Cox	Cafeteria Assistant I		\$16.47	7/31/2018
Jory Benitez	Para-Educator		\$17.11	8/10/2018
<b><i>Transfers/Reassignment</i></b>				
Lisa Nilsen-Raymond	Fr: Technology Support Specialist To: Data Technology Specialist		\$23.24	7/01/2018



This is Schedule Number **S-0000193853** to the Frontier Services Agreement dated 02/02/2015 ("FSA") by and between C.U.S.D. ("Customer") and Frontier Communications of America, Inc. on behalf of itself and its affiliates ("Frontier"). Customer orders and Frontier agrees to provide the Services and Equipment identified in the Schedule below.

**Customer Information:**

Installation Site:	745 10th Street, Colusa, California, 95932	Schedule Date:	07/16/2018
Billing Address:	745 10th ST, COLUSA, California, 95932-2432	Requested Install Date:	07/31/2018
Single Point of Contact ("SPOC"):	Jeremy Miller	Phone:	(530) 458-7793

Equipment Purchase and Installation Services:	Payment
A. Equipment and associated products specifically identified in <b>Attachment 1 ("Equipment")</b>	\$ 23,000
B. <b>Installation &amp; Training Services</b> as specified in <b>Attachment 2: Scope of Work ("SOW")</b> (including adjustments from Section 6 of Attachment 2, if applicable)(" Services")	\$ 902.66
<b>Total Payment:</b> \$ 23902.66 <b>Payment Schedule:</b> As described below	
<p>Frontier reserves the right to invoice Customer for all costs incurred, if Installation Services are stopped, delayed, or rescheduled for more than 45 days, whether due to a request by Customer or as a result of a failure of Customer to meet the responsibilities outlined in Attachment 2.</p> <p><b>* Payment Plan – for Equipment &amp; Services with the following Total Payment:</b>  (a) &lt; \$25,000: Equipment payment 100% on delivery; Services 100% on Frontier provision of COC (described below),  (b) &gt;= \$25,000: Equipment payment 25% on mutual execution of this Schedule, remainder on shipment of Equipment; Services 100% per COC or COA (described below).</p>	

Lease/Financing Option: NO ☒

YES ☐ (if checked the **Payment Schedule will be 100% on Acceptance**, and the following terms apply)

Customer has entered into a financing agreement with <insert lender's full legal name> ("Lender"). Frontier will exercise commercially reasonable efforts to cooperate with Lender, and will accept Lender's payment pursuant to this Schedule on Customer's behalf. Upon Frontier's receipt of payment in full for the Equipment from Lender, Customer shall have no further interest in, or right to the Equipment except such interest as is set forth in any financing agreement between Customer and Lender. Notwithstanding the foregoing, Customer acknowledges and agrees that it is solely responsible to Frontier for the terms and conditions of this Schedule and Frontier is not responsible for, and bears no risk with respect to such financing agreement, including but not limited to Lender's approval or rejection of Customer's creditworthiness, or the performance under any such financing agreement by any party thereto. In the event Lender does not approve or otherwise fails to assume responsibility for payment, Customer will remain responsible to Frontier for all of the terms and conditions (including but not limited to charges) outlined in this Schedule.

- Equipment Delivery and Billing.** With respect to Equipment that is not a Drop-Ship Order (described below), Frontier will, at a Frontier facility or other location (not the Customer's address), receive, inventory, and / or preprogram or stage such Equipment as required prior to delivery to Customer. Once these tasks are completed, Frontier will deliver such Equipment to the Customer at the Installation Site. Upon such delivery, risk of loss for such Equipment so delivered shall pass to Customer and Customer has the insurable interest in such Equipment. Customer will be responsible for securely storing such Equipment, and providing such Equipment to Frontier's representatives (typically, installation technicians) at the time of installation. If the Equipment alone has a price less than twenty-five thousand dollars (\$25,000), then Customer shall be deemed to have accepted such Equipment upon delivery ("Acceptance") and Frontier billing will commence at this time for such Equipment. If the Equipment alone has a price equal to or greater than twenty-five thousand dollars (\$25,000) or more, then Frontier will provide to Customer at Equipment delivery a Certificate of Acceptance ("COA") for such Equipment, that Customer shall return to Frontier within five (5) business days of delivery. If the COA for Equipment is not received by Frontier within such time and Customer has not notified Frontier in writing of a material problem related to such Equipment, then Customer shall be deemed to have accepted ("Acceptance") the Equipment and billing will commence.
- Services and Billing.** With respect to Services, Frontier will notify Customer upon Frontier's completion of the Services. If the Total Payment amount is less than \$25,000, then Frontier shall provide to Customer a Certificate of Completion ("COC") for Services (that the Customer is not required to complete and return to Frontier) and billing for such installation and/or training services shall commence. If the Total Payment amount is equal to or greater than \$25,000, then Frontier shall provide to Customer a Certificate of Acceptance ("COA") for Services that Customer shall complete and return to Frontier within five (5) business days and billing shall commence. If the COA for Services is not returned within such period, and Customer has not notified Frontier in writing of a material problem related to the Services, then Customer shall be deemed to have accepted such Services ("Acceptance") and billing shall commence. If there are minor pending items, the COA for Services will be signed by Customer with a list of exceptions (punch list), and Frontier will address the punch list items in a timely manner following the Acceptance.
- Drop-Ship Orders.** Drop-Ship orders are separately addressed using Frontier's customary "Equipment Purchase Drop-Ship Schedule."
- Manufacturer Requirements.** Customer acknowledges and agrees that the Equipment and Services provided by Frontier hereunder are subject to the terms, conditions and restrictions contained in any applicable agreements (including software or other intellectual property license agreements) between Frontier and Frontier's vendors, and **all applicable licenses are subject to the manufacturer's end user license terms and conditions.**
- Title.** Frontier retains legal title to the Equipment until the NRCs identified above are paid in full. Customer grants a security interest in the Equipment to Frontier, pending full payment, and shall take all additional measures necessary to perfect such security interest at Frontier's request.
- Warranty.**

