

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932
(530) 458-7791 FAX (530) 458-4030

AGENDA

Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM

April 15, 2019

4:00 p.m. Open Session with Closed Session to Follow

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

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

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

4:00 P.M. OPEN SESSION

A. Call to Order/Establish Quorum

B. Pledge of Allegiance

C. Recognitions & Tenure Celebrations

D. Ordering of Agenda

E. 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.

F. 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.

G. Student Report – Future Business Leaders of America Officers

H. Information/Discussion/Possible Action

1. Possible Action – Funding for Electronic Marquees at Burchfield Primary School and Egling Middle School
2. Possible Action – Out of State Travel to Hawaii for Colusa High School Girls Volleyball

I. 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

J. Superintendent & Chief Business Official Report

1. Local Control Accountability Plan Action Items Update
2. Potential Budget Impacts of Improvement Proposals
3. Discussion of Budgetary Information Relating to Modernization Funds

K. Information/Discussion/Possible Action Items:

1. Discussion - Employee Engagement Survey Results
2. Discussion – Parent Survey Results
3. Discussion - History Social Science Curriculum Adoption
4. Action – Letter of Support for California State Teachers' Retirement System Unfunded Liability Proposal
5. Action - Board Policies and Administrative Regulations (**Bolded Items Require Further Discussion and/or Decision**):
 - a. First Reading of BP1312.3 and AR1312.3 – Uniform Complaint Procedures
 - b. First Reading AR1312.4 and E(1)(2)(3) – Williams Uniform Complaint Procedure
 - c. First Reading of AR1340 – Access to District Records
 - d. First Reading of BP3100 and AR3100– Budget
 - e. First Reading of BP3260 and AR3260 – Fees and Charges
 - f. First Reading of BP3515.4 and AR3515.4 – Recovery for Property Loss or Damage**
 - g. First Reading of BP4030 and AR4030 – Nondiscrimination in Employment
 - h. First Reading of AR4161.1, 4361.1 – Personal Illness/Injury Leave (Certificated)
 - i. First Reading of AR4261.1 – Personal Illness/Injury Leave (Classified)
 - j. First Reading of BP5117 and AR5117 – Interdistrict Attendance**
 - k. First Reading of AR5125.2 – Withholding Grades, Diploma or Transcripts
 - l. First Reading of BP5127 – Graduation Ceremonies and Activities
 - m. First Reading of E5145.6 – Parental Notifications
 - n. First Reading of BB9323.2 – Actions by the Board

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

1. March 18, 2019 Board Meeting Minutes
2. Personnel Assignment Order
3. Surplus – Technology Department
4. Surplus – Maintenance, Operations, and Transportation Department
5. Colusa County Office of Education Letter of Agreement for Tobacco Use Prevention Education
6. California Department of Education Request for Allowance of Attendance on November 16-20, 2018
7. Independent Consulting Agreement with ARC
8. Revised 2018-19 School Calendar (Correction to Graduation Dates)
9. Revised 2019-20 School Calendar (Correction to Graduation Dates)
10. Williams Uniform Complaint Procedures

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

N. 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; Scott Lantsberger, Chief Business Official.

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

a. Negotiations Update

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)

2. Personnel Matters Pursuant to Government Code 54957

Administration Representatives: Dwayne Newman, Superintendent

- a. Recommendation of Probationary Employee Non-Reelection in Accordance with §44929.21 and §44954.

3. In Accordance with Government Code Section 54956.9 (b)(3)(c), the Board of Trustees will meet in closed session regarding receipt of a claim pursuant to the Tort Claims Act. The claim is available for public inspection pursuant to Government Code Section 54957.5
- O. Reconvene Open Session
1. Announce Possible Action Regarding Recommendation of Probationary Employee Non-Reelection in Accordance with California Education Code Provisions Including, but not Limited to §44929.21 and §44954.
 2. Announce Possible Action Taken Regarding Receipt of Government Code Section 900-915.4 – Claim Against Colusa Unified School District
- P. Adjournment of the Meeting

COLUSA HIGH SCHOOL

FUTURE BUSINESS LEADERS OF AMERICA



LOCAL CHAPTER ANNUAL BUSINESS REPORT

2018-2019

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Your Future is our Business

Dear Members of Colusa FBLA,

Congratulations on another successful year! It has been a great honor serving as your 2018-2019 Chapter President and Vice President and leading you all as we make your future our business!

This year started incredibly well for Colusa FBLA. We kicked off our year with a "Summer Officer Retreat" in Chico, CA, where we spent an entire weekend putting together our Chapter Program of Work (POW) and planning an exciting year for our chapter. We did all of our planning with one goal in mind: to be named a Gold Seal Chapter for the 21st consecutive year!

The Colusa High School FBLA Executive Officer Team is devoted to refining and enhancing our leadership ability. We put a tremendous amount of effort into making chapter events more enjoyable and productive for the benefit of the members.

The town of Colusa is a beautiful and historic town located on the banks of the Sacramento River in Northern California. The Colusa population is just under 6,000 and is known for its agricultural production, hunting, and fishing. Colusa High School has a student body population of just over 400 students. The Colusa FBLA chapter was chartered in 1974 and has maintained an excellent reputation since. We are very proud to claim that, in our 44-year history, there have been three FBLA advisers who have been named as the Local Chapter Adviser of the Year during their terms. We currently have seventy-nine local chapter members and forty-one Professional Division members. Colusa FBLA also participated in several fundraisers, community service activities, and state projects, such as: Financial Literacy, Career Development, March of Dimes, Professional Membership, and the Government Awareness Project.

Colusa FBLA has also had an incredibly successful competition season. At the 2018 Northern Section Leadership Conference, Colusa FBLA was an outstanding chapter on the path to achieving "Gold Seal" status and had 12 members who earned 1st place plaques and many others who took home plaques and certificates!

It has been a great honor serving as your 2018-2019 Colusa High School Chapter President and Vice President on the 44th Executive Officer Team. We would like to thank you once again for all of the effort you have put in to making our chapter successful!

Sincerely

Jessica Hickel

President

Annie Lay

Vice President

Recruitment Activities

Back to School Night

Colusa High School hosted Back to School Night where parents of current students visited the campus and learned about all the different programs and organizations available to their students. Colusa FBLA had a booth for parents and students to visit.

Presentations in Freshmen Classes

Prior to the first chapter meeting, the chapter officers visited each freshmen "wheel class" to inform students of the benefits offered by FBLA membership. Presenters brought Recruitment Brochures and a few fun facts about our organization to share with the classes.

First Chapter Meeting

Colusa FBLA held the first chapter meeting August 21, 2018 to welcome new members to the organization and to present a slideshow of the previous year's activities. The slideshow featured exciting memories of conferences showing newcomers to see what to expect as an FBLA member.

Recruitment Brochure

Every year, the chapter officer team develops an informational recruitment brochure to distribute to freshmen at our Freshman Orientation. We also provide them for parents at Back to School Night. We believe it is important to create professional image for our organization and to convey the goals of FBLA to both our CHS students and parents.

Ice Cream Social

The beginning of the school year was the perfect opportunity to attract new

members, especially the new freshmen class. The newly elected officers for the organized an ice cream social on October 30 to attract students to the first meeting with the goal to recruit new members. The Colusa FBLA chapter recruited many new members and our chapter currently stands at 80 members.

Leadership Development



2018-2019 FBLA Officer Team

<i>President</i>	Jessica Hickel
<i>Vice President</i>	Annie Lay
<i>Secretary</i>	Abby Huskey
<i>Treasurer</i>	Chloe Ferraiuolo
<i>Director of Projects</i>	Helena Harris
<i>Director of Fundraising</i>	John Boeger
<i>Director of Achievements</i>	Christian Reyna
<i>Public Relations Officer</i>	Sophie Keenan
<i>Parliamentarian</i>	Erik Wrysinski
<i>Ex-Officio</i>	Kelsea Whiting
<i>Adviser</i>	Ms. Burg

FBLA Summer Officer Retreat

In July, the chapter officer team and adviser went to Cohasset for the annual officer retreat. We spent the first day exploring the area and enjoyed a team

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dinner. The next day we got down to business reviewing plans for the upcoming school year and preparing the Program of Work. We spent a total of nearly ten hours creating detailed plans and brainstorming ideas for events, fundraisers, and chapter activities. Despite the poor air quality due to the region's fires, we also did team bonding exercises including icebreakers, a scavenger hunt and Wii tournaments.

Officer Team Binders

In preparation for the Summer Officer Retreat, the Chapter President, Vice President and Adviser prepared officer binders, complete with the necessary materials to fulfill the duties of each office. Materials included state projects documents, copies of the POW, and the CAFBLA Graphic Calendar

Officer Adviser Training Day

Colusa FBLA Officers attended the Officer and Adviser Training (OAT) Day at the Colusa Wellness Center on September 10. The training was presided over by three of the four section officers, whom are all Colusa FBLA officers. Chloe Ferraiuolo (President), Kelsea Whiting (Executive Secretary/Treasurer), and Jessica Hickel (Public Relations) led the 8 chapters in attendance in a variety of activities and workshops to prepare newly elected chapter officer teams for a successful year of presiding over their local chapters.



Leadership Development Institute (LDI)

To further develop the leadership skills of the officer team and introduce new members to the organization, Colusa FBLA took 28 members to the 2018 Leadership Development Institute-North in Santa Clara. Three Colusa FBLA officers held workshops: Jessica Hickel taught members about Stress Management, Kelsea Whiting taught about First Impressions, and Chloe Ferraiuolo taught about Design and Marketing. All 28 members proudly graduated with honors from the program.

New CTE Business Course

This year Colusa High School offered a new business course called Advanced Business Management. Course curriculum based on the Career and Technical Education standards for business management with an emphasis on the skills taught in FBLA. Students are provided the opportunity to develop leadership skills and learn basic fundamentals of business while becoming more involved with the chapter. Eight of our ten chapter officers and multiple chapter members are enrolled in the course for the current school year.

Business Achievement Awards

Business Achievement Awards are broken into four degrees. The first degree is Future, which is meant to introduce new members into the basics of FBLA. This includes going green, Robert's Rules of Order, and getting out into the community. The second is the Business degree. The business is meant to establish and strengthen business skills within members as well as develop job interview skills. The third is the Leader degree. The leader degree is meant to push members to go outside of their comfort zones and make an impact within their school and local

community through community service and education. The final and most difficult degree is the America degree. The America degree is meant to help members strengthen advanced business skills, and instills a spirit of community involvement in members. Colusa FBLA is proud to have 5 Future degree recipients, 8 Business degree recipients, and 2 Leader degree recipients.

Champions of Colusa

Champions of Colusa is a chapter award that recognizes participation from members throughout the school year. This award is based on a point system, and each activity is worth a designated amount of points. These activities vary from attending conferences to reciting the FBLA pledge to our adviser. To receive this award, members need to obtain a predetermined amount of points by participating in events throughout the school year.

Graduation Stoles and Cords

To receive a graduation stole or cord members must have maintained especially active participation in all aspects of Colusa FBLA throughout their high school career. In order to receive a stole, members have had to obtain the Champions of Colusa Chapter Award at least twice throughout high school, one of those being senior year. They must also have successfully completed a minimum of two business courses at Colusa High School. In order to receive the graduation cords, members must complete their Leader degree. Two members received both the business stole and FBLA cords for graduation last year. These members included Emily Chew and Samuel Stocks.

Career Exploration and Preparation

State Capitol Business Tour

Colusa FBLA took a trip to the California State Capitol where they attended a session of the California Assembly. The members then enjoyed a special tour of Assemblymen Gallagher's office and even got to go on the floor where he answered many questions from our members. The members then got to take a larger tour around the Capitol to see all of the architectural details of the building. The State Capitol trip was an insightful experience for Colusa FBLA members.



Generations Business Tour

Eleven members and officers from Colusa FBLA toured Generations, a local screen-printing and embroidery business. Members met with the owner/operator of the business and enjoyed seeing how their personalized t-shirts and polos were made straight from the source!

Government Awareness Project Presentation

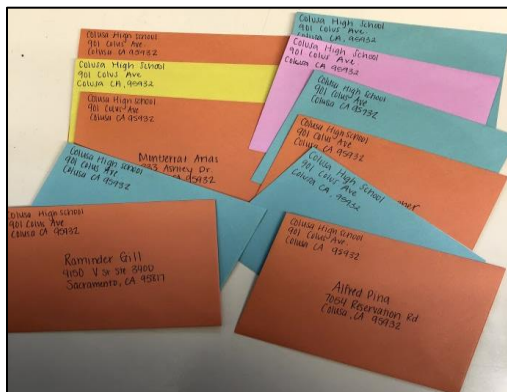
Colusa FBLA members and officers participated in the Government Awareness State Project. After writing letters to

government officials stressing the importance of supporting CTSO's, our chapter visited the State Capitol on January 24 to deliver their letters. The group was able to observe the Assembly in session as well as enjoy a personal tour of the building by Colusa's representative Assemblyman Gallagher.



Thank You Letters

FBLA members were taught the proper business etiquette of composing formal business thank you letters and handwritten thank you cards. Throughout the school year, thank you letters and thank you cards were sent to those that supported the local FBLA chapter in various activities and events to show our sincere appreciation.



Business Partnerships

Job Shadows

Job shadowing is an important component of the Colusa FBLA Program of Work. Job shadowing opportunities allows members to develop partnerships with various businesses in our community. In addition, members gained valuable insight into the day-to-day operations of a variety of jobs. This year, President Jessica Hickel and Vice President Annie Lay shadowed elementary school teacher Jenny Lay at Burchfield Primary School. During their job shadow, they gained insightful experience leading classroom activities for the students.

Professional Member Drive

This year, Colusa FBLA has 41 professional members participating in our Professional Membership Drive. Several FBLA members and officers teamed up and solicited local businesses as well as utilized social media to recruit professional members. Our local community continued to provide outstanding support for our school's FBLA chapter. The chapter officers also followed up with handwritten thank you cards sent to each professional member.

Chapter Fundraising

Yankee Candle Fundraiser

The Yankee Candle Fundraiser helped Colusa FBLA members earn money to pay for conference fees and chapter attire. Because candles are a popular gift around the holiday season, this fundraiser took place during the month of December. The Yankee Candle Fundraiser has been a success for the Colusa FBLA chapter in the

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past. Members earn approximately 40% profit of their total sales.

Football Concessions

Colusa FBLA sold ice cream floats during football season to raise funds for the chapter. Sales were very successful and many of the fans appreciated the cold desserts during the warm fall weather. The booth at the football games also helped to increase awareness for Colusa FBLA within our local community. Many generous community members donated money just to support the organization.

See's Candy Fundraiser

For our spring fundraiser, Colusa FBLA will hold a See's Candy sale March 18-April 1. The proceeds from this fundraiser will support members' individual accounts to help cover expenses of attending the State Leadership Conference in April.

Rotary Dinner

Members of Colusa FBLA were called upon to serve at the annual Rotary Dinner in January. Members served food, helped facilitate an auction, and tidied tables. In appreciation, the Rotary organization made a generous donation to Colusa FBLA.

Yearly Budget and Handling Finances

The Treasurer is responsible for maintaining a budget as well as keeping an accurate record of chapter finances and an accurate set of member accounts. Completing and approving purchase orders to keep up to date records of all expenses is also one of the responsibilities of this officer. Our chapter's revenue is primarily based on fundraising and donations.

ASB Budget Submissions

At the beginning of the school year, the Colusa FBLA Chapter was required to submit a budget for the school year to the Associated Student Body (ASB) of Colusa High School. This served as a great tool in estimating revenues and expenses for the school year.

Individual Member Accounts

Immediately after a student joins the local FBLA chapter, they are given an FBLA member account registered under their name. When the member participates in an FBLA fundraiser, a portion of the profit is put directly into their individual account to help pay for attending various conferences throughout the year.

Public Relations and Chapter Publicity

FBLA Officer Polos/T-shirts

Colusa FBLA works hard to spread the word about the organization. The officers' polo have the FBLA logo embroidered on it and it is worn during chapter meetings to remind all members that they are to attend. They are also worn during travel to and from conferences. Our president and vice president distributed officer t-shirts to our officer team during our FBLA summer retreat.

Chapter T-Shirts and Sweatshirts

Every year, Colusa FBLA designs and sells t-shirts and sweatshirts for our chapter to increase awareness and visibility. In our first sale, we sold 70 t-shirts and 54 sweatshirts. We ordered additional merchandise due to the high demand. With these extra shirts and sweatshirts we plan to always have

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them on hand at meetings and events in case someone would like to purchase one.



School Bulletin

Notices were placed in the school's daily bulletin throughout the year to inform FBLA members and other students of upcoming dates of meetings and other chapter activities.