a. **Equipment.** All Equipment is warranted pursuant to the applicable manufacturer's standard warranty provisions, as outlined in the documentation packaged with the Equipment. This Schedule shall not be construed as granting a license with respect to any patent, copyright, trade name, trademark, service mark, trade secret or any other intellectual property, now or hereafter owned, controlled or licensable by Frontier or the third party manufacturers. Customer agrees that Frontier has not made, and that there does not exist, any warranty, express or implied, that the use by Customer of the Equipment will not give rise to a claim of infringement, misuse, or misappropriation of any intellectual property right.

b. **Services.** Frontier warrants that any cables and connectors, provided by Frontier as a result of installation, between the Equipment and any other equipment at the Installation Site will be in good working order for a period of thirty (30) days after installation; provided, however, that any failure of such cables and connectors is not caused by Customer's misuse or abuse.


c. **THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND FRONTIER DISCLAIMS ALL OTHER WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR FUNCTION, TITLE OR NONINFRINGEMENT OF THIRD-PARTY RIGHTS.**

7. **Insurance.** While Customer (or Lender if applicable) holds risk of loss and until title for any piece of Equipment purchased hereunder passes to Customer, Customer shall maintain insurance with limits sufficient to cover the replacement cost of the Equipment, issued by reputable and financially sound insurance companies authorized to do business in the state where the Equipment is located and with an A.M. Bests Rating of A IX or better. THE INSURANCE COVERAGE LIMITS SHALL IN NO ANY WAY RESTRICT OR DIMINISH CUSTOMER'S LIABILITY UNDER THIS SCHEDULE. Customer will submit to Frontier a standard "Accord" insurance certificate (or comparable form acceptable to Frontier) signed by an authorized representative of such insurance company(ies), certifying that the insurance coverage(s) required hereunder are in effect for the purposes of this Schedule. Said insurance certificate shall certify that no material alteration, modification or termination of such coverage(s) shall be effective without at least 30 days advance written notice to Frontier. All policies shall name Frontier as Additional Insured as respects Customer's liability under this Schedule. Customer's insurance shall be considered primary and not excess or contributing with any other applicable insurance.

8. **Remedies for Default.** In the event of Customer's default hereunder or termination for any reason prior to Frontier's receipt of payment in full, Frontier shall have the following remedies: (a) to retain any payments made as liquidated damages; (b) to enter upon the Installation Site or other premises, and remove all or any part of the Equipment; (c) to sell, lease or otherwise dispose of all or any part of the Equipment either before or after repair, at public or private sale, for the account of the Customer, Customer to be liable for the cost of repair and any deficiency; (d) at its option, with notice required by law, to retain all or any part of the Equipment in satisfaction of the indebtedness of Customer; (e) to commence, continue or defend proceedings in any court of competent jurisdiction for the purpose of exercising any of the rights, powers and remedies set out herein; and; (f) to enforce any other right or remedy that Frontier may have under this agreement or by law.

9. **Change Management Process.** Customer may request changes in or additions to this Schedule by completing a Change Order form (provided by Frontier) and submitting such form to Frontier for review. Frontier will comply, to the extent feasible, with requested changes; provided that if Frontier determines that such changes cause an increase or decrease in the cost of or time required for performance of the work, Frontier will advise Customer thereof and such adjustments shall be reflected in Frontier's response to the Change Order. The Change Order will not become effective unless and until mutually agreed and executed by both parties. If the Change Order results in additional charges, Frontier will begin work in response to an executed Change Order only after Frontier has received a Purchase Order for the additional work. Change orders executed after Equipment billing has occurred, will be billed when additional equipment is delivered. Change orders including for additional labor or completion delays caused by the change order will result in billing for the labor provided as per the original FSA. Proposed change orders significantly changing the scope of the project may require a separate FSA and / or schedule at Frontier's discretion. All executed Change Orders will be subject to the terms and conditions of the FSA, and this Schedule.

**This Schedule is not effective and pricing, dates and terms are subject to change until signed by both parties.** This Schedule and any of the provisions hereof may not be modified in any manner except by mutual written agreement. The above rates do not include any taxes, fees or surcharges applicable to the Equipment or Service. This Schedule, the documents incorporated herein by reference, and all terms and conditions of the FSA, comprise the entire agreement between the parties with respect to the purchase of Equipment and Services described herein, and supersede any and all prior or contemporaneous agreements, representations, statements, negotiations, and undertakings written or oral with respect to the subject matter hereof.

<b>Frontier Communications of America, Inc.</b>	<b>C.U.S.D.</b>
<b>Frontier's Signature:</b>	<b>Customer's Signature:</b> 
<b>Printed Name:</b>	<b>Printed Name:</b> Wayne Newman
<b>Title:</b>	<b>Title:</b> Superintendent
<b>Date:</b>	<b>Date:</b> 7/17/18

Attachment 1

\*Only specifically identified Equipment and Licenses identified in this Attachment are included.

Itemized Pricing

CPE Material				
QTY	Part #	Description	Unit Price	Total Price
7	51011571	5304 IP Phone	\$85.95	\$601.67
108	50006767	6920 IP Phone	\$149.15	\$16,108.60
20	50006769	6930 IP Phone	\$207.30	\$4,145.97
2	50006770	6940 IP Phone	\$278.08	\$556.17
3	50006874	M695 PKM	\$126.40	\$379.20
2	50006580	MiV ConferencePhone(UC360 CollabPt InRm)	\$604.20	\$1,208.40
10	INSTA	MAC - M-F 8x5 Rate	\$90.27	\$902.66
			<b>Total Price:</b>	<b>\$23,902.66</b>

**Attachment 2**  
**Scope of Work**  
**Installation Services**

**1. Overview.**

a. This Scope of Work ("SOW") outlines the services and deliverables Frontier will provide as part of the Installation Services. In addition, this SOW outlines the roles and responsibilities of Frontier and Customer with respect to the Installation Services, and the key dependencies upon which this SOW is based.

b. During the installation process, Frontier will work closely with Customer on a consultative basis to ensure the successful completion of this SOW. **This SOW outlines all services and deliverables covered by the compensation outlined in the Schedule.** Any requested changes or additions to this SOW may only be accommodated according to the change management process outlined in Section 7 of the Schedule.

c. The services and deliverables described in this SOW are designed to properly configure the Equipment according to manufacturer specifications. In addition, all work performed by Frontier pursuant to this SOW will comply with manufacturer-recommended installation procedures.

d. The work described under this SOW will begin on a date mutually agreeable to Customer and Frontier. The start date will be determined following full execution of both the Schedule incorporating this SOW and the underlying Frontier Service Agreement.

**2. Key Assumptions.** This SOW and related pricing are based on the following key assumptions. If these assumptions are not met, changes in project scope, pricing and/or schedule may be required in order to satisfy project objectives.

a. Hours. All work will be performed during normal business hours (8:00am – 5:00pm local time, excluding holidays).

b. Installation. Customer is responsible for providing and configuring all routers, switches, and servers necessary for installation of the Equipment. Frontier is not responsible for anything outside the scope of this SOW, unless outlined in a mutually agreed Change Order to this SOW.

c. Wiring. Wiring is in place, easily accessible, in proper working order, properly identified on both ends and within reach of the provided 2m patch cord for IP devices or the provided 12' line cord for digital devices of the set location is to be placed for this installation. Unless otherwise specifically agreed in Section 6 or a Change Order, installation and/or repair of wiring is not included in this SOW.

d. Standards. All routers and switches supporting a VoIP System must meet industry standards for Quality of Service (QoS).

e. Installation Site. Customer will ensure that the installation site is prepared for and compatible with the installation services and operation of the Equipment, including but not limited to the following:

Drop ship equipment to customer. Frontier will provide 10 hours of support on configuration and deployment

f. Scheduling. Frontier resources will be assigned and scheduled based on availability. An initial project meeting will be held with the Frontier implementation team and Customer-designated representatives. During this meeting critical implementation milestones will be determined. If applicable a Frontier-assigned Project Manager will be responsible for maintaining the master project schedule. Installation Services will be performed during regular business hours (8 a.m. to 5 p.m. local time) unless otherwise outlined in Section 6.

g. Cut-Over. Installation Services by Frontier will be completed in one (1) single continuous phase, unless a "multi-phased" implementation is requested by Customer and agreed per Section 6 or Change Order. In the event a multi-phased implementation is requested, additional charges will apply.

h. Removal of Existing Equipment and Infrastructure. Frontier is not responsible for removal, disposal and cleanup of existing cable, telephony and associated equipment (e.g., power supplies, racks, blocks, etc.), unless specified in Section 6.

i. Out-of-Scope Services. For clarification, anything not expressly identified in this SOW as provided by Frontier is out-of-scope, including but not limited to the following:

- Hardware, software, telecommunications or network technology not included in the original design.
- Installation and configuration changes that result from site additions or relocations that were not included in this SOW.
- Delays of more than one half (1/2) hour resulting from Customer's failure to meet its responsibilities.
- Additional site visits required by Frontier personnel as a result of changes in Customer requirements or Customer's failure to meet its obligations.

**3. Frontier Responsibilities.**

a. Scope. Frontier will perform the following installation Services:

Configure phones to Mitel controller, Provide CUSD with information on how to pin the phones to the network.

b. Performance of Work. Frontier will install the Equipment. Installation Services will be performed in a workmanlike manner consistent with manufacturer-published specifications and practices. Workmanship will comply with applicable NEC (National Electric Code) and TIA (Telecommunication Industries Association) standards.

c. Miscellaneous. Frontier is also responsible for the following:

- Provide status to Customer SPOC per a mutually agreed schedule.
- Provide installation, configuration and testing of Equipment & licensed software.
- End user training per Section 5.
- Basic system administration training per Section 5.
- Provide system documentation to Customer.
- Provide support contact information to Customer to respond to questions during the installation project.
- Prior to the scheduled installation date, Frontier will provide manufacturer and/or Equipment and license specific requirements for QoS, DHCP, application and integration with respect to the design and configuration to which Customer's network must adhere.
- Confirm that all shipped Equipment to the Installation Site aligns with the Parts List ordered by Frontier on behalf of the Customer.