Electronic Reminders and Updates

This year our chapter utilized the Remind app as an effective form of communicating with our members. This app was especially useful because the messages were sent directly to the member's cell phone as a text message. The member could reply directly back to us in private as well which helped to address members' questions.

Classroom Bulletin Boards

Bulletin boards in the business classroom display an ever-changing collage of pictures, posters, and awards from the most recent FBLA events. They serve as a symbol of the chapter's success and inspire new and existing members to get involved.

Colusa High School Marquee

Colusa High School's electronic marquee helps get the word out about current school events. FBLA utilized this board to inform students and parents of chapter successes.

It is visible to the entire community, as it is located in front of the school.

Articles to Newspapers

Colusa FBLA was featured in our local newspaper, The Appeal Democrat, for our success at the Northern Section Leadership Conference. In this article, the first place winners for various competitions were highlighted as well as the Section Officers for all of their hard work planning the event.

Social Media

Our social media presence has improved exponentially since last year. Our amount of Instagram followers have doubled and we post far more frequently. Also, we experimented with using Facebook for our chapter this year as well. We believed Facebook would help us keep the parents informed along with our members. Through social media, we were able to recruit seventeen professional members. We also use Twitter to do polls and announcements to keep our members involved with our decision making.

Parent Newsletters

Chapter Adviser, Ms. Burg communicated important FBLA news with our school principal, Ms. Changus. This news was included in the parent newsletters she sent out quarterly.

Administrative Support

Colusa FBLA is fortunate to have an especially active and involved administration. Our principal, Ms. Changus, and vice principal, Mr. Johnson, have attended many chapter meetings during lunch or after school and are constantly working with our adviser to organize events.

Posters and Flyers

Colusa FBLA communicates upcoming events and activities with our members through posters around campus. Posters are made to remind our members about upcoming meetings and various events fundraisers that we are participating in.

Chapter Letterhead and Memos

To establish a professional image, the chapter letterhead was created and used for all chapter correspondence. Our officer team also utilized memos as a way to communicate important information to our members while they were in class.

State and National Projects

FBLA-PBL Week

Colusa FBLA celebrated FBLA Week from February 4 - February 8. We had many activities and dress up days to celebrate the week. We began our week by giving all 80 members a certificate and a pen for Membership Appreciation. Public Relations Officer Sophie Keenan invited Colusa County Superintendent of Schools Mike West to talk at a meeting to promote Career Awareness Day. We also gave our adviser a gift bag full of her favorite treats and goodies to celebrate Adviser Appreciation. We ended the week with FBLA Spirit Day and had all of our members come to school in their FBLA gear.

American Enterprise Day

To celebrate the opportunities of the American Free Enterprise system, FBLA members from the Colusa chapter dressed in business attire and invited others on campus to do the same. Extra credit was offered by various teachers to incentivize participation in the dress up day as well. The

chapter also held a meeting to celebrate the day and teach members about its importance. It was a resounding success.

Financial Literacy Project

The 9th and 10th grade members of FBLA completed the Financial Literacy project. With this project, students had to make a 3-month budget and research various financial topics like credit cards, retirement plans, and mutual funds. This project taught students the importance of making smart financial decisions.

Career Development Project

Two members of Colusa FBLA completed the Career Development State Project. These two officers were able to complete the numerous tasks that were required while also learning valuable professional and business skills.

March of Dimes

Colusa FBLA yet again fundraised to support March of Dimes this year. The chapter held a "dime wars" competition during our winter homecoming week, where students were encouraged to donate their spare change to March of Dimes in order to get their favorite (or least favorite) teacher pied in the face at the homecoming rally. The chapter was able to raise an impressive \$115 for March of Dimes from students' donations.

Professional Division

The chapter officer team set a goal at the beginning of the school year to maintain a large professional membership this year. They set a recruitment goal of three Professional Division members per officer. Each officer's effort, as well as the Professional Membership drives, resulted in

a membership of 41 Professional Division members. The chapter is very proud of this accomplishment.

Gold Seal Application

This year, the Gold Seal Application for the Colusa Chapter of FBLA was submitted in the month of March. We are very hopeful that the chapter will yet again receive this prestigious award, as we have done consecutively since 1999!

Community Service Projects

Colusa FBLA takes part in an extensive variety of school and community service activities. Members can participate in monthly campus clean-ups. The chapter comes together to make our school cleaner. We also have held supply drives for those who were affected by the devastating California wildfires. Members donated necessary items that were all then collected by the officers and taken to the fire department to later be given to those in need. Various chapter members and officers also volunteered at multiple local community service events including the Colusa Rotary Dinner, Firemen's Dinner, and the Family Water Alliance Dinner.



Participation in FBLA Conferences

2018 California State Leadership Conference

Colusa FBLA attended and competed at the California State Leadership Conference held in Ontario April 13-15. Twenty two members, our adviser, and one chaperone attended the conference. Every member who attended competed in at least one event. Members were also able to enjoy numerous leadership and career workshops, networking with those from around the state, and even a trip to Disneyland to close off the successful trip.



2018 Officer Adviser Training Seminar

The Northern Section held their annual training retreat at the Colusa Wellness Center on September 10. Eight chapters from all over the Northern Section attended. While there, officers learned valuable leadership, organization, and team building skills to help grow and develop their chapters. Topics discussed included fundraising, projects and deadlines, as well as creative ideas to make communication between chapters more accessible. Overall the training was a great success for our chapter officers and they

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learned many great skills to help our chapter grow!

2018 Leadership Development Institute – North

The annual Leadership Development Institute in Santa Clara went off without a hitch! We had a total of 28 members attend. Members were excited to see some familiar faces putting on workshops along with some other fun and interesting workshops. There were a variety of workshops available, from public speaking to a workshop about reducing stress. There was also a March of Dimes dance, from which the proceeds went to support premature infants. As a whole, the conference was a success this year!



2019 Northern Section Leadership Conference

The Section Conference was held on February 9 at Cosumnes Oaks High School in Elk Grove. Our chapter had an astounding 61 members attend, who were all able to compete in two events. We also enjoyed performances by the Hype Dance Crew and Poly Dance Crew from Cosumnes Oaks High School. Our chapter was especially proud of our members Kelsea Whiting and Renee Wrynski, who were elected Section President and Secretary-

Treasurer, as well as Emily Cerney, who was appointed the position of Executive Secretary of the Northern Section.



Other Chapter and Individual Recognition Earned

Business Achievement Awards

BAA – Future Level

Five members from Colusa FBLA broadened their leadership skills and business expertise by completing the first of the Business Achievement Awards, the Future degree. These members were: Jaspreet Shoker, Casey Medina, Abigail Huskey, Renee Wrynski, Diana Chavez.

BAA - Business Level

Eight members from Colusa FBLA completed their Business degree by putting their leadership and business skills to work. These diligent members include: Lily Woodring, Jessica Hickel, Kelsea Whiting, Sophie Keenan, Christian Reyna, Annalise Lay, Maddie Koregelos and Emily Cerney.

BAA - Leader Level

Two chapter members decided they wanted to put their business and leadership skills to the test by completing the requirements for the Leader Level of the

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Business Achievement Awards program. These members earned their Business degree last year and felt that the challenge and recognition was worthwhile. These members were: Helena Harris and Sophie Keenan.

2017-2018 Champions of Colusa

Fifteen members were awarded Champion of Colusa status for the 2017-2018 school year. This is an award that recognizes active participation within the chapter.

BAA Chapter Recognition and National Projects Recognition

During the 2017-2018 school year, Colusa FBLA earned the Outstanding Chapter Level at the National Leadership Conference. The chapter was also recognized at the State Leadership Conference for their efforts in completing the Government Awareness State Project and the March of Dimes Project.

2018 Graduation Stoles and Cords

The Colusa FBLA Chapter has an extensive list of requirements to meet in order for senior members to earn their FBLA graduation stole and cord that is worn at their high school graduation ceremony. Last year's seniors worked very hard throughout their FBLA careers to earn these stoles, and some of them also received their cords by earning their Leader Degrees.

Election of Officers

Colusa FBLA took a different approach to voting for officers. Last year we turned to Google forms to quickly tabulate votes and produce results to chapter members as fast as we could. The ballot was a sliding ballot in which those running could choose to slide down to the next ranked position if they

chose to. The voting process was very efficient as members only had to sign in to their school Google account, and select names under the positions that were previously set for them by our chapter adviser. Colusa FBLA will definitely be utilizing this strategy in the upcoming years because it has proven to be an accurate and quick alternative to the usual paper ballots.

End-of-the-Year Awards BBQ and Installation of Officers

Colusa FBLA hosts an End-of-Year Barbecue where newly elected officers are installed into their positions. While this installment is a valued tradition, the Barbecue it also doubles as an end of the year celebration for the officer's hard work and dedication that was put forth all year long. The members and officers are treated to a barbecued hamburgers and hotdogs as well as baked treats for dessert. Awards are also given to our very active members and officers. The celebration is concluded with a slideshow to review all that was accomplished throughout the school year.

Competitive Events & Chapter Recognition

State Leadership Conference

Largest Local Chapter Membership Professional Division, First Place

Gold Seal Chapter

Colusa FBLA has upheld a tradition of excellence by receiving Gold Seal recognition since 1999. This year makes the 21st year that our chapter has been included in the top 15% of the state's chapters. Our officer team and chapter

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members have worked diligently to achieve this level of recognition. We are proud and honored to once again achieve Gold Seal status.

2019 Northern Section Leadership Conference

Abby Myers	Word Processing , 5th Place
Abigail Huskey	Personal Finance , 5th Place
Abigail Smith	Global Business , 6th Place
	Marketing , 7th Place
Adrian Perez	Computer App. , 4th Place
Aiyana Garcia	Business Comm. , 7th Place
	Job Interview , 4th Place
Anahi Guzman	Word Processing , 6th Place
Annie Lay	Job Interview , 1st Place
	Broadcast Journalism , 1st Place
Bailey McCarty	Entrepreneurship , 5th Place
Blake Steidlmayer	Sports & Ent. Mgmt. , 5th Place
	Business Law , 9th Place
Briana Pinon	Accounting I , 7th Place
Casey Medina	Global Business , 6th Place
	Marketing , 7th Place
Chloe Ferraiuolo	FBL , 2nd Place
	Personal Finance , 3rd Place
Christian Reyna	Broadcast Journalism , 1st Place
	Entrepreneurship , 5th Place
Cole Simmons	Sports & Ent. Mgmt. , 5th Place
Daniela Flores	Parliamentary Pro. , 4th Place
Diana Chavez	Introduction to FBLA , 10th Place
Drew Bradbury	Sports & Ent. Mgmt. , 5th Place
Emily Cerney	Intro. to Business Pro. , 5th Place
Ethan Lay	Business Calculations , 9th Place
Erik Wrynski	Cyber Security , 1st Place
	Business Law , 2nd Place
Gabriel Manjarrez	Intro. to Info. Tech. , 7th Place

Helena Harris	Hospitality Mgmt. , 1st Place
	Public Speaking , 4th Place
Holley Hickel	Computer App. , 2nd Place
Jaspreet Shoker	Intro. to FBLA , 8th Place
Jessica Hickel	Personal Finance , 9th Place
John Boeger	Personal Finance , 1st Place
Kathia Silva	Accounting II , 6th Place
Kaylie Gwinup	Parliamentary Pro. , 4th Place
Kelsea Whiting	Creed , 1st Place
	Broadcast Journalism , 1st Place
Lily Woodring	Intro. to Business , 10th Place
	Intro. to FBLA , 3rd Place
Lucian Manor	Business Comm. , 2nd Place
	Insurance & Risk Mgmt. , 6th Place
	Business Calculations , 10th Place
Mackenzie Thompson	Entrepreneurship , 5th Place
Maddie Koregelos	Intro. to Public Spkg. , 2nd Place
Makayla Frias	Business Calculations , 8th Place
Manny Morales	Accounting I , 9th Place
	Mgmt. Decision Mkg. , 5th Place
Mason Saso	Spreadsheet App. , 3rd Place
Nick Price	Mgmt. Decision Mkg. , 5th Place
Pablo Barrera	Spreadsheet App. , 6th Place
Reese Roper	Intro. to Business Comm. , 2nd Place
Renee Wrynski	Intro. to Fin. Math , 2nd Place
	Hospitality Mgmt. , 1st Place
Sophia Stocks	Business Comm. , 9th Place
	Impromptu Speaking , 1st Place
Sophie Keenan	Agribusiness , 1st Place
	Hospitality Mgmt. , 1st Place
Tim-Alex Mercado	Computer App. , 3rd Place
Tyler Moss	Global Business , 6th Place
Victoria Madrigal	Marketing , 7th Place
	Parliamentary Pro. , 4th Place
Yisel Miramontes	Mgmt. Decision Mkg. , 5th Place



NEW IDEAS - NEW TECHNOLOGY, INC.

4242 McIntosh Ln , Sarasota, Florida 34232
t. 800-848-4262 f. 941-378-4062

QUOTE

Number 126964_20MM48X96

Date Apr 5, 2019

Sold To
Colusa Unified School District 745 Tenth Street Colusa, CA 95932

Ship To
Colusa Unified School District 745 Tenth Street Colusa CA 95932

Salesperson	P.O. Number	Ship Via	Terms
Colleen			

Line	Qty	Description	Unit Price	Ext. Price
	2	20MM Full Color LED Sign LED Pixel Matrix 48 x 96 Single/Double Sided: SF Pixel Pitch: 20MM Model: INFMOD Amps: 7.7 LED Cabinet Dimensions: 3'- 1 13/16" H X 6'- 3 9/16" W Active Viewing Area: 3'- 1 13/16" H X 6'- 3 9/16" W Specifications »» LEDs/Pixel (3) 1R-1G-1B »» Color Processing: 16-bit Grayscale »» Color Palette: 281 triliion colors »» Viewability: 140 degrees horizontal / 70 vertical »» Graphic Capability: text, animations, video & picture »» Display Dimming: 100 levels »» Video Frame Rate: 60 frames per second »» Average LED Life: 100,000 hrs »» Cabinet Construction: Extruded aluminum »» Weatherproofing (Front/Rear): IP65 / IP54 »» Manufacturing Quality Standard: ISO 9001 »» Compliance: FCC Part 15 / ETL / UL48	\$7,549.00	\$15,098.00
	2	Wireless point-to-point communications	\$400.00	\$800.00

WARRANTY INFORMATION

LED Sign Warranty

5 Year manufacturer's advanced replacement parts warranty
Lifetime technical support
Lifetime FREE software training and support
10 years parts availability guarantee

Refer to Signs Plus Warranty Statement for additional details.

INSTALLATION:

Installation by others/customer - Not provided by Signs Plus

SubTotal	\$15,898.00
Tax	\$1,232.10
Shipping	\$328.00
Total	\$17,458.10

Sales tax exemption requires confirmation of tax-exempt status by letter or valid resale certificate.

PAYMENT TERMS

Authorized purchase order accepted to process order. Payment of entire invoice amount is due 10 days from the sign(s) ship date.

PERMITS & ZONING

(unless otherwise indicated, sign order will proceed without confirmation of permit acquisition.

- ☐ Proceed with manufacture of sign prior to permit approval. Customer is responsible for cancellation charges if permit is denied.
- ☐ Do not proceed with manufacture of sign prior to permit approval.

COMMUNICATION DETAILS

For High Speed Wireless Ethernet, the following must be provided with your order:

3 Open IP Addresses: (1 - Transmitter/ 1 - Receiver/ 1- Sign)

1. _____ 2. _____ 3. _____

Subnet Mask: _____ **Gateway:** _____

CONDITIONS OF SALE

Unless otherwise stipulated, balance is due prior to shipment. All prices quoted are cash prices.

Signs Plus makes no expressed or implied warranties whatsoever with respect to the equipment and goods being purchased, including, but not limited to, the implied warranties of merchantability and fitness except those stated in warranties set forth in the written Signs Plus Warranty. We reserve the right to modify our designs and manufacturing process to improve the quality, value and/or safety of our signs. Each sign is individually designed per customer specifications. Cancellation at any stage will incur charges. These charges may exceed your deposit. Change orders will incur charges. Additional charges will be incurred when (1) rock or utilities are encountered during an installation by a Signs Plus agent; (2) site specific engineered prints and/or changes to standard sign engineering are required.

Except by prior agreement, Signs Plus or its agents will select the freight carrier to deliver the above described property. By law title to the property passes to the buyer upon delivery to the freight carrier. Loss or damage to the goods once in the possession of the freight carrier is the responsibility of the buyer and the freight carrier. Buyer accepts responsibility of unloading the sign at the "ship to address" listed on the Signs Plus contract, unless otherwise arranged through Signs Plus prior to the ship date. In the event legal proceedings become necessary to recover sums due under this contract, the venue of those proceedings will be Sarasota County, Florida. The offending party will pay all costs including attorneys' fees. Failure to meet the terms of this contract will invalidate your warranty.