**4. Customer Responsibilities:** Customer is responsible all network elements not specifically identified in this SOW as a Frontier responsibility, including but not limited to the following:

- Provide a qualified SPOC responsible for communicating Customer's requests to Frontier, and assume responsibility for all requests for modification.
- Ensure that Customer Information Technology resources will be available as required by Frontier.
- Provide Frontier employees or representatives access, escort, suitable work space and safety training (if required by Customer).
- Actively and promptly assist in database gathering and providing all information required by Frontier for installation purposes.
- All data network requirements (hardware and software), except as otherwise specifically ordered through Frontier.
- All voice and data wiring, except as specifically outlined in this SOW or a separate Frontier Schedule. Any required modifications/adds/repairs during the installation project are billable.
- QoS for VoIP systems
- Administrative formal training for Customer employees, unless ordered through Frontier.
- Manage and coordinate 3<sup>rd</sup> party vendors, as necessary, to allow the installation project to proceed as scheduled.
- All manufacturer recommended environmental, HVAC, power and grounding requirements.
- All patch cables that are required with the exception of the single 2m (6.5') patch cord provided with each IP device or a single 12ft line cord for each digital phone.

- Ensure that all network equipment, configurations, cabling, power and grounding requirements are completed prior to installation start date.
- Provide Frontier with two (2) copies of current floor plans of the Installation Site that identify the placement of all cable plant, desktop devices, voice mailbox users and PCs as applicable to Frontier's installation responsibilities hereunder. These floor plans must be signed to indicate their completeness and accuracy. If cable records are inaccurate or unavailable, Frontier will require the purchase of cable "Tone & Testing" to generate updated cable plant and cross-connect records.
- All drilling at the Installation Site with the exception that Frontier will complete any drilling to secure required Equipment racks.
- Ensure all servers and computers supplied by the Customer meet the hardware and software specifications for all application software purchased.
- Provide Frontier with all required information to successfully integrate Installed Equipment and any OEM equipment supplied by the Customer.
- Provide a secure location for Equipment shipped to the Installation Site and sign required documentation (e.g. packing slip) to confirm receipt of ordered Equipment at the Installation Site. Upon signing the required documentation, the Customer is responsible for all Equipment.
- Wiring, cabling and connection to interface(s) of 3rd Party vendor equipment associated with the Installation (including headsets)
- Provide a minimum of two (2) static IP addresses for each installed system.
- Provide a working wire line telephone in or near the room of installed Equipment.
- Provide adequate conduit, duct and trough availability for required cabling associated with the installation.
- Prior to Project implementation, identify and remove all contaminated areas from asbestos or other hazardous materials. If Frontier discovers contaminated areas during Installation, Frontier will cease all Project activity until all hazardous materials are removed. Customer is responsible for all costs associated with removal of hazardous materials and additional costs incurred from Project delays due to the removal of hazardous materials.

Frontier will perform the following non-standard tasks:	Additional NRC
out of scope work.	\$ 85.00
	\$
	\$
	\$
Customer assumes responsibility for (and Frontier will NOT perform) the following standard tasks:	Reduced NRC
	\$
	\$
	\$
	\$

#### 5. Training.

- Frontier will provide end user training for installed Equipment, as applicable, using one or a combination of the following methods: on site, virtual leader lead, or web based self paced. Any onsite training will be conducted in one single continuous phase. In the event that multi-phased training is requested, additional charges will apply and must be noted in Section 6.
- Customer will (i) work with Frontier to identify a training time and date, (ii) provide a suitable on-site training facility for training classes, and (iii) identify the class participants and ensure their participation. The training room must be adequately cabled for installation of the training room phones. The parties will mutually agree to a date and time for the training class. Frontier is responsible for providing the training room phones (if applicable), and providing Customer with a copy of the training materials. If training is delayed by Customer for any reason, or by Frontier as a result of Customer's failure to provide a reasonable number of attendees per class (in Frontier's reasonable determination), additional charges will apply.
- Training for digital and VoIP telephones will not exceed one (1) hour of training for every 12 telephones purchased, and the following basic administration training will also be provided by the installing technician at the time of installation:
  - How to login / reset user password on system
  - How to set up a new extension
  - How to remove an extension
  - How to reset a VM password

**6. Exceptions and Additional Scope Elements.** Notwithstanding anything otherwise stated, Frontier will perform the following non-standard installation tasks as part of its SOW and/or Customer will assume responsibility for the standard installation tasks identified below. Line item NRCs below, whether additional NRC related to Frontier's performance or a reduction in the NRC based on Customer's assumption of responsibility, are incorporated into the overall NRC represented in the Schedule.

**Colusa High School - Athletic Coaches and Volunteers 2018 – 2019**  
**As of 8/8/2018**

**Fall:**

Matt Jessee: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Raphael Delgado: New Hire Must Complete

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Russ Gardner: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Elden Tamez: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Jim Saso: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Ivan Rodriguez: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Tina Lyons: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Kim Roper: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Matt Giffin: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Darren Townzen: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Leslie Pingrey: Concussion Completed

Must Complete and In Process: Fundamentals of Coaching, CPR/First Aid, Sudden Cardiac Arrest, Heat & Illness

Tana Loudon: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

Jim Imhoff: All Completed and Cleared

Fundamentals of Coaching, CPR/First Aid, Concussion, Sudden Cardiac Arrest, Heat & Illness

## 2018/2019 MEMORANDUM OF UNDERSTANDING

### Tri-County Induction Program

#### Sutter County Superintendent of Schools Office and Colusa Unified School District

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##### **General**

This Memorandum of Understanding (MOU) is entered into between the Sutter County Superintendent of Schools Office (SCSOS), Local Educational Agency (LEA) for the Tri-County Induction Program, and a participating district or COE referred to as District in this MOU, to implement the Tri-County Induction Program.

The effective date of this MOU is July 1, 2018 – June 30, 2019. The terms of this agreement shall remain in force unless mutually amended.

##### **Purpose**

The purpose of this MOU is to establish a formal level of commitment between SCSOS and the District.

##### **Responsibilities – General**

- A. SCSOS agrees to provide support for the Program Administrator and a secretary to administer the accredited induction program per the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) guidelines. This includes:
1. Providing workspace for the director and secretary -- including computer and fax access, telephone and office supplies, and meeting space for program activities.
  2. Developing, establishing and processing payment for contracts with outside vendors for professional services as needed and/or required.
  3. Developing, establishing and processing payment for contracts with Mentors and other personnel for professional services as needed and/or required.
  4. Establishing and maintaining accurate records and reports.
  5. Supplying to the California Commission on Teacher Credentialing (CTC) and the California State Department of Education (CDE) reports and other information as requested on all matters related to program requirements and activities.
- B. The participating district agrees to the following:
1. Appoint a liaison who will regularly attend Advisory Committee meetings (in-person or virtually), oversee all activities within the district and assume the responsibilities established by the Tri-County Induction Program (including notifying TCIP when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc).

Jody Johnston  
Name of liaison  
jjohnston@colusa.k12.ca.us  
Liaison's Email address



2. The district will distribute information about TCIP to **all new hires** at the point of hire so that induction can begin in the teacher's first year of teaching (Precondition 1, Standard 1).
3. The district will notify the Induction program regarding the mentor match within the first 30 days of the candidate's enrollment in the program, matching the mentor and candidate according to credentials held, grade level and/or subject area, as appropriate to the participant's employment (Precondition 2, Standard 4).
4. The district will help TCIP assure that each candidate receives an average of not less than one hour per week of individualized "just in time" support/mentoring coordinated and/or provided by the mentor in a face to face meeting (Precondition 3).
5. The district will assist TCIP in ensuring that CSTP goals for each participating teacher will be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program (Precondition 4, Standard 3).
6. The district guarantees that the Individual Learning Plan will be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes (Precondition 5).
7. The district and/or site will assist TCIP in identifying participants for the Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria (Precondition 6).
8. Provide an annual update about TCIP to the district's governing board with evidence provided to TCIP by **June 30, 2019**.
9. Participate in program evaluation surveys through The Sinclair Group.

#### **Responsibilities – Fiscal**

- A. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.
- B. The district agrees to the following – select one:

#### **Program Participation Options**

The district will select one of the following options. All Options require full participation in the Tri-County Induction Program (TCIP) by all participants.



#### **Option 1:**

District pays SCSOS \$2,660 per candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined below. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the candidate, it is their responsibility to notify the candidate upon hiring and collect all fees due. If the candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. It is the responsibility of the district to notify TCIP when a Candidate or Mentor leaves the Program.

**X Option 2\*:**

\*The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request.

\*The district selects, hires, matches and compensates Mentors who have (Standards 2,3,4):

- Knowledge of the context and the content area of the candidate's teaching assignment
- A demonstrated commitment to professional learning and collaboration
- Possess a Clear Teaching Credential with a minimum of three years of effective teaching experience
- The ability, willingness, and flexibility to meet candidate needs for support
- The ability to provide "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills each week for a minimum of a one hour face to face meeting
- A demonstrated ability to facilitate candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- The ability to connect candidates with available resources to support their professional growth and accomplishment of the ILP
- The ability to weekly review the CSTP ILP goals and documentation of development/growth with candidates and make adjustments as needed
- Regular attendance at all required trainings, on-time, prepared, and actively involved in a positive professional manner
- Timely responses to survey requests
- The ability to use mentoring instruments appropriately
- Demonstrated best practices in adult learning, commitment
- The ability to reflect on mentoring practice, and engage with mentoring peers in professional learning networks

1. The district supports the release of Mentors (Standard 6):

- Who do not meet Program requirements
- Whose candidate initiates a request to change Mentors
- Who TCIP requests a release based on failure to meet the above criteria

2. The district assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri-County Induction Program from an employee of said District.

Program Participation:

Participating District/COE shall defend and indemnify the Sutter County Superintendent of Schools Office (SCSOS), its officers, agents and employees, for any claim or cause of action against SCSOS, its officers, agents or employees, arising from SCSOS's performance of services or duties in connection with the Tri-County Induction Program pursuant to the MOU on behalf of (the Participating District/COE). This duty to defend and indemnify includes, but is not limited to, payment of necessary attorneys' fees and other costs incurred in litigation. In the event that a particular claim or cause of action arises from services performed on behalf of (Participating District/COE) or from more than one Participating District/COE, (Participating District/COE) agrees to share costs on an equitable basis.

Signature of District Authorized Official

Name: Dwayne K Newman Title: Superintendent

District: Colusa USD Email: dnewman@colusa.k12.ca.us

\*\*\*\*\*

Received at SCSOS 7/20/18  
Date

Dr. Bagdasarian  
Superintendent, Sutter County Superintendent of Schools

**PROPOSAL FOR STATE SCHOOL FACILITY CONSULTING SERVICES**

for the

**COLUSA UNIFIED SCHOOL DISTRICT**

Prepared by:

King Consulting  
2901 35<sup>th</sup> St.  
Sacramento, California 95817  
916.382.9414



## **CURRENT PROPOSAL**

The planning, funding, and construction of school facilities involve many complex issues. Due to the frequent changes in State school facility legislation and programming, it is time and cost effective to be represented by a consulting firm based in Sacramento that is experienced in the many aspects of school facility planning and has ongoing established working relationships with all State agencies ( Office of Public School Construction, California Department of Education, Department of State Architect, State Allocation Board, etc.)