Credit Card Purchases: Deposits will be processed the day the order is received. Requests for balance to be charged to a credit card will require an additional Credit Card Authorization Form, and will be processed the day the authorization is received. A 2% convenience

APPROVAL / AUTHORIZATION

AUTHORIZED SIGNATURE *I have read and agree to Terms and Conditions of Sale on page 2 of this Contract*

Title: _____ **Date:** _____

A FAXED OR EMAILED SIGNATURE IS BINDING UPON BOTH PARTIES

INFINITE POSSIBILITIES

INFINITY-MOD IS AN ULTRA-HIGH BRIGHT, LIGHTWEIGHT, LED MODULE WITH ALL-WEATHER PERFORMANCE. ITS INNOVATION, DESIGN, AND ADVANCED FEATURES ALL WORK TO CREATE LASTING VALUE.

INFINITY-MOD: 20mm pixel pitch (28"-10.5" w x 15'-9" h)



INFINITY-MOD OUTDOOR LED DISPLAY TECHNOLOGY



±10,000 NITS ULTRA-HIGH BRIGHTNESS

x20 Brighter than an LCD TV¹. View in full daylight and dimmable at night.

¹Based on LCD TV avg. 500 Nits.

10-25MM

PIXEL PITCH OPTIONS

Large IP65 LED diodes, ±100,000² hours lifetime, 281 trillion colors.

²Approximate



IP65 FRONT/IP54 REAR ALL-WEATHER TESTED

UV, salt-mist, vibration, ±temperature, voltage, and x2 waterproof tested.



140° HORIZONTAL VIEWING ANGLE

View the display easily from wide angles creating greater visual impact.

13

AI

ALUMINUM CABINET DESIGN

Lightweight, modular, aluminum cabinet design.



FRONT/REAR SERVICEABLE

Two service options allow for fast, easy maintenance.



CONNECTIVITY

Network with, Ethernet, wireless⁴, WiFi⁴, Fiber Optic⁴, or cellular⁴ technology.

⁴Optional



60 FPS VIDEO PLAYBACK

Smooth full motion video playback.



CLOUD-BASED SOFTWARE⁵

Control, network, and diagnose displays from anywhere with DNET 3.0.

⁵Optional



5 YEAR WARRANTY

5-Year parts and in-factory labor. 10-Year parts availability.

INFINITY-MOD

OUTDOOR LED DISPLAY TECHNOLOGY

Display

Pixels (mm)	Brightness (Nits)	Tile Matrix (HxW)	Module Resolution Pixels (HxW)		Cabinet Size (Inch) (HxW)		Cabinet Depth (Inch) (D)	Cabinet Weight (lbs)	Power Max. (Watt)
10	10,000*	24x24	72	72	28.35	28.35	6.7	59.30*	279.94
			72	96	28.35	37.80			
			96	72	37.80	28.35		79.10*	373.25
			96	96	37.80	37.80		105.40*	497.66
			120	120	47.24	47.24			
			120	72	47.24	28.35			
12 ¹	10,000*	20x20	60	60	28.35	28.35	6.7	59.30*	288
			60	80	28.35	37.80			
			80	60	37.80	28.35		79.10*	384
			80	80	37.80	37.80		105.40*	512
			100	100	47.24	47.24		165.00*	800
			100	60	47.24	28.35		99.00*	480
16	10,000*	15x15	45	45	28.35	28.35	6.7	59.30*	243
			45	60	28.35	37.80			
			60	45	37.80	28.35		79.10*	324
			60	60	37.80	37.80		105.40*	432
			75	75	47.24	47.24			
			75	45	47.24	28.35			
20	9,500*	12x12	36	36	28.35	28.35	6.7	59.30*	259.20
			36	48	28.35	37.80			
			48	36	37.80	28.35		79.10*	345.60
			48	48	37.80	37.80		105.40*	460.80
			60	60	47.24	47.24			
			60	36	47.24	28.35			
25 ¹	7,000*	8x16	32	32	31.50	31.50	6.7	73.15*	245.76

*Special Order. ¹± 5%.

*±10%

Color 281 Trillion Colors

Viewable Angle 140° Horizontal; 70° Vertical

Contrast Enhancement Louver w/ Black Textured Mask

Dimming 100 Levels

Average LED Lifetime ±100,000* Hours

*Average

Color Processing 16-Bit Grayscale

Color Temperature 6,500K (Adjustable)

Graphic & Video Support

Display Capability Video, Graphic, Text

Video Frame Rate 60 FPS

Refresh Rate ±1920 Hz (Adjustable)

Communication

Communication Ethernet, WiFi*, Wireless*, Fiber Optic*, Cellular*

*Optional

Enclosure

Cabinet Construction Aluminum

Cabinet Ventilation Rear

Serviceability Front* or Rear**

*Standard. **Optional

Waterproofing (Front/Rear) IP65/IP54

Manufacturing Quality Standard ISO 9001

Electrical & Operating Requirements

AC Power 120/240VAC 60Hz.

Operating Temp. / Humidity ± -30°~140°F / ±10~90%

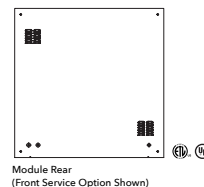
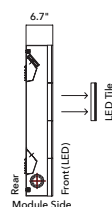
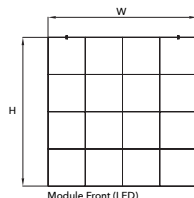
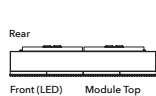
Software

PC / Cloud-Based M.E. Pro Plus; DNET 3.0*

*Optional

Limited Warranty & Service

Warranty 5-Year Parts & In-Factory Labor



Worldwide Headquarters
1700 S. De Soto Place, Ontario, CA 91761 USA
Phone: +1.800.876.1668 Fax: +1.626.369.7858
www.optec.com

Zeba Hone

From: Maribel Hughes
Sent: Tuesday, February 26, 2019 3:03 PM
To: Zeba Hone
Cc: Karen Garofalo; Jesse Rodriguez
Subject: Fw: BPS LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Hello Zeba,

Here are two quotes for the marquee for BPS. We would be going with the most recent one with the price of \$12,900.00 because it is only one sided and it will be with a header sign.

The bottom quotes were included because it showed some important information I thought would be helpful to know about regarding the quality of the marquee.

Sincerely,
Maribel Hughes

From: Jamie Lay
Sent: Tuesday, January 29, 2019 9:16 AM
To: Maribel Hughes
Subject: Fwd: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Get [Outlook for Android](#)

From: Haitham Sitto - MaxxLite LED <haitham@maxxlite.com>
Sent: Tuesday, January 29, 2019 9:05:35 AM
To: Jamie Lay
Cc: MaxxLite LED Data
Subject: Re: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Good morning Jamie,

Here are those options:

Model P13-4x6
Pixel Screen: 96 x 144 (13824 Pixels)
Screen Size: 51" x 76"
Cabinet Size: 54" x 80"
Maximum Amps Per Side: 13.6A
Single Sided: \$12,032.00
Wireless & Laptop: \$1,200.00
Header Sign: \$2,800.00
Total: \$16,032.00
Discounted Total: \$13,600.00

Additional School Discounted Price: \$12,900.00

Single Sided: \$12,032.00

Wireless & Laptop: \$1,200.00

Total: \$13,232.00

Discounted Total: \$11,500.00

Additional School Discounted Price: \$10,800.00

I hope this is helpful, if you need any other information, please let me know.

Best Regards

Haitham Sitto

MaxxLite LED Signs

Quality Since 1976 (a Sitto Ind. Co.)

www.MaxxLite.com

Email: haitham@maxxlite.com

Detroit, Michigan

248.399.0111 Office

248.232.2540 Fax

800.690.0600 Nationwide

From: [Jamie Lay](#)

Sent: Tuesday, January 29, 2019 10:56 AM

To: [Haitham Sitto - MaxxLite LED](#)

Subject: RE: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Good morning Haitham, can I get a price for 51" by 76" screen size. Both will be on sided, with and without the header signs.

Thank You

Jamie Lay

Colusa Unified

From: Haitham Sitto - MaxxLite LED <haitham@maxxlite.com>

Sent: Friday, January 25, 2019 10:24 AM

To: Jamie Lay <jamie.lay@colusa.k12.ca.us>

Cc: MaxxLite LED Data <data@maxxlite.com>

Subject: Re: LED Sign - COLUSA UNIFIED SCHOOL DISTRICT

Thank you Jamie,

Here are a couple of illustrations:



The header signs can be modified as needed, including color / art / graphics.

The LED screen is the newest technology, 281 Trillion Color display, Text, Graphics, and Video capable.

The sign for Egling looks to be a single sided based on the existing placement. Unless you want to relocate.

The sign for the Burchfield is a double sided layout.

These are the double sided options:

<p>Model P13-3x6 Pixel Screen: 72 x 144 (10368 Pixels) Screen Size: 38" x 76" Cabinet Size: 42" x 80" Maximum Amps Per Side: 10.2A Double Sided: \$18,053.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,500.00 Total: \$22,753.00 Discounted Total: \$20,000.00 Additional School Discounted Price: \$19,100.00</p>	<p>Model P13-3x7 Pixel Screen: 72 x 168 (12096 Pixels) Screen Size: 38" x 89" Cabinet Size: 42" x 92" Maximum Amps Per Side: 11.9A Double Sided: \$19,548.00 Wireless & Laptop: \$1,200.00 Header Sign: \$4,000.00 Total: \$24,748.00 Discounted Total: \$21,800.00 Additional School Discounted Price: \$20,800.00</p>
<p>Model P13-3x5 Pixel Screen: 72 x 120 (8640 Pixels) Screen Size: 38" x 63" Cabinet Size: 42" x 67" Maximum Amps Per Side: 8.5A Double Sided: \$16,559.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,000.00 Total: \$20,759.00 Discounted Total: \$18,200.00 Additional School Discounted Price: \$17,400.00</p>	<p>Model P13-4x6 Pixel Screen: 96 x 144 (13824 Pixels) Screen Size: 51" x 76" Cabinet Size: 54" x 80" Maximum Amps Per Side: 13.6A Double Sided: \$21,042.00 Wireless & Laptop: \$1,200.00 Header Sign: \$3,500.00 Total: \$25,742.00 Discounted Total: \$22,800.00 Additional School Discounted Price: \$21,800.00</p>

Estimated Shipping Cost: \$600-\$800

We can help you source a local installer.

We will provide you with all of the software and training you need

Best Regards
Haitham Sitto
MaxxLite LED Signs
Quality Since 1976 (a Sitto Ind. Co.)
www.MaxxLite.com
Email: haitham@maxxlite.com
Detroit, Michigan
248.399.0111 Office
248.232.2540 Fax
800.690.0600 Nationwide



LABOR DAY CLASSIC INVITATIONAL

KAMEHAMEHA SCHOOLS - HAWAII

Date: THURSDAY-SATURDAY AUGUST 29-31, 2019

Location: Kamehameha Schools Hawai'i Campus
Kamehameha Schools Hawai'i
16-718 Volcano Road
Kea'au, HI 96749

Entry Fee: \$350

Entry Registration: \$300

Entry Deadline: June 1st, 2019 or until full

Tournament Format:

Thursday August 29, 2019

1st Round of Pool Play

Best 2 out of 3 matches (25-25-15)

Scoring: First 2 sets - 1st to 25, no deuce
3th set 15 points deuce, no cap

Flip and Tally Scoring Only

Unlimited Subs

1 timeout per set (1 minute)

Friday August 30, 2019

2nd Round of Pool Play

Saturday August 31, 2019

Cross-over match

Single elimintaion play-offs

Single Elimination Championship Play-off Bracket
Gold, Silver, Bronze Division Play-offs

Free Dinner and Awards Banquet at 7:00pm

Free Gym Stays:

For teams with a limited budget, overnight housing on gym floor at the playing site is an option on a first come first serve basis.

Off-Island and Mainland Teams: Optional Sunday Personal Guided Tour -

Green Sands Beach Adventure (4-wheel drive access)
South Point Blue Water Cliff Jumping, Snorkeling
Punalu'u Black Sand Beach - Snorkeling and swimming
with Sea Turtles

++++ Westview High School attended the Hawai'i Labor Day Classic this past September. Please feel free to ask any of the coaches or players about their experience at our tournament. I'm sure you will hear great things!

2019 Labor Day Volleyball Classic

Entry Form

High School:

Name of Coach:

Email:

Phone:

Coach Signature:

Athletic Director:

Email:

Phone:

AD's Signature:

Entry Fee per team: \$350

Early Registration: \$300 Paid in by June 1st

Amount of Check: \$

Make Checks Payable to: **Kamehameha Schools**

Mail Entry Form to:

Kamehameha Schools Hawai'i
C/O Girls Volleyball Team
16-718 Volcano Rd
Kea'au, HI 96749

Request for free Gym Stay (Circle One): YES NO

*Limited Space Available

Entry Deadline: June 1, 2019

Labor Day Classic Invitational - Kamehameha Schools

Coaches: Tina Lyons Head Coach

Kim Roper JV Coach

Estimated # of Athletes: 9-11 (Varsity only)

Funding: ASB Volleyball

Academic: College Readiness (University Campus Tour)

Cultural Education (Kamehameha HS)

Cost of Tournament

Flights: \$6500-\$9100

\$500-\$700 per person

Tournament Fee: \$300

Hotels: \$3,600

Place: Hilo Hawaiian Hotel

5 nights w/5 rooms

\$130 per night plus tax

Transportation: \$1,200

2 Expositions @ \$600 eac

Food: \$300 (misc. stuff for players)

Athletes will be responsible for their food.

DATES: Leave on Wednesday 8/29 and return on Monday, 9/2

Total Cost (Estimation)	Flights:	6,500.00
	Tournament Fee:	300.00
	Hotels:	3,600.00
	Transportation:	1,200.00
	Food:	300.00
	Total:	11,900.00 ~\$14,500*

*The range accounts for the different prices in airfare.

Students may miss school on Wednesday as well due to flights.

EMPLOYEE ENGAGEMENT

Colusa Unified School District



What is Employee Engagement?



Employee Engagement = Work Performance & Employee Wellbeing

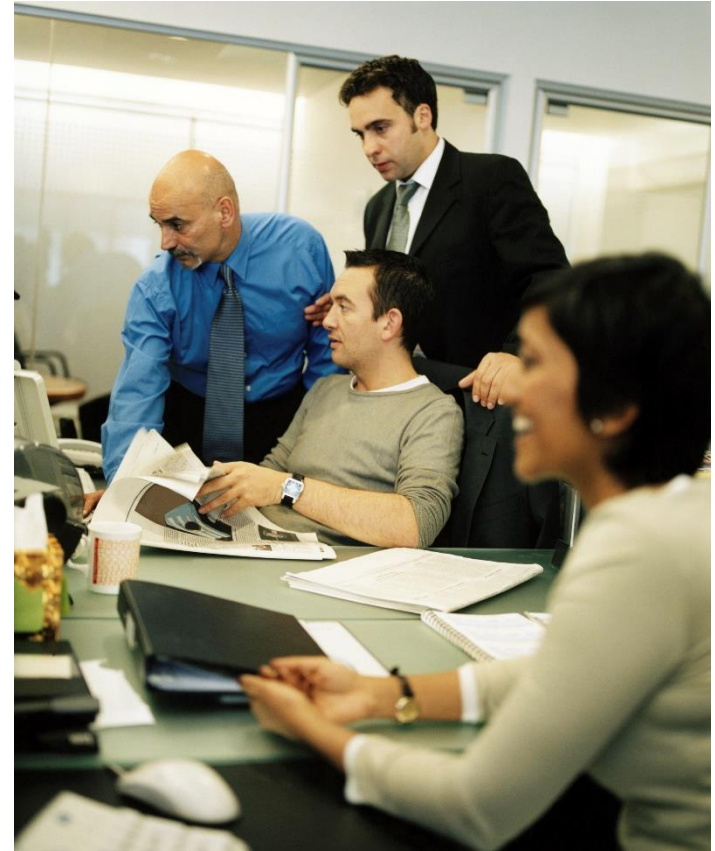


Why Engagement Matters



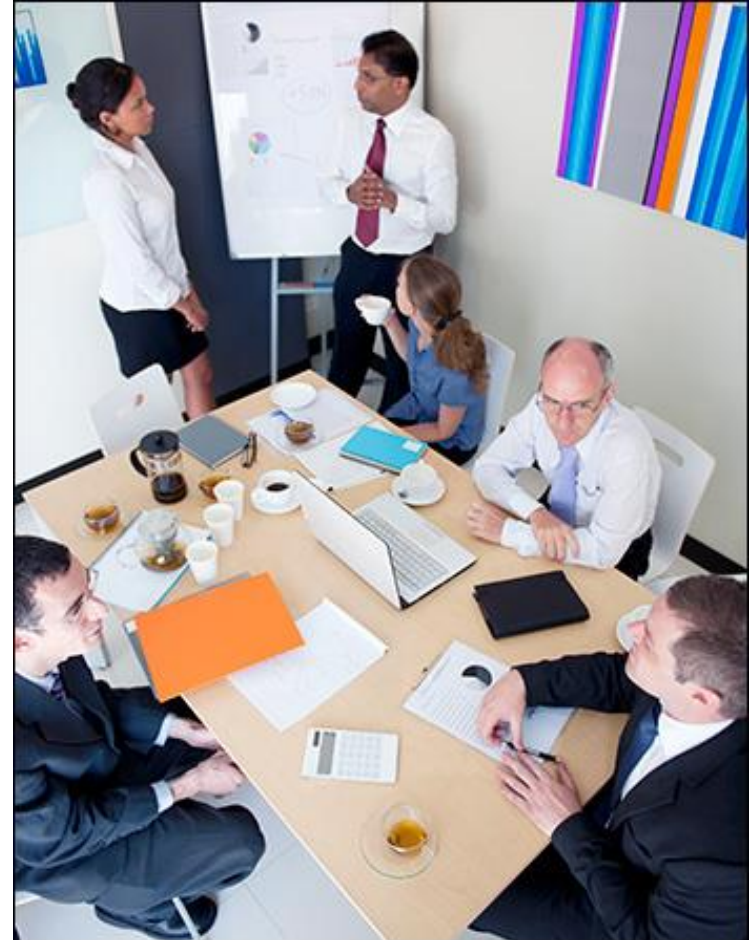
What is Employee Engagement?

- Emotional/psychological commitment to an organization
- Engagement happens with **each interaction**
- Managers are stewards of each employee's level of engagement



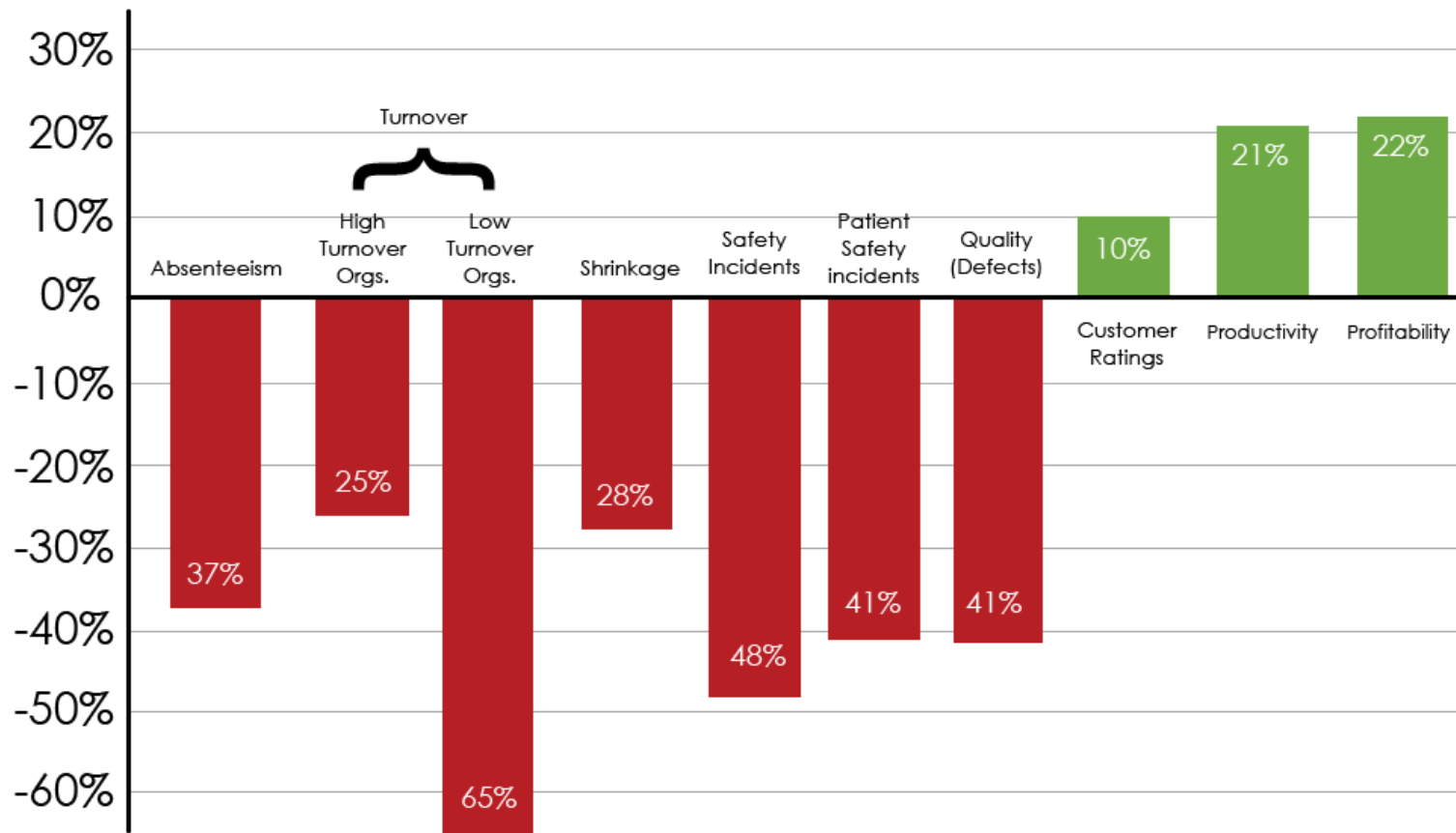
Why Measure Employee Engagement?

- Engaged teams are more productive, safer, and create a better connection with the students
- An employee's level of engagement changes over time
- We need to track that change



The Payoff

TOP QUARTILE VS. BOTTOM QUARTILE WORK GROUPS



FOUR ELEMENTS OF GREAT MANAGEMENT



The Four Elements



Scoring Scale

Strongly Disagree

Strongly Agree

1
○

2
○

3
○

4
○

5
○

1 = Absolute No

2 = No

3 = “Soft No”

4 = Yes, however

5 = Absolute Yes



EMPLOYEE ENGAGEMENT RESULTS

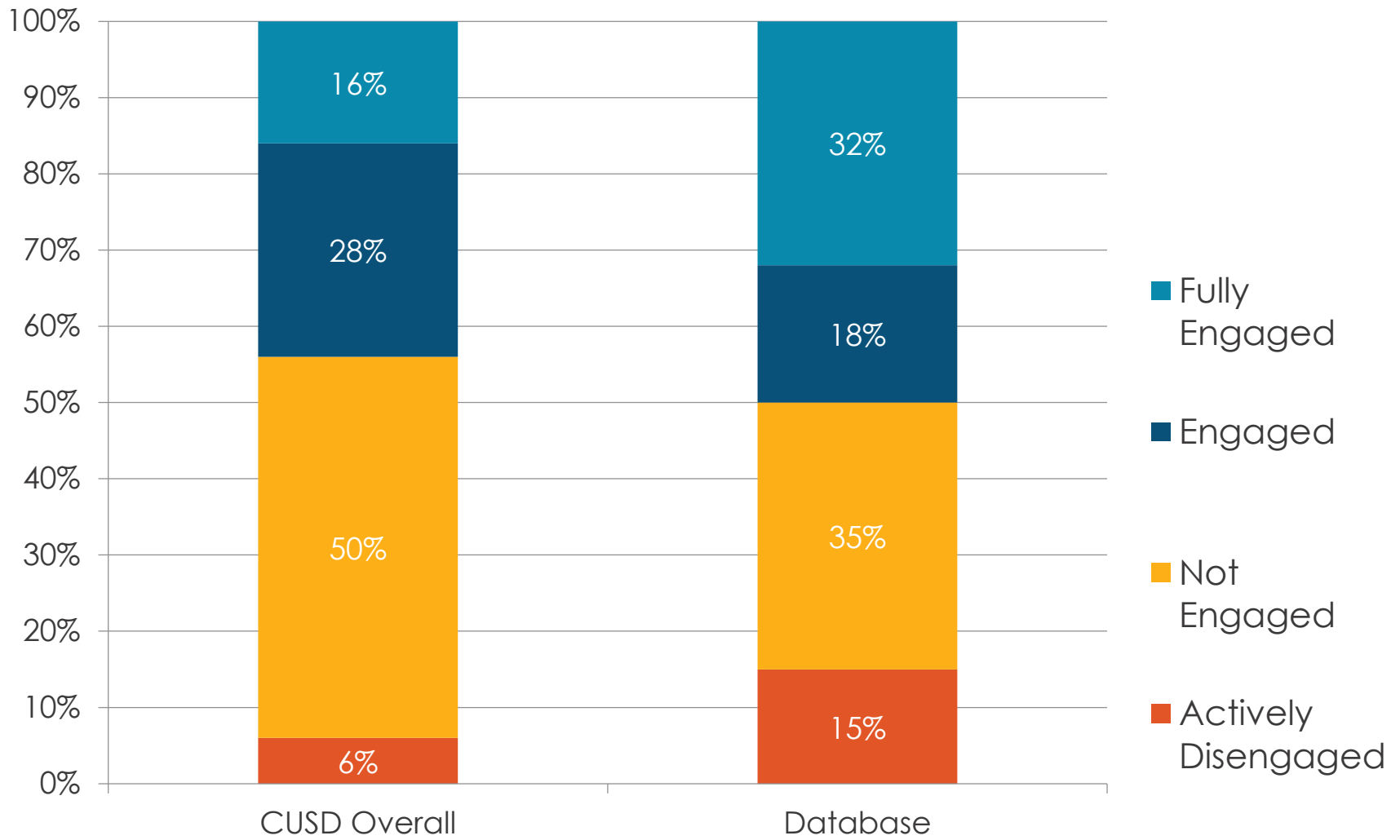


Survey Date & Response Rate

- Survey Dates: January 14 - 25, 2019
- 79% Overall Response Rate
 - 171 out of 217 = 79%
 - Response rate above does not include “placeholder” managers used for analysis purposes that were reported in daily response rate report



CUSD Engagement



CUSD Overall

Database

n = 171

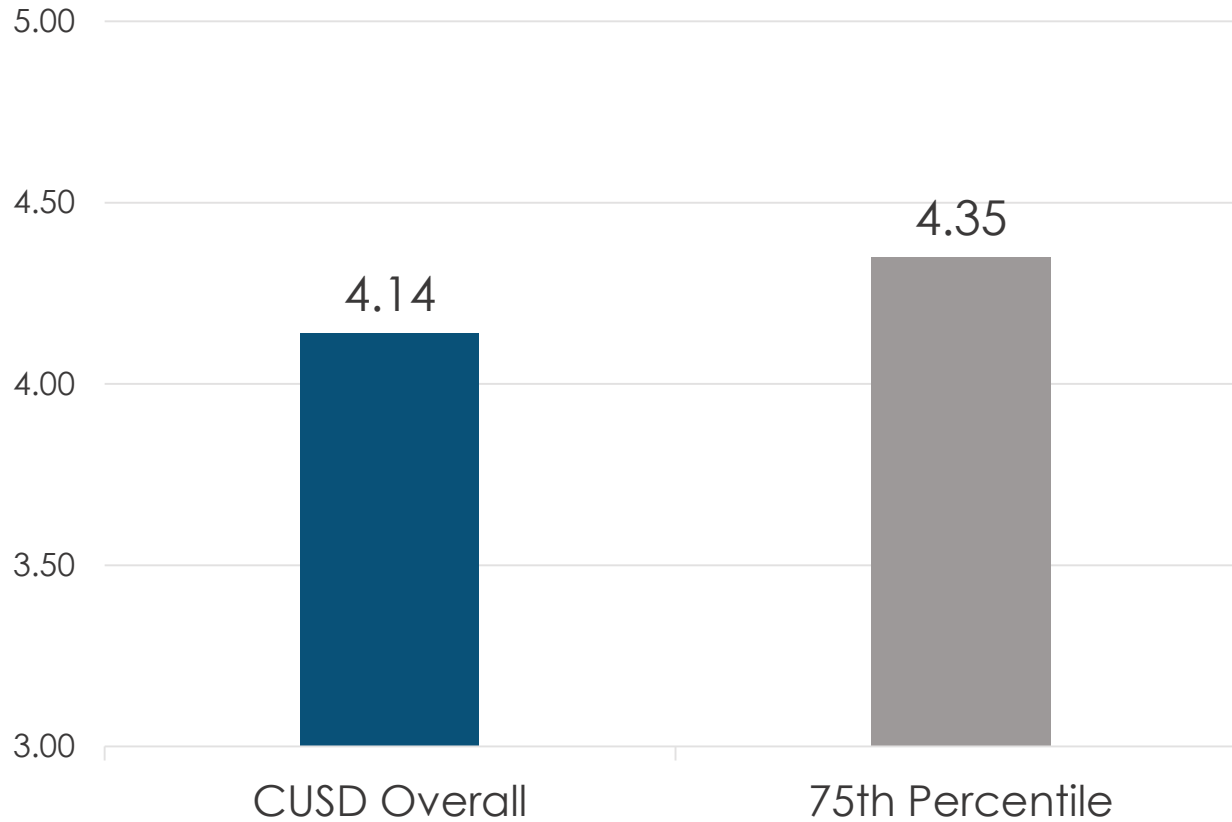
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Overall Engagement

COLUSA USD OVERALL

Percentile: 61st



FOUR ELEMENTS OF GREAT MANAGEMENT



The Four Elements



My Job – The Specifics

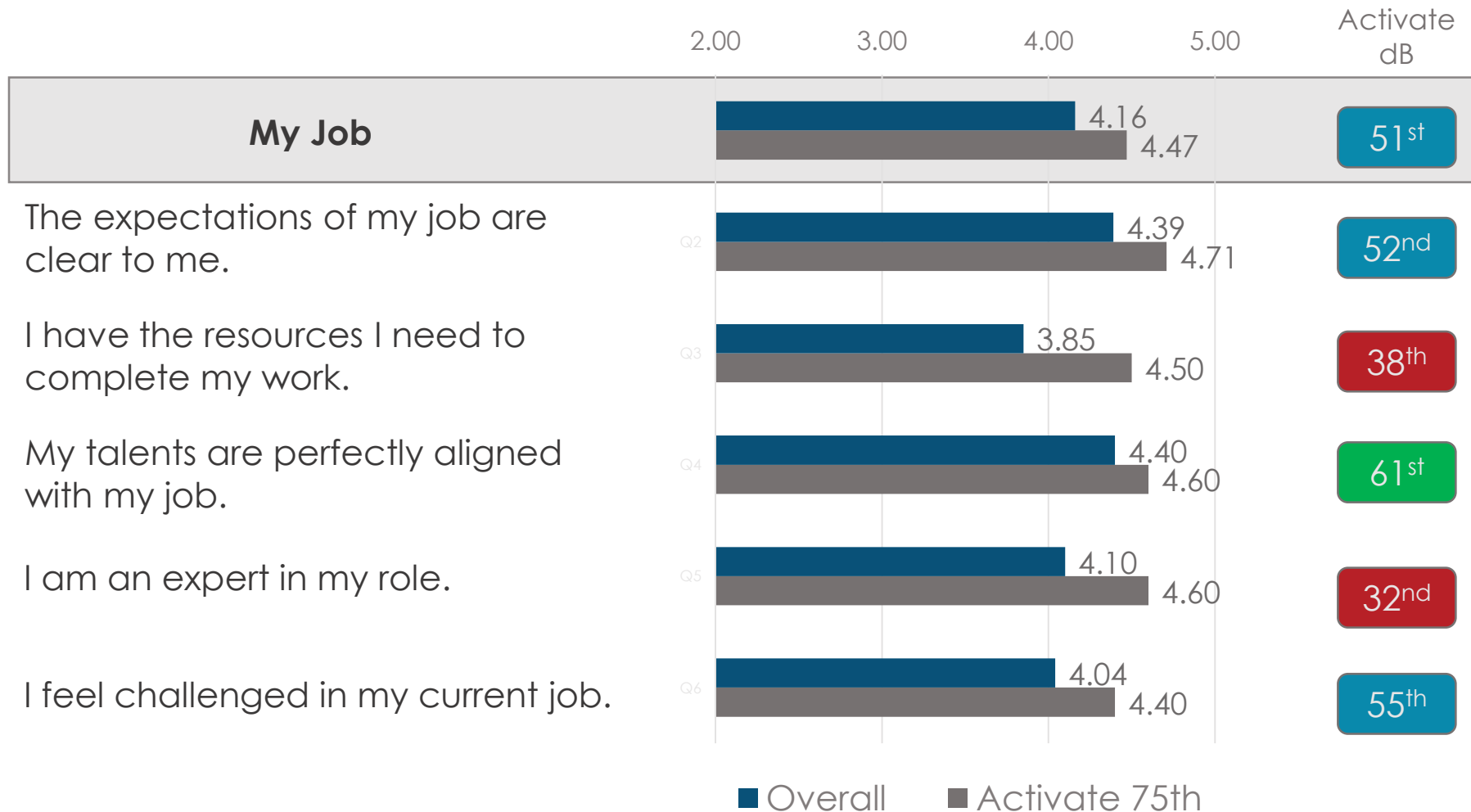


- The **expectations** of my role are clear to me
- I have the **resources** I need to complete my work
- My **talents** are **perfectly aligned** to my role
- I am an **expert** in my role
- I feel **challenged** in my current job