To provide additional funding from State sources (both modernization and new construction) to match local district dollars, King Consulting will calculate both modernization and new construction eligibility applications for Colusa Unified School District (CUSD). New construction monies can be utilized at any site in the district to construct new facilities. Modernization monies are site specific and can be utilized to update HVAC, roofing, telecommunications, solar, etc. as well as replacement/renovation of current facilities.

Our services include the following:

### **Review and Analyze CUSD School Facility Program (SFP) History**

1. Obtain District permission for the Office of Public School Construction (OPSC) to provide King Consulting copies of all documentation for previous SFP projects.
2. Analyze all District facilities by site to determine which facilities may be eligible to receive SFP funding.

### **Establish New Construction Eligibility**

1. Collect historical enrollment, including Special Day Class (SDC) students, as part of the calculations for new construction grant funding eligibility under the SFP.
2. Request current facilities information from District in order to determine the amount of new construction grant funding eligibility under the SFP.
3. Research required residential development (tentative maps only) and obtain certification letters from planning department (City and/or County) (Education Code 17070.35 et seq).
4. Calculate new construction eligibility for all available scenarios provided for by the passage of Assembly Bill 1014. Review and analyze District data to support District applications for the maximum new construction eligibility and funding approval.

5. Prepare required enrollment and facilities reports for District review and approval to file with OPSC to seek approval of new construction eligibility. Prepare annual updated enrollment and facilities reports as needed or required.
6. Secure SAB approval of District's new construction eligibility.

#### **Prepare Modernization Applications**

1. Review previously submitted applications to determine facilities outlined and counted towards eligibility by site.
2. Update State Modernization eligibility applications including analysis and update of all 20+ year old buildings, permanent and portable classrooms and review new CBEDs enrollments to calculate new eligibility for increased funding.
3. Forward completed applications to District for review and signature.
4. File with OPSC to obtain approval.
5. Secure SAB approval of District's modernization eligibility.

#### **Present Eligibility**

1. Presentation to Board of Education and District staff of new construction eligibility.
2. Presentation to Board of Education and District staff of current and projected modernization eligibility.

#### **TIMELINE**

Upon consultant's receipt of all necessary information from the District, the timeline for completion is 15 days.



## CONSULTING FEES

The District shall pay the Consultant at the rate of \$165 per hour for services outlined in this Agreement, not to exceed \$8,500.


The Consultant will provide services as needed and requested by the District. Services will be documented and invoiced on a monthly basis.

The scope of the work necessary to complete the services listed in this Agreement is dependent on the availability and quality of the District's enrollment and facilities information and subject to SB 50 regulations.

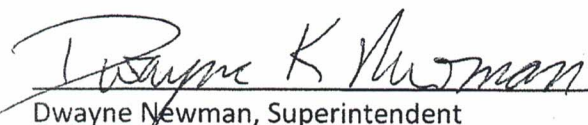
## **ADDITIONAL CONSIDERATIONS**

The Consultant shall be reimbursed as follows:

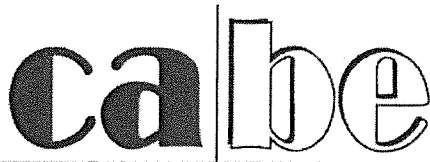
1. Necessary visitations to the District by the Consultant will be reimbursed on an actual and necessary basis. Reimbursed visitations shall have prior approval from the District.
2. Reproduction of documents shall be the responsibility of the District. If the District chooses, the Consultant will provide duplicating services on an actual cost basis.
3. Application filing fees and other state required fees are the responsibility of the District.

  
\_\_\_\_\_  
Jamie Iseman, Vice President  
King Consulting

Date: 7/27/18

  
\_\_\_\_\_  
Dwayne Newman, Superintendent  
Colusa Unified School District

Date: 7/24/18



California Association for Bilingual Education

20888 Amar Rd, Walnut, CA 91789

Tel (626) 814-4441

Fax (626) 814-4640

info@gocabe.org

www.gocabe.org

May 10, 2018

CABE welcomes the opportunity to work with Colusa Unified School District to offer our Mastery Level Family, School, Community Engagement program. Our program builds the capacity of schools to meaningfully engage parents in their children's education with the outcome being increased student achievement.

The CABE 2-INSPIRE Program works with parents to increase their knowledge about schooling to ensure that parents have vital information about high quality educational options for their children (especially those traditionally underserved and/or attending Program Improvement schools). The Project 2-INSPIRE curriculum informs parents of their role in their children's education, works with parents so they learn how to work with the information acquired and develops parent leadership skills to ensure their participation and collaboration as part of the school community.

All three levels of the program share the same objective and goal: To increase parental engagement in their child's learning at home, school, and/or community; and thereby increase their child's academic achievement. However, each of the levels differs markedly in their approach, strategies, methods, activities, and outcomes for parents and their children.

**Level 1- Awareness Level** –This level has strong coverage of basic content and skill development delivered through traditional presenter-centered workshop format. The outcome is increased parent knowledge.

**Level 2 – Mastery Level** (comprised of 12 modules and available to schools and districts participating in the research study) - This participant-centered intensive training is provided at the school with on-going follow-up coaching and mentoring to accomplish two things: First, to help parents, teachers and administrators from the same school apply what they are learning to develop and implement individual action plans; and second, to help parents, teachers, and administrators in the same school develop the skills needed to work together as an effective Family-School-Community collaboration team. These efforts are clearly linked to specific student academic performance standards.