My Job

COLUSA USD OVERALL



My Manager – The Specifics

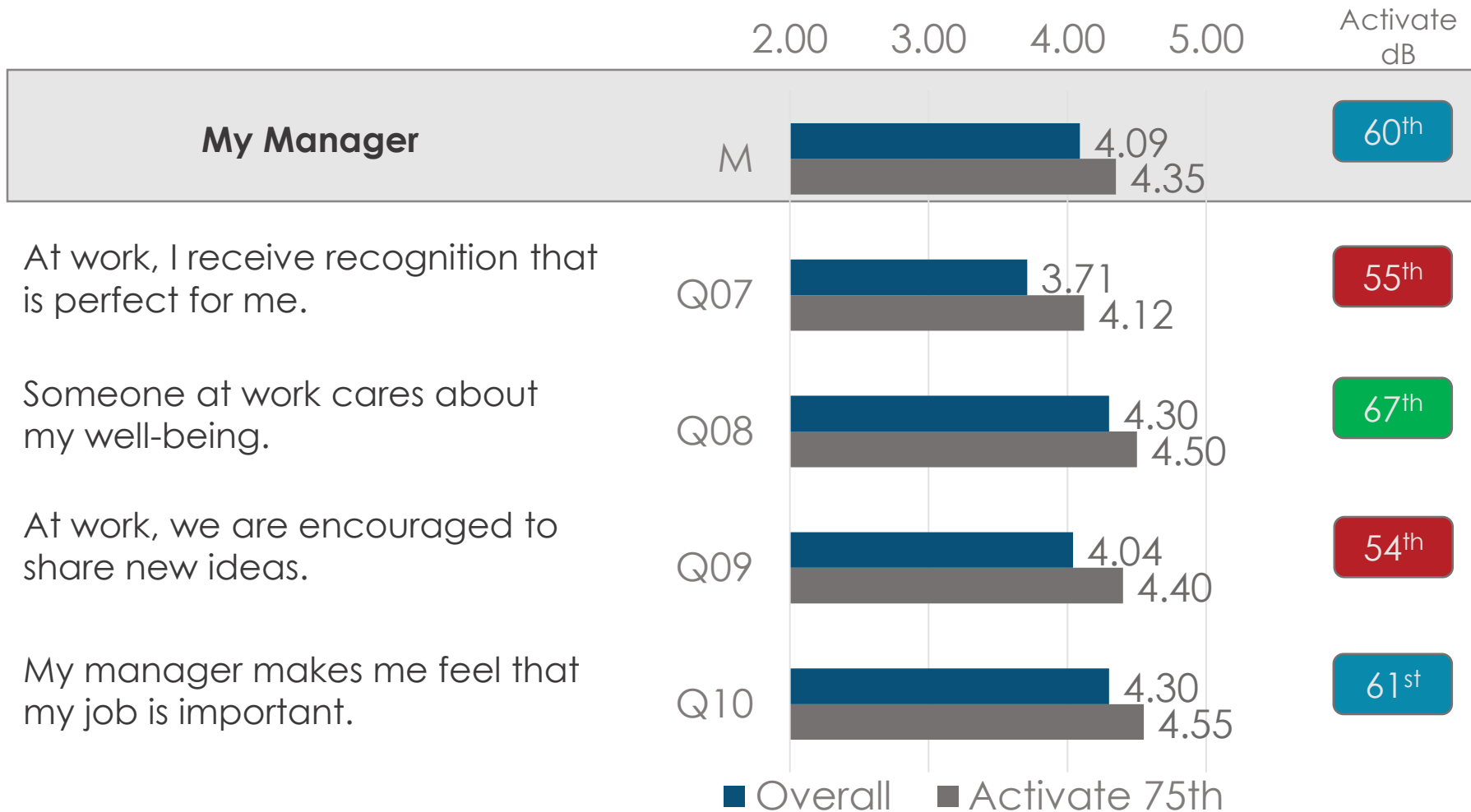


- At work, I receive **recognition** that is perfect for me
- Someone at work **cares about my well-being**
- At work, we are encouraged to **share new ideas**
- My manager makes me feel **my job is important**



My Manager

COLUSA USD OVERALL



My Team – The Specifics

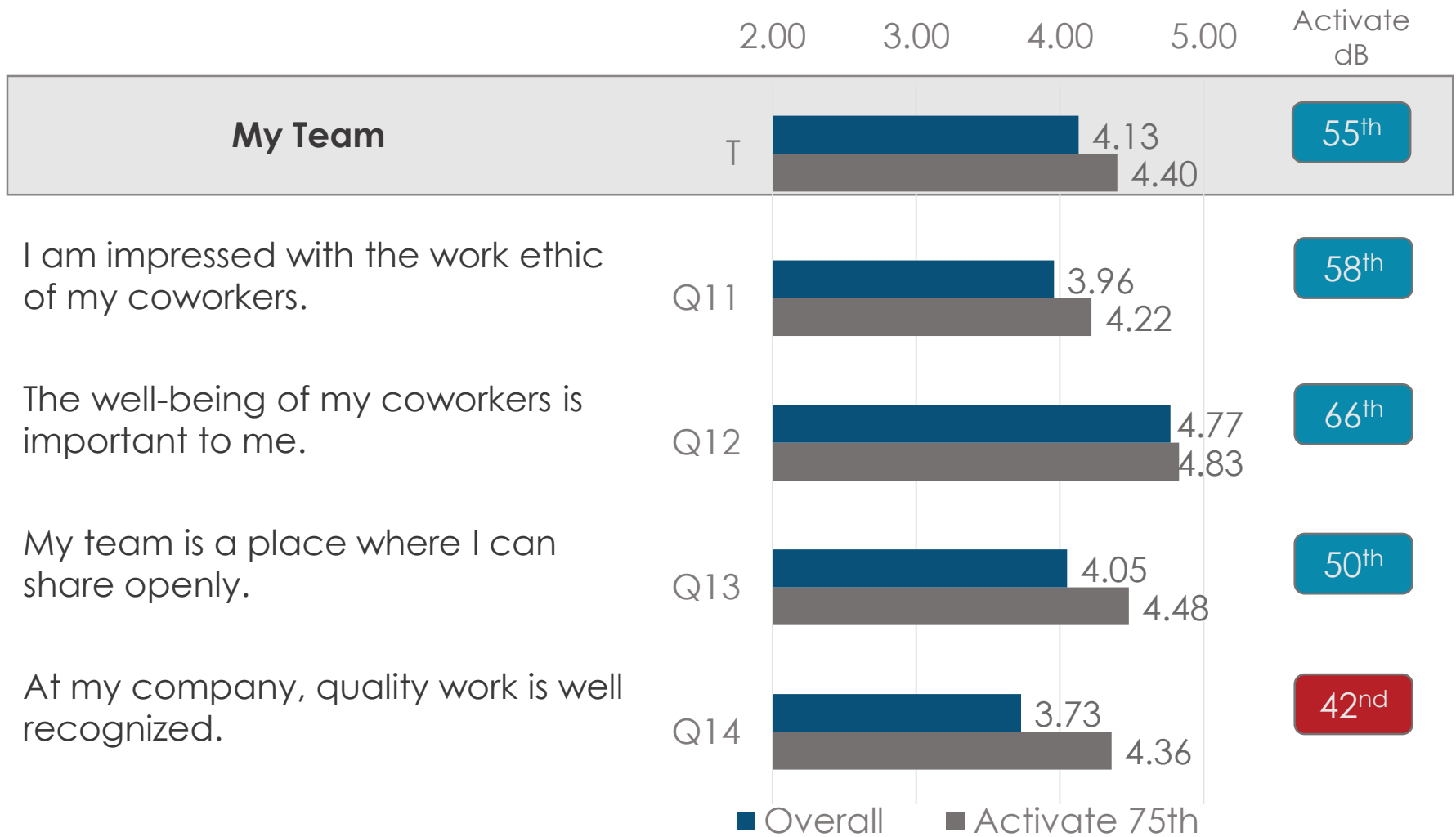


- I am **impressed with the work ethic** of my coworkers
- The **well-being of my coworkers** is important to me
- My team is a place where **I can share openly**
- At my organization, **quality work** is well recognized



My Team

COLUSA USD OVERALL



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EMPLOYEE ENGAGEMENT

My Growth – The Specifics

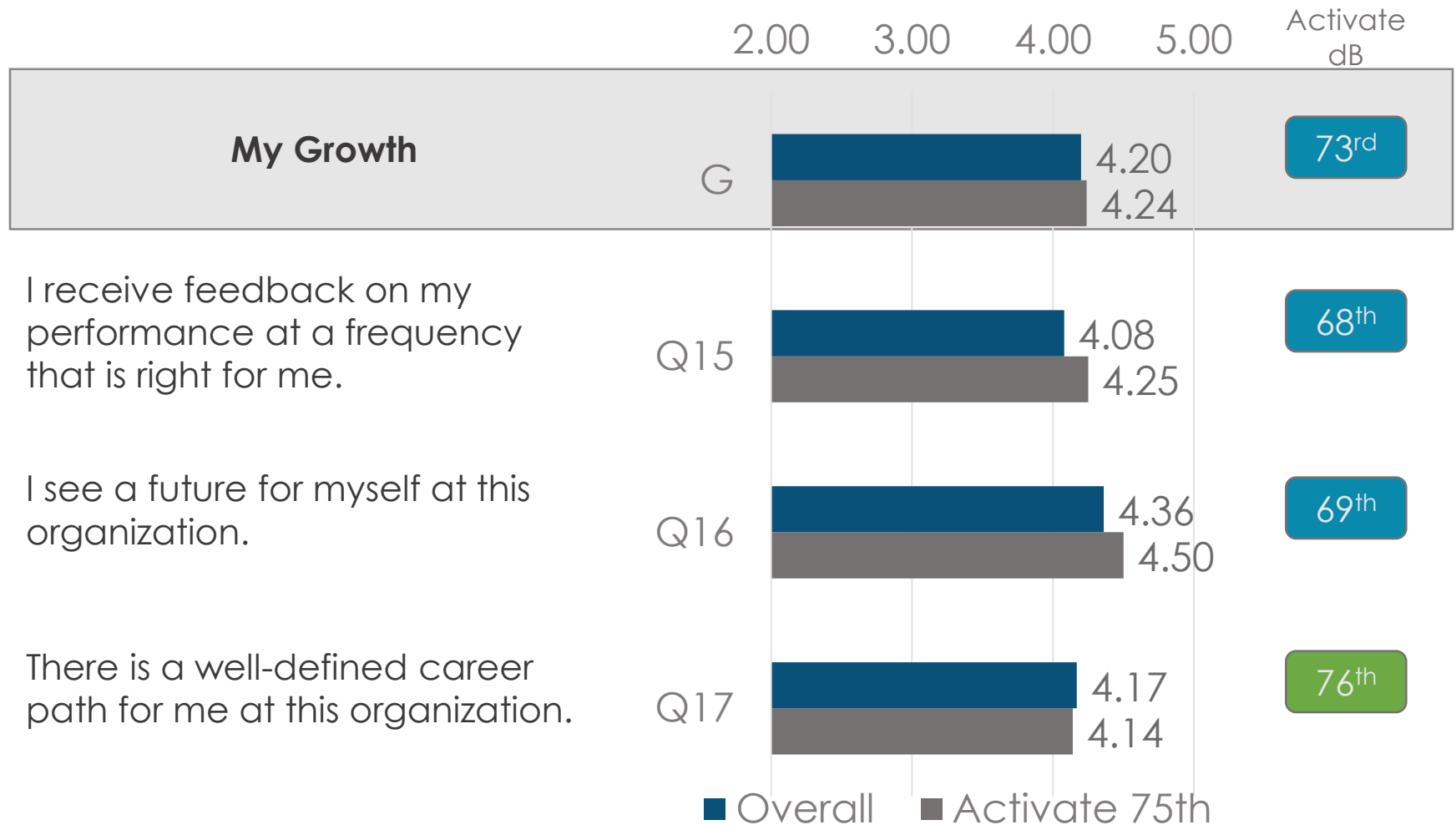


- I receive **feedback** on my **performance** at a **frequency** that is right for me
- I see a **future** for myself at this organization
- There is a well-defined **career path** for me at this company