**Level 3 – Expert Level** (comprised of 16 modules and available to schools and districts participating in the research study) Trainer of Trainers, builds upon the knowledge and skills developed in Level 2 training in two ways: more in-depth coverage of the topics and issues covered; and, development of specific leadership skills, e.g., outreach, group process and facilitation skills to work with diverse communities, as well as how to engage diverse communities in a collaborative strategic planning process for providing children with quality teaching and learning at home, school, and community. This level provides parents with optimal on-going coaching and feedback as well as opportunities to "practice" teaching of the program modules to other parents.



All three levels are designed to provide parents with a strong awareness of California's school accountability system, academic content and performance standards, standards-based report cards, assessment, public school choice options, and supplemental service providers, in addition to topics identified by parents (e.g., home learning activities, early childhood education, beyond high school opportunities, goal setting and financial planning for college).

The parent engagement program will be offered at your facility to up to 25 parents attending. We encourage you and any teachers from the site to also participate in the program so you have an understanding of what the parents are learning and how you can work together as a team.

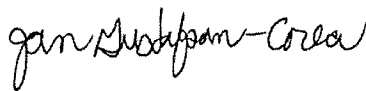
In order to facilitate communication and schedule the parent engagement program at your school, we suggest appointing one person to whom we can contact to facilitate conducting the parent outreach and training. This person will have the authority to immediately respond to our requests for meeting space and parent outreach information.

The following is our overall schedule of proposed activities.

1. Approval of Work Proposal and signed District Contract
2. Submit a signed copy to CABE along with PO
3. Site agrees to provide LCD Projector and Screen
4. Meeting with school community to outline program, goals and outcomes
5. Orientation meeting for parents and teachers
6. Schedule parent workshops
7. Conduct meetings according to the approved schedule (weekly, biweekly or monthly workshops for parents)

We will be available to work with your school and help you establish a timeline for the services. Thank you again for this opportunity to work with you on this program to effectively engage parents and raise student achievement at your school.

Respectfully,



Jan Gustafson  
CABE Chief Executive Officer

## SCOPE OF WORK PROPOSAL

## **CABE PROJECT 2-INSPIRE FAMILY, SCHOOL, COMMUNITY ENGAGEMENT PROGRAM**

CABE parent specialists will conduct a series of (12) Spanish 3-hour Mastery Level parent leadership development sessions using the Project 2-INSPIRE Level 2 Curriculum for a maximum capacity of 25 parents, \$175.00 for each additional attendee. These sessions will be scheduled per a timeline approved by designated site staff and CABE's Parents Specialist availability. The CABE parent specialist will work with the contact to ensure that all activities are completed and conducted in the best possible manner. This site person will provide all relevant information so that the program is carried out as designed to ensure positive outcomes for parents, students and the school community.

The following services will be available:

1. Conduct 12 Level 2, 3-hour parent engagement sessions according to the approved schedule at the District Level (weekly, biweekly or monthly):

Payments will be made in the following manner:

- At contract signing half of total fees will be due **TOTAL \$12,000**
- A signed copy of the proposal along with a PO needs to be submitted to CABE
- Checks will be made payable to the California Association for Bilingual Education.

We will schedule the work for this project upon acceptance of this proposal, a signed district contract and will deliver the program based on your approved schedule for your

### **CABE CEO**

*Jan M. S. - Corea*

Tax ID #:953151449

**CABE HQ**

**20888 Amar Rd.**

Walnut, CA 91789

**May 10, 2018**

*Wayne K. Musma*

Colusa Unified School District

**745 Tenth St. Colusa, CA 95932**

**(530)458-7791**

Date: 6/22/18



COMMERCIAL • RESIDENTIAL

**Bid Date: 07-16-2018**  
**DIR#1000003139**

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**LANDSCAPE AND IRRIGATION PROPOSAL**

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**COLUSA HIGH SCHOOL**  
COLUSA, CALIFORNIA

**ADDENDUMS:**

**WAGE RATE: California State Prevailing**

**Proposal based on specification sections:**  
**Verbal conversations on site.**

**BASE BID INCLUSIONS:**

Labor and Materials for Landscape & Irrigation according to plans and specifications listed above to include:

- Remove existing irrigation valves and current manifold.
- Install new irrigation control valves with additional ball valves as safety shut off.
- Valves to be connected to existing control wiring.
- New valves to be manifolded and each to be housed in green valve boxes flush with grade. Valve and valve box installation to meet landscape standards.

**LANDSCAPE & IRRIGATION BID TOTAL .....****\$1,841.00**

**EXCLUDED UNLESS NOTED ABOVE:** *Rough Grading, Electrical Connections, Import and/or export of Topsoil, Metering Devices, Site Furnishings (including tree grates), Concrete and Concrete Repair, Excavation, Permits, Bonds & Fees, Extended Maintenance Period, Hydro-seeding (unless listed under inclusions), Demolition, Removal and/or Replacement of Existing Irrigation & Landscape or New Landscape & Irrigation Damaged by Others (not limited to theft, vandalism, acts of God/Nature), Protective Fencing, Traffic & Pedestrian Control, Fencing, Clearing & Grubbing, Site Drainage, Saw cutting, Boring & Auguring, SWPPP, Hard Rock Conditions, Should Form B Additional Insured Endorsement be required to perform work on this project, products and completed operations endorsement cost is not included in this proposal, off-haul of trench spoils, infield mix (see note under add-alternate inclusions).*

**\*\*\*Proposal valid for (60) sixty calendar days from bid date as stated above\*\*\***

If there are any questions regarding this proposal, please contact me at the office number listed below.