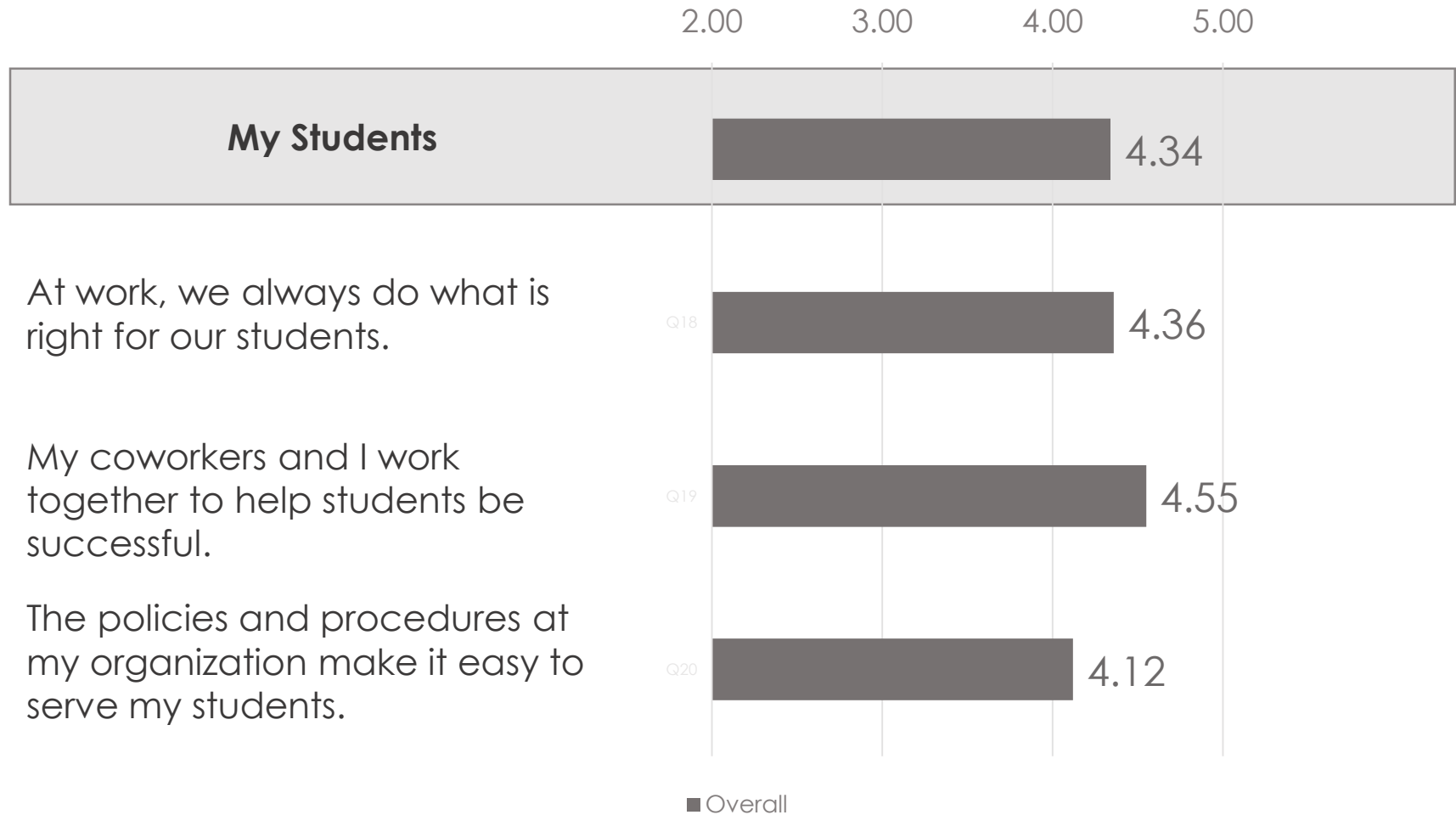
My Growth

COLUSA USD OVERALL



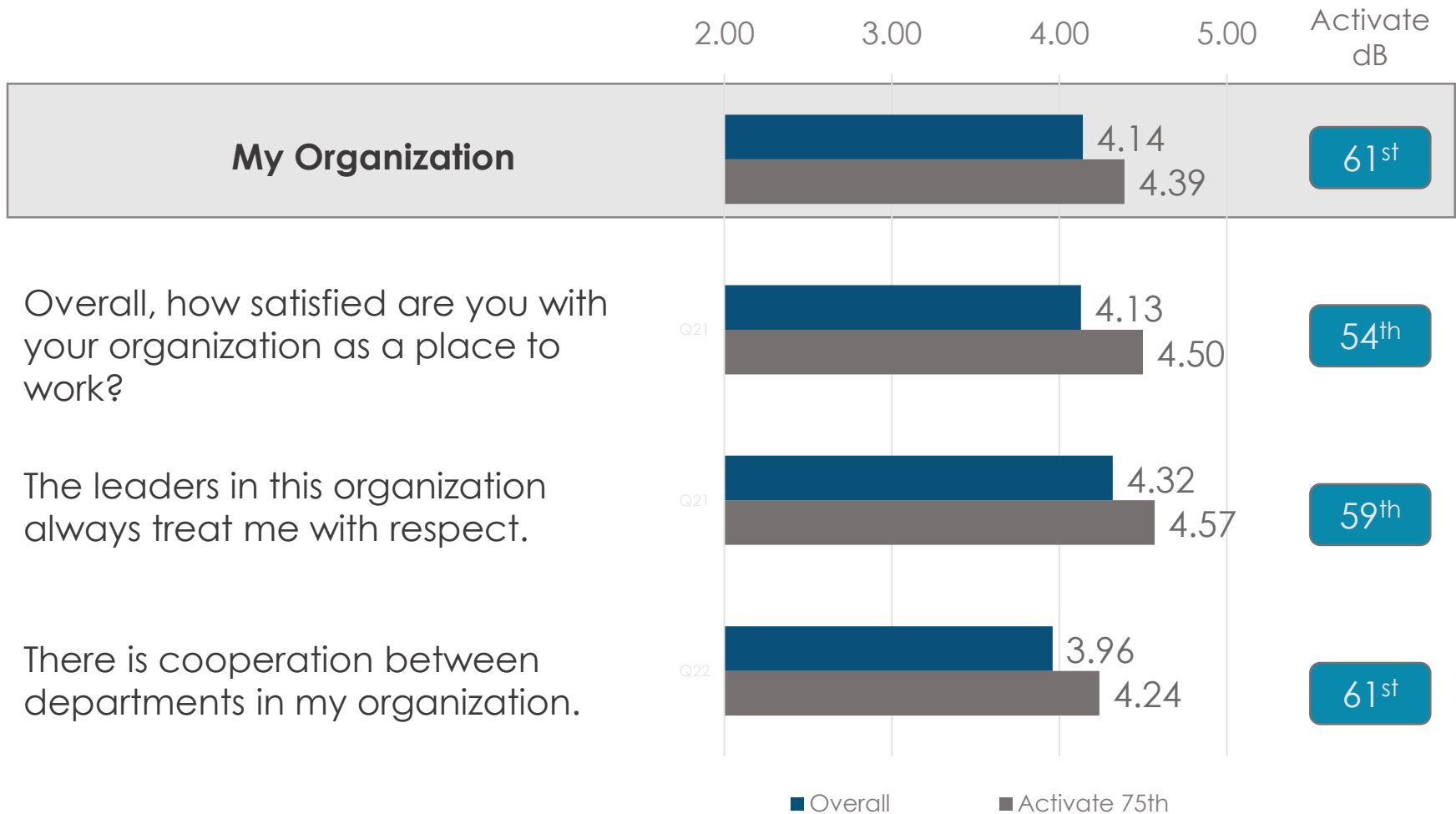
My Students

COLUSA USD OVERALL



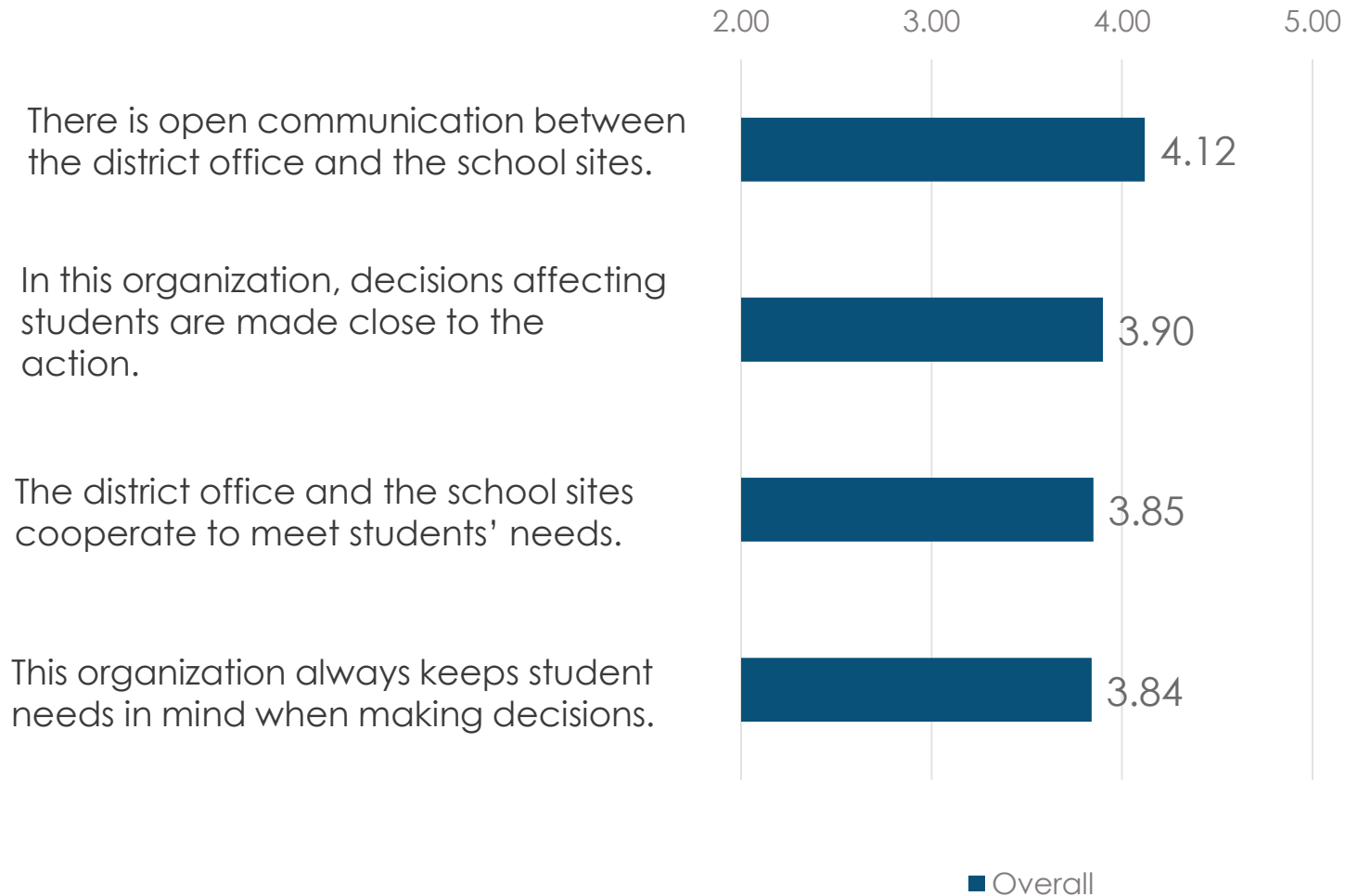
My Organization

COLUSA USD OVERALL



Additional Items

COLUSA USD OVERALL



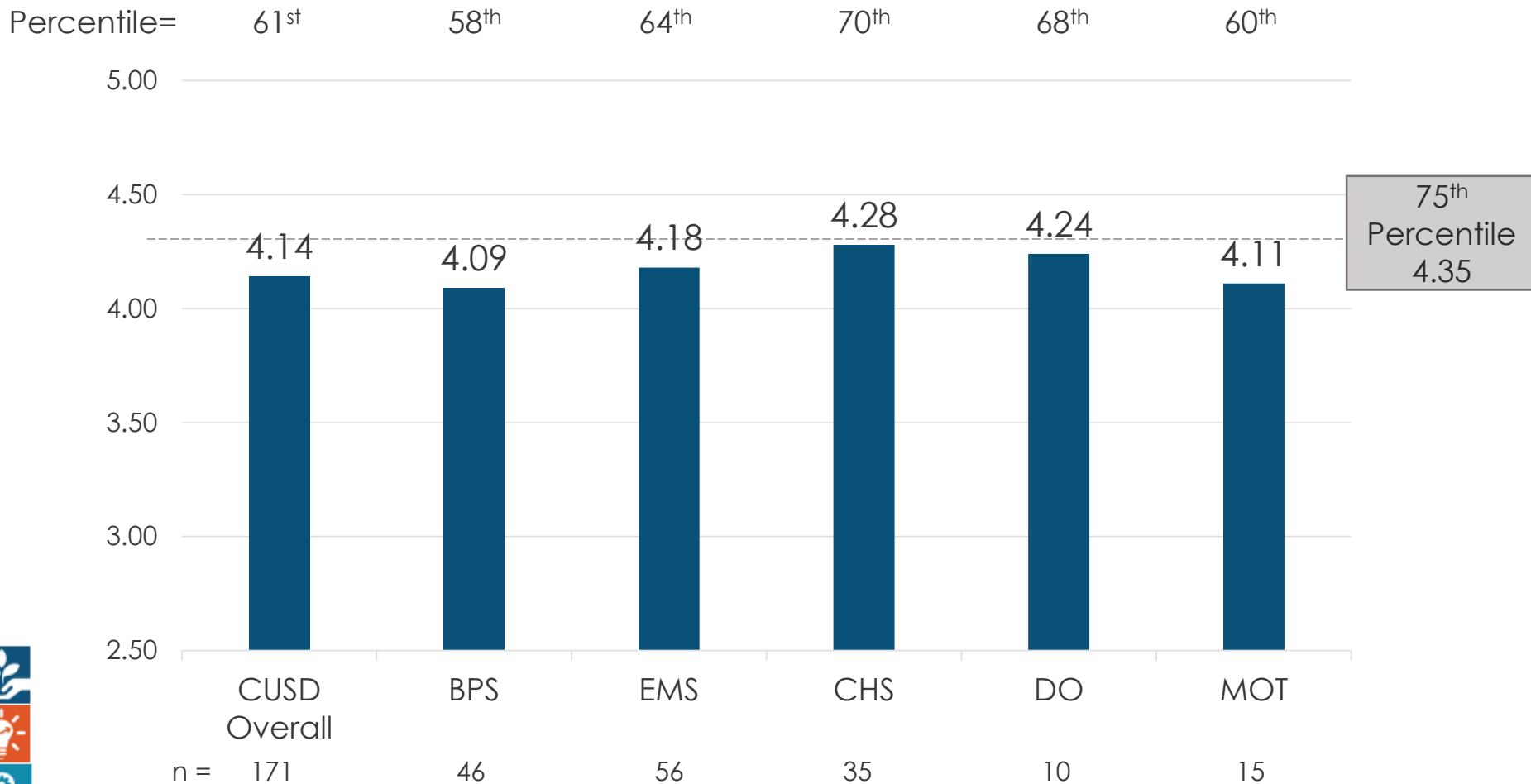
EMPLOYEE ENGAGEMENT

By Site and Position



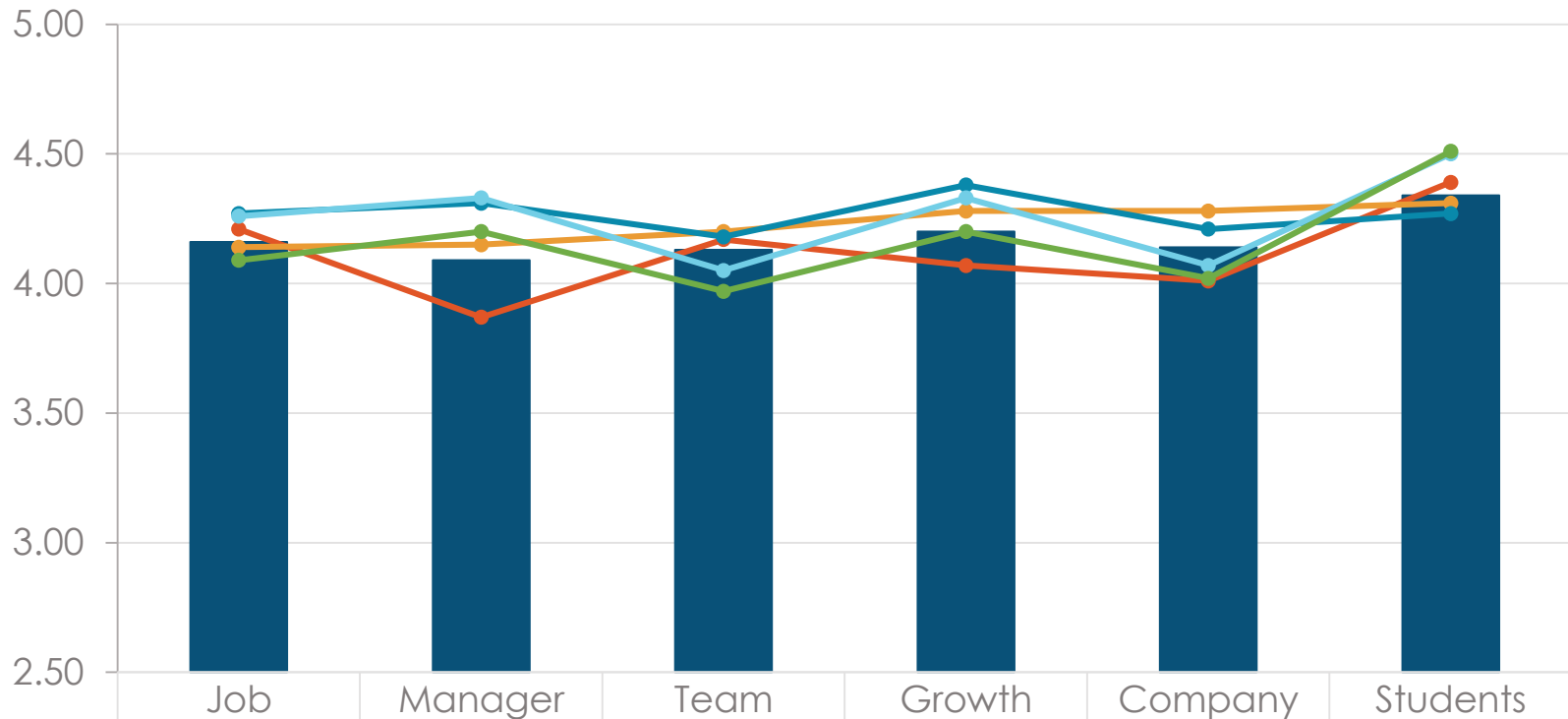
Overall Engagement

EMPLOYEE ENGAGEMENT BY SITE



Index Categories

EMPLOYEE ENGAGEMENT BY SITE

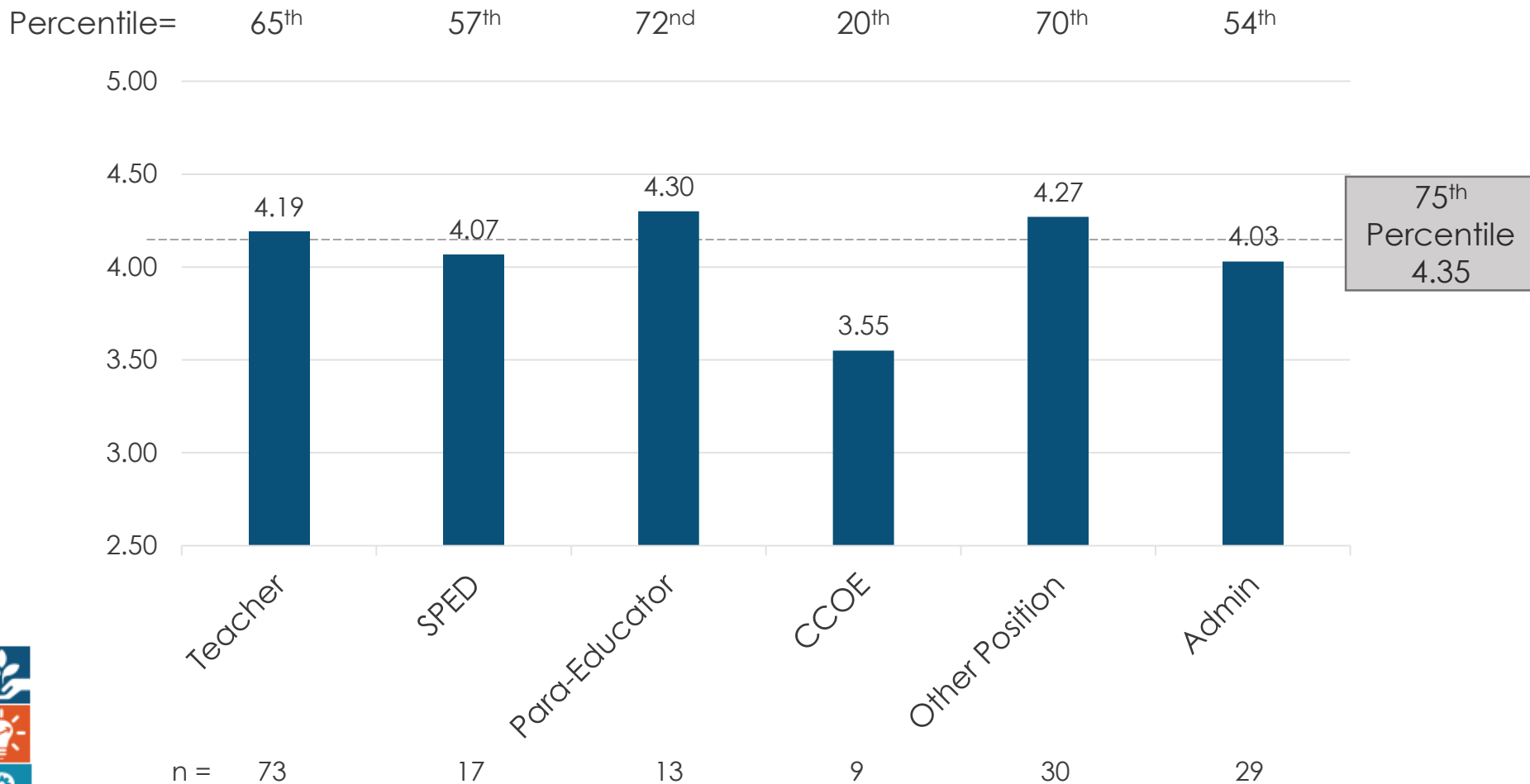


	Job	Manager	Team	Growth	Company	Students
CUSD Overall	4.16	4.09	4.13	4.20	4.14	4.34
BPS	4.21	3.87	4.17	4.07	4.01	4.39
EMS	4.14	4.15	4.20	4.28	4.28	4.31
CHS	4.27	4.31	4.18	4.38	4.21	4.27
DO	4.26	4.33	4.05	4.33	4.07	4.50
MOT	4.09	4.20	3.97	4.20	4.02	4.51

58 of 274

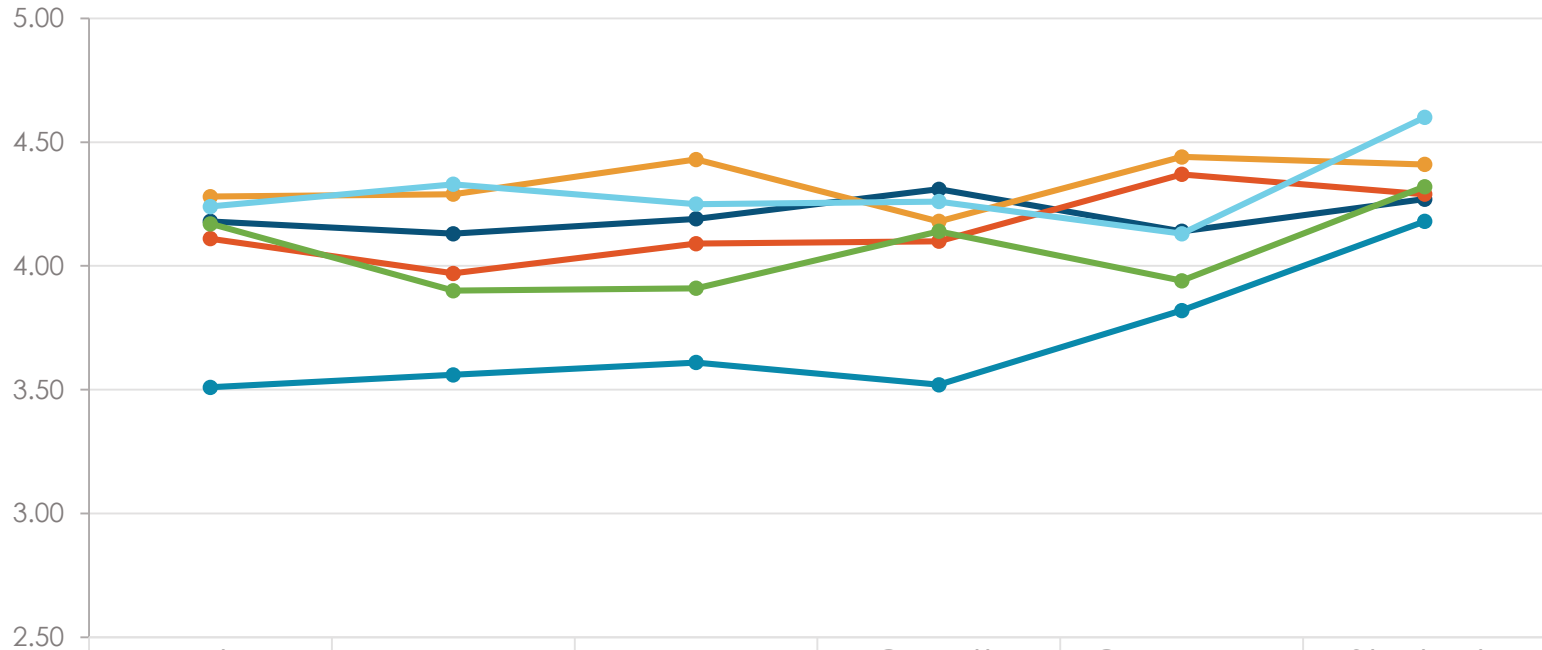
Overall Engagement

EMPLOYEE ENGAGEMENT BY POSITION



Index Categories

EMPLOYEE ENGAGEMENT BY SITE



	Job	Manager	Team	Growth	Company	Students
Teacher	4.18	4.13	4.19	4.31	4.14	4.27
SPED	4.11	3.97	4.09	4.1	4.37	4.29
Para-Educator	4.28	4.29	4.43	4.18	4.44	4.41
CCOE	3.51	3.56	3.61	3.52	3.82	4.18
Other Position	4.24	4.33	4.25	4.26	4.13	4.6
Admin	4.17	3.9	3.91	4.14	3.94	4.32


RECOMMENDATIONS



ENGAGEMENT PORTAL



PORTAL: <http://cusd.activatehcg.com/>


Tuesday, February 5, 2019 10:34:00 AM

Log In

Log in:
To login to the online Human Resources tool, enter your email address and password to the right.

Forgot Password:
If you cannot remember your password, click the "Forgot Password?" link to enter your email address and have it mailed to you.

Membership:
If you are unclear on your membership to this tool, please contact your organization administrator for more information.

Powered By:


Log In

Email Address:

Password:

☐ Remember me next time.

Log In

[Forgot Password?](#)



Overall Engagement		3.96		-	-		49
Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Job	The expectations of my role are clear to me.	0% 5% 19% 29%	48%	4.19	-	-	38
	I have the resources I need to complete my work.	0% 14% 43% 33%	10%	3.38	-	-	16
	My talents are perfectly aligned with my job.	0% 5% 5% 33%	57%	4.43	-	-	63
	I am an expert in my role.	0% 0% 5% 71%	24%	4.19	-	-	38
	I feel challenged in my current job.	0% 5% 10% 43%	43%	4.24	-	-	65
My Manager	At work, I receive recognition that is perfect for me.	14% 14% 38% 19%	14%	3.05	-	-	23
	Someone at work cares about my well-being.	10% 5% 14% 29%	43%	3.90	-	-	45
	At work, we are encouraged to share new ideas.	0% 19% 14% 43%	24%	3.71	-	-	35
	My manager makes me feel that my job is important.	14% 0% 19% 38%	29%	3.67	-	-	26
My Team	I am impressed with the work ethic of my coworkers.	0% 0% 19% 43%	38%	4.19	-	-	72
	The well-being of my coworkers is important to me.	0% 0% 0% 10%	90%	4.90	-	-	82
	My team is a place where I can share openly.	5% 5% 14% 24%	52%	4.14	-	-	55
	At my organization, quality work is well recognized.	10% 14% 43% 24%	10%	3.10	-	-	15
My Growth	I receive feedback on my performance at a frequency that is right for me.	5% 10% 14% 43%	29%	3.81	-	-	55
	I see a future for myself at this organization.	5% 5% 10% 24%	57%	4.24	-	-	62
	There is a well-defined career path for me at this organization.	5% 5% 14% 24%	52%	4.14	-	-	75

Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Students	At work, we always do what is right for our students.	5% 10% 10% 24%	52%	4.10	-	-	-
	My coworkers and I work together to help students be successful.	0% 0% 5% 5%	90%	4.86	-	-	-
	The policies and procedures at my organization make it easy to serve my students.	0% 24% 24% 33%	19%	3.48	-	-	-
My Company	Overall, how satisfied are you with your organization as a place to work?	5% 5% 14% 57%	19%	3.81	-	-	35
	The leaders in this organization always treat me with respect.	14% 10% 10% 29%	38%	3.67	-	-	25
	There is cooperation between departments in my organization.	0% 10% 38% 38%	14%	3.57	-	-	44
Additional Items	The district office and the school sites cooperate to meet students' needs.	14% 14% 29% 24%	19%	3.19	-	-	-
	There is open communication between the district office and the school sites.	10% 10% 43% 24%	14%	3.24	-	-	-
	In this organization, decisions affecting students are made close to the action.	5% 10% 38% 33%	14%	3.43	-	-	-
	This organization always keeps student needs in mind when making decisions.	5% 10% 38% 33%	14%	3.43	-	-	-
	I would recommend this organization as a great place to work.	10% 5% 14% 38%	33%	3.81	-	-	38

The items below were chosen for you by Activate Human Capital Group based on the comparison between your score and the ActivateHCG Database. These recommendations are only intended to act as a starting point - *not a mandatory area to focus on*.

Recommendation 1	%1s-%4s	%5s	Score	Past	Trend	Database %
------------------	---------	-----	-------	------	-------	------------

I have the resources I need to complete my work.	0% 14% 43% 33%	10%	3.38	-	-	 16
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Workplace issues to consider:

- Managers may not have clearly communicated the tools and resources that are available or the reasons for the lack of available resources.
- Employees may not be receiving the information they need when they need it.
- Employees may legitimately need more resources.

Questions for the manager to ask his/her team:

- Do you have the resources you need to succeed today? This week? This year?
- How can we better utilize the resources that we have (including each other)?
- What two resources could make you more productive in your daily work?

Recommendation 2	%1s-%4s	%5s	Score	Past	Trend	Database %
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At my organization, quality work is well recognized.	10% 14% 43% 24%	10%	3.10	-	-	 15
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Workplace issues to consider:

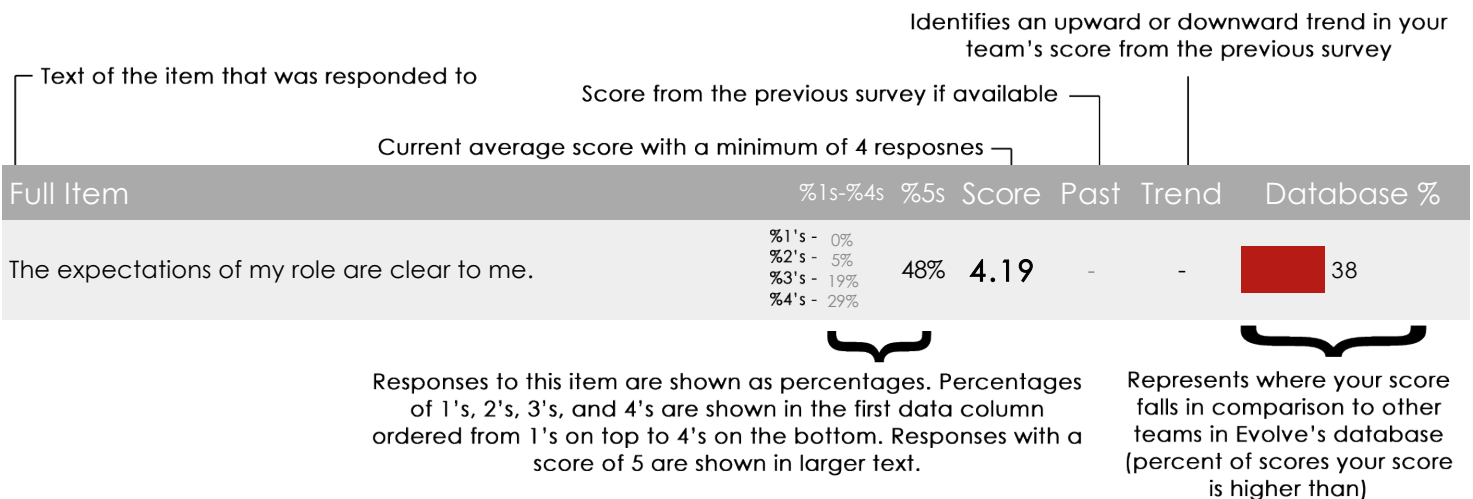
- Employees may not have a clear understanding of what "quality work" looks like.
- Managers may emphasize quantity of work rather than quality.
- Employees may not be aware of their coworkers' performance and development goals.

Questions for the manager to ask his/her team:

- What does quality work look like in your role? On our team? At this company? For our internal/external customers?
- As a team, how could we clearly define quality work? How could this team better recognize quality work?
- On this team, do we do a good job of sharing performance and development goals?

SCORECARD REFERENCE

Use the legend below for details on how to read your employee engagement scorecard.





Schedule time to discuss scorecard results as a team. Work together to identify items that you would like to focus on. If you are unsure of where to begin, consider working on the items identified in the *Action Planning Recommendations* section of the scorecard.



As a team, develop and document your plan(s). These plans should be immediately workable, specific, and measurable. In addition, the team should discuss the impact of each plan on the *team*, the *company*, and internal or external *customers*.



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- c. Click on "Start New Plan"
- d. Enter your plan and SAVE



When the Action Plan is successfully complete, please revisit the Engagement Portal to record your results.

Online Action Planning Credentials

Title of Your Action Plan: _____

Item Of Focus: _____

Current Score: _____

Describe Your Plan: _____

Define Your Success: _____

Overall Engagement		4.22		-	-	67	
Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Job	The expectations of my role are clear to me.	0% 0% 57%	43%	4.43	-	-	56
	I have the resources I need to complete my work.	0% 7% 46% 46%	0%	3.39	-	-	17
	My talents are perfectly aligned with my job.	0% 0% 11% 39%	50%	4.39	-	-	58
	I am an expert in my role.	0% 7% 25% 43%	25%	3.86	-	-	16
	I feel challenged in my current job.	0% 0% 4% 50%	46%	4.43	-	-	77
My Manager	At work, I receive recognition that is perfect for me.	0% 4% 39% 32%	25%	3.79	-	-	60
	Someone at work cares about my well-being.	0% 0% 4% 32%	64%	4.61	-	-	82
	At work, we are encouraged to share new ideas.	0% 4% 21% 36%	39%	4.11	-	-	56
	My manager makes me feel that my job is important.	0% 0% 11% 25%	64%	4.54	-	-	74
My Team	I am impressed with the work ethic of my coworkers.	4% 4% 11% 32%	50%	4.21	-	-	74
	The well-being of my coworkers is important to me.	0% 0% 4% 14%	82%	4.79	-	-	67
	My team is a place where I can share openly.	4% 7% 4% 50%	36%	4.07	-	-	51
	At my organization, quality work is well recognized.	0% 4% 32% 43%	21%	3.82	-	-	48
My Growth	I receive feedback on my performance at a frequency that is right for me.	0% 4% 14% 46%	36%	4.14	-	-	70
	I see a future for myself at this organization.	0% 0% 0% 39%	61%	4.61	-	-	82
	There is a well-defined career path for me at this organization.	0% 0% 14% 36%	50%	4.36	-	-	83

Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Students	At work, we always do what is right for our students.	0% 0% 14% 46%	39%	4.25	-	-	-
	My coworkers and I work together to help students be successful.	0% 0% 14% 18%	68%	4.54	-	-	-
	The policies and procedures at my organization make it easy to serve my students.	0% 0% 14% 50%	36%	4.21	-	-	-
My Company	Overall, how satisfied are you with your organization as a place to work?	0% 0% 7% 61%	32%	4.25	-	-	63
	The leaders in this organization always treat me with respect.	0% 0% 7% 25%	68%	4.61	-	-	78
	There is cooperation between departments in my organization.	0% 4% 7% 54%	36%	4.21	-	-	74
Additional Items	The district office and the school sites cooperate to meet students' needs.	0% 7% 21% 57%	14%	3.79	-	-	-
	There is open communication between the district office and the school sites.	0% 7% 18% 54%	21%	3.89	-	-	-
	In this organization, decisions affecting students are made close to the action.	0% 4% 29% 61%	7%	3.71	-	-	-
	This organization always keeps student needs in mind when making decisions.	0% 7% 14% 36%	43%	4.14	-	-	-
	I would recommend this organization as a great place to work.	0% 0% 11% 32%	57%	4.46	-	-	73

The items below were chosen for you by Activate Human Capital Group based on the comparison between your score and the ActivateHCG Database. These recommendations are only intended to act as a starting point - *not a mandatory area to focus on*.