Thank you,

**Chris Simino – Estimator      530-671-1029**

Bill Lucich  
Botanica landscapes  
Cell 530-682-8835  
[blucich@botanica.net](mailto:blucich@botanica.net)

*approved  
7/16/18  
DKA*



**sutter  
buttes**  
fire  
extinguisher  
company llc.

705 Sutter Street  
Yuba City, CA 95991  
St. Lic. #E1519  
Insured

530-674-9700  
www.sutterbuttesfire.com  
service@sutterbuttesfire.com

Quote

QUOTE# 4285

DATE 07/13/2018

**BILL TO**

Accounts Payable  
Colusa Unified School District  
745 10th Street  
Colusa, CA 95932

**JOB ADDRESS**

Colusa Unified School District  
745 10th St,  
Colusa, CA 95932, USA

SCOPE OF WORK Quote for 37 New 5 LB ABC extinguishers for class rooms without extinguishers Delivered and Certified.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
New ABC Fire Extinguisher - 5lb.	37	\$47.00	\$1,739.00
SUBTOTAL			\$1,739.00
TAX			\$126.08
TOTAL			\$1,865.08

CUSTOMER SIGNATURE

-----

approved  
all 7/13/18  
DHR

**How To Accept**

Quote #4285  
Total amount \$1,865.08

To accept this quote, please call or email us using the details at the top of the page.

Thank you for your business, have a great day!



INCORPORATED

3217 Orange Grove Ave Suite A

North Highlands, CA 95660

Phone: 916-566-1135 Fax: 916-556-1138

climatecontrolinc.biz

License # 835592

## PROPOSAL

July 19, 2018

Reference #: 212

Due Date: 07/19/2018

Colusa Unified School District  
745 10th St  
Colusa CA, California 95932

**Job Name:**

813 Webster Street  
Colusa, California

Ron Rogers

**We Hereby Submit Specifications And Estimates For**

During a recent preventative maintenance service our technician recommends the following:

SCENARIO - Richard Baylis, (while performing our PG&E QM), found repairs which need to be performed for the Band Room, P-4, and the Principal's Office

**SCOPE OF SERVICES - EGLING SCHOOL:**

1. Replace capacitors, which were found to be rated below factory specifications
2. Install new filter rack with filter and fresh air hood (Band Room AC Unit) - the current filtration is not operating properly
3. Install new motor sheave and belt as existing ones are worn and cracked
4. Perform a complete start-up and test to ensure proper operation
5. Upon completion, clean-up work area and remove all debris associated with this service offsite in a professional manner (per EPA Guidelines)

**WORK TO BE PERFORMED AT PREVAILING WAGE RATE**

**NOTE:**

EXCLUSIONS: Plans, permits and associated fees, overtime labor and any and all items not specified in this proposal

**We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of: \$1,395.00**

Prices valid 30 days from date of proposal. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date.

Authorized Signature

Acceptance Signature

Date

8/1/18



ESTIMATE

INVOICE

## TWIN CITIES TREE SERVICE

28482

Owner: Anthony French

1282 Stabler Lane, Suite 630-154

Yuba City, CA 95993-2625

(530) 755-1067 cell: (530) 682-6409

Trimming, Topping, Thinning, Shaping &amp; Removals

Licensed - PL &amp; PD Insured - Worker's Compensation - Contractor License # 702790

Name: Colusa School District Date: 6-4-18

Address: 901 Colusa Ave 458-7791

City, State, Zip: Colusa Telephone: 788-2673

6 Dead Cedar trees  
and Stump 6 and

400.00

Mulberry Dead - Removal  
& Stump

895.00

Egling School -

= Dead tree removal &amp; Stump

- tree across field  
Dead main truck removed

400

(Prevailing Wage Apply)

Thank you for thinking of Twin Cities Tree Service. As part of our services we will gladly assist you in your insurance claim. However you will be held liable for full payment of entire bill or any portion which your insurance carrier fails to pay.

Signature

TOTAL  
PAID

1,495.00





SUBMITTED TO:

DATE: July 26, 2018

Colusa Unified School District  
Attn: Ron RogersCTEIB  
FUNDS

788-2673

Rrogers@colusa.k12.ca.us

We hereby submit specifications and contract to:

JOB: Colusa High School, 901 Colus, Colusa, Room #403

1. Prepare and paint windows and door trim at office and classroom windows.
2. Includes removal of stickers and painting of door and sealing of dry spot in floor with acrylic urethane.
3. All labor and material included. \$600.00

Note: The hourly rate for this job is being paid at Prevailing Wage.

DIR: 1000017546

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum stated above. Any alteration or deviation from above specification involving extra costs will become an extra charge over and above the estimate. All accounts are due and payable upon completion and customer approval. Finance charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature Larry Reimers Date 7/26/18

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Acceptance Signature [Signature] Date 5/1/19

**NOTICE TO OWNER:** Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board at 800-321-2752. Upon acceptance retain one copy for your records, return one signed copy.



**B & J's Concrete**

License #811320

7 Woodhaven Drive

Colusa, CA 95932

Phone/Fax: (530) 458-5380

**Invoice**

Date	Invoice #
8/2/2018	5145

Name / Address
Colusa Unified School Distict 745 Tenth St. Colusa , CA 95932

P.O. No.	Project
	grade work
Description	Total
Bring in new base material and create new slope away from ag. pavilion on all 4 sides out about 25 feet from edges of concrete. Create new slope on south side of livestock barn similar to the rest. Add some base material under the gates. grade and compact all material to approximately 90%. All material, equipment and labor for this project will be provided by B&J's concrete. My DIR # is 1000036360 All work is bid prevailing wage.	17,675.00  CTEIG FUND
<b>Balance Due</b> \$17,675.00	

E-mail
bnjsconcrete@frontier.com