Recommendation 1

I am an expert in my role.

%1s-%4s	%5s	Score	Past	Trend	Database %
0% 7% 25% 43%	25%	3.86	-	-	16

Workplace issues to consider:

- Employees may feel that they need additional time in role and/or development in order to gain expertise.
- Managers may be unintentionally hindering the development of their people by doing things for them.
- Job duties may have changed without providing employees with the tools to master new tasks.

Questions for the manager to ask his/her team:

- What does expertise in your role look like?
- What additional skills and knowledge would you need to increase your expertise in your job position?
- Have you identified the training that you need to get where you want to be?

Recommendation 2

I have the resources I need to complete my work.

%1s-%4s	%5s	Score	Past	Trend	Database %
0% 7% 46% 46%	0%	3.39	-	-	17

Workplace issues to consider:

- Managers may not have clearly communicated the tools and resources that are available or the reasons for the lack of available resources.
- Employees may not be receiving the information they need when they need it.
- Employees may legitimately need more resources.

Questions for the manager to ask his/her team:

- Do you have the resources you need to succeed today? This week? This year?
- How can we better utilize the resources that we have (including each other)?
- What two resources could make you more productive in your daily work?

SCORECARD REFERENCE

Use the legend below for details on how to read your employee engagement scorecard.

Text of the item that was responded to		Score from the previous survey if available		Identifies an upward or downward trend in your team's score from the previous survey	
Current average score with a minimum of 4 responses					
Full Item	%1s-%4s	%5s	Score	Past	Trend Database %
The expectations of my role are clear to me.	%1's - 0% %2's - 0% %3's - 0% %4's - 57%	43%	4.43	-	- 56

Responses to this item are shown as percentages. Percentages of 1's, 2's, 3's, and 4's are shown in the first data column ordered from 1's on top to 4's on the bottom. Responses with a score of 5 are shown in larger text.

Represents where your score falls in comparison to other teams in Evolve's database (percent of scores your score is higher than)





Schedule time to discuss scorecard results as a team. Work together to identify items that you would like to focus on. If you are unsure of where to begin, consider working on the items identified in the *Action Planning Recommendations* section of the scorecard.



As a team, develop and document your plan(s). These plans should be immediately workable, specific, and measurable. In addition, the team should discuss the impact of each plan on the *team*, the *company*, and internal or external *customers*.



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- c. Click on "Start New Plan"
- d. Enter your plan and SAVE



When the Action Plan is successfully complete, please revisit the Engagement Portal to record your results.

Online Action Planning Credentials

Title of Your Action Plan: _____

Item Of Focus: _____

Current Score: _____

Describe Your Plan: _____

Define Your Success: _____

Overall Engagement		4.35		-	-	75	
Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Job	The expectations of my role are clear to me.	0% 0% 0% 23%	77%	4.77	-	-	80
	I have the resources I need to complete my work.	5% 14% 9% 41%	32%	3.82	-	-	37
	My talents are perfectly aligned with my job.	0% 0% 5% 32%	64%	4.59	-	-	73
	I am an expert in my role.	0% 0% 9% 45%	45%	4.36	-	-	55
	I feel challenged in my current job.	0% 5% 14% 36%	45%	4.23	-	-	65
My Manager	At work, I receive recognition that is perfect for me.	0% 5% 23% 23%	50%	4.18	-	-	77
	Someone at work cares about my well-being.	0% 5% 0% 27%	68%	4.59	-	-	80
	At work, we are encouraged to share new ideas.	0% 0% 18% 27%	55%	4.36	-	-	70
	My manager makes me feel that my job is important.	0% 0% 5% 27%	68%	4.64	-	-	80
My Team	I am impressed with the work ethic of my coworkers.	0% 5% 27% 45%	23%	3.86	-	-	56
	The well-being of my coworkers is important to me.	0% 0% 5% 9%	86%	4.82	-	-	74
	My team is a place where I can share openly.	5% 0% 9% 45%	41%	4.18	-	-	57
	At my organization, quality work is well recognized.	0% 5% 27% 41%	27%	3.91	-	-	52
My Growth	I receive feedback on my performance at a frequency that is right for me.	0% 0% 9% 14%	77%	4.68	-	-	89
	I see a future for myself at this organization.	5% 0% 9% 23%	64%	4.41	-	-	72
	There is a well-defined career path for me at this organization.	0% 5% 23% 14%	59%	4.27	-	-	80

Full Item		%1s-%4s	%5s	Score	Past	Trend	Database %
My Students	At work, we always do what is right for our students.	0% 0% 18% 41%	41%	4.23	-	-	-
	My coworkers and I work together to help students be successful.	0% 0% 14% 32%	55%	4.41	-	-	-
	The policies and procedures at my organization make it easy to serve my students.	0% 9% 5% 45%	41%	4.18	-	-	-
My Company	Overall, how satisfied are you with your organization as a place to work?	0% 0% 5% 64%	32%	4.27	-	-	64
	The leaders in this organization always treat me with respect.	0% 0% 5% 32%	64%	4.59	-	-	75
	There is cooperation between departments in my organization.	0% 0% 23% 45%	32%	4.09	-	-	69
Additional Items	The district office and the school sites cooperate to meet students' needs.	0% 9% 14% 55%	23%	3.91	-	-	-
	There is open communication between the district office and the school sites.	0% 9% 5% 59%	27%	4.05	-	-	-
	In this organization, decisions affecting students are made close to the action.	0% 5% 14% 50%	32%	4.09	-	-	-
	This organization always keeps student needs in mind when making decisions.	0% 0% 9% 50%	41%	4.32	-	-	-
	I would recommend this organization as a great place to work.	0% 0% 9% 32%	59%	4.50	-	-	77

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Recommendation 1

	%1s-%4s	%5s	Score	Past	Trend	Database %
I have the resources I need to complete my work.	5% 14% 9% 41%	32%	3.82	-	-	 37


Workplace issues to consider:

- Managers may not have clearly communicated the tools and resources that are available or the reasons for the lack of available resources.
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Questions for the manager to ask his/her team:

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- How can we better utilize the resources that we have (including each other)?
- What two resources could make you more productive in your daily work?

Recommendation 2

	%1s-%4s	%5s	Score	Past	Trend	Database %
At my organization, quality work is well recognized.	0% 5% 27% 41%	27%	3.91	-	-	 52

Workplace issues to consider:

- Employees may not have a clear understanding of what "quality work" looks like.
- Managers may emphasize quantity of work rather than quality.
- Employees may not be aware of their coworkers' performance and development goals.

Questions for the manager to ask his/her team:

- What does quality work look like in your role? On our team? At this company? For our internal/external customers?
- As a team, how could we clearly define quality work? How could this team better recognize quality work?
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Current average score with a minimum of 4 responses						
Full Item	%1s-%4s	%5s	Score	Past	Trend	Database %
The expectations of my role are clear to me.	%1's - 0% %2's - 0% %3's - 0% %4's - 23%	77%	4.77	-	-	<div></div> 80

Responses to this item are shown as percentages. Percentages of 1's, 2's, 3's, and 4's are shown in the first data column ordered from 1's on top to 4's on the bottom. Responses with a score of 5 are shown in larger text.

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Online Action Planning Credentials

Title of Your Action Plan: _____

Item Of Focus: _____

Current Score: _____

Describe Your Plan: _____

Define Your Success: _____

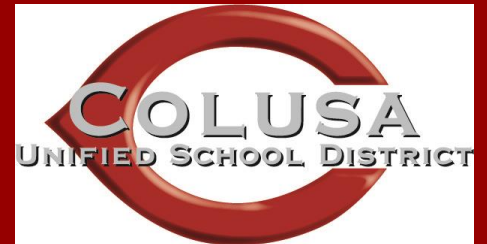
2018-19 Burchfield Primary School Parent Survey

90 TOTAL RESPONSES

60 English

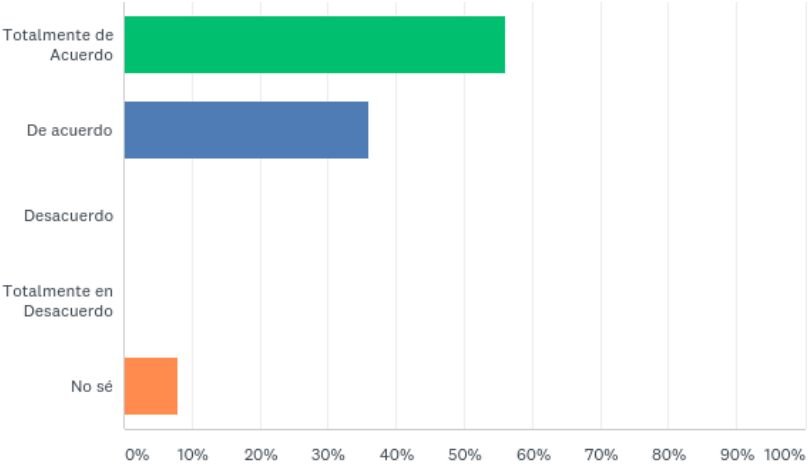
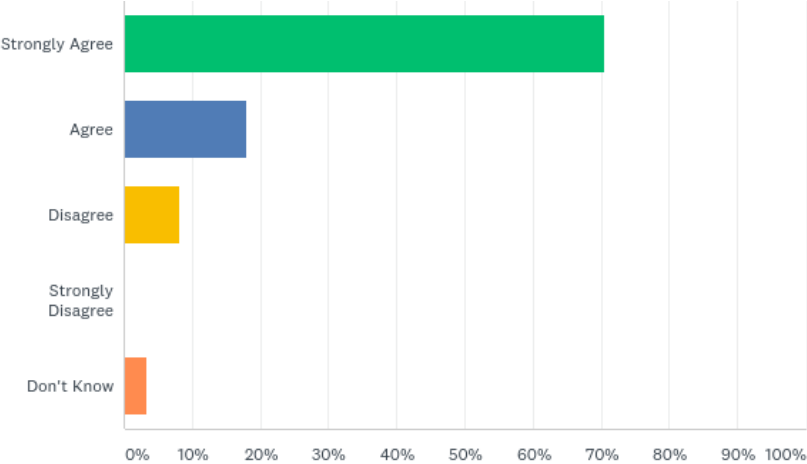
28 Spanish

April 15, 2019

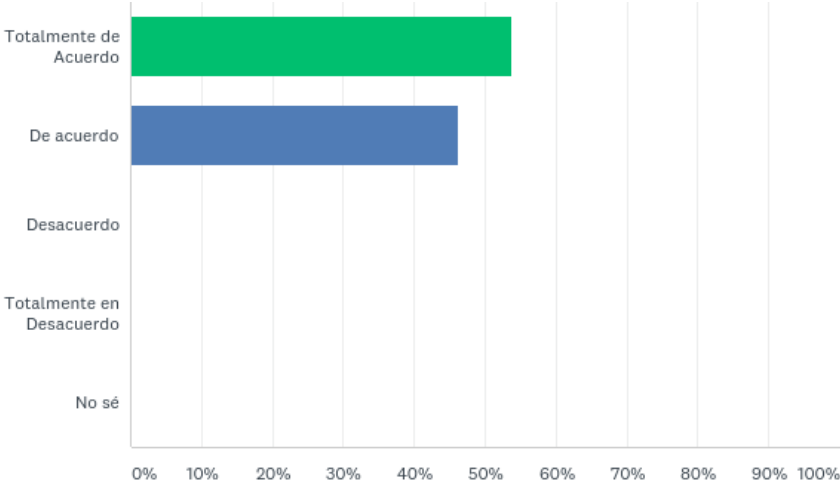
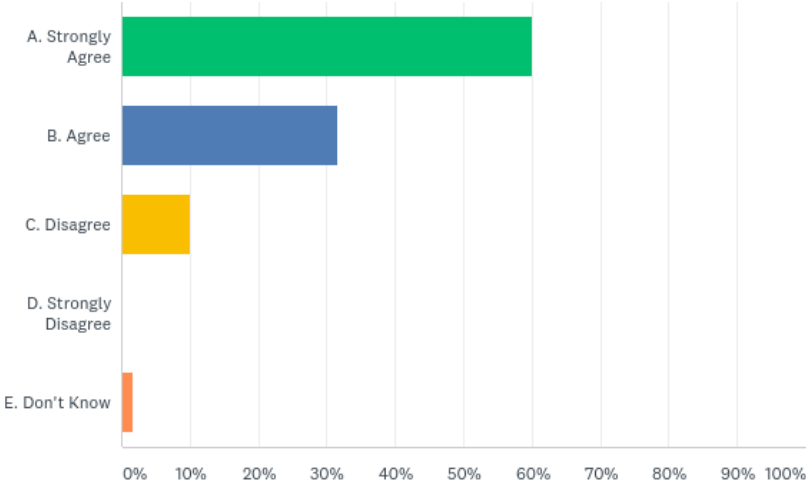


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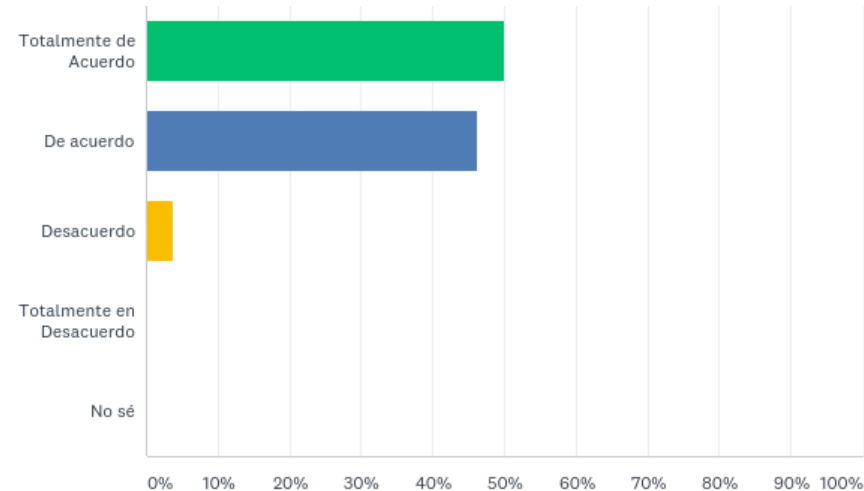
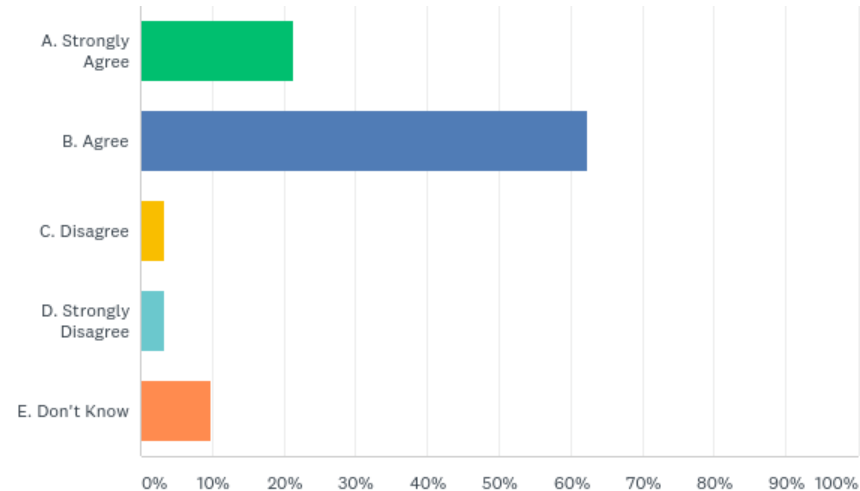
Q1: I have access to the internet & email often.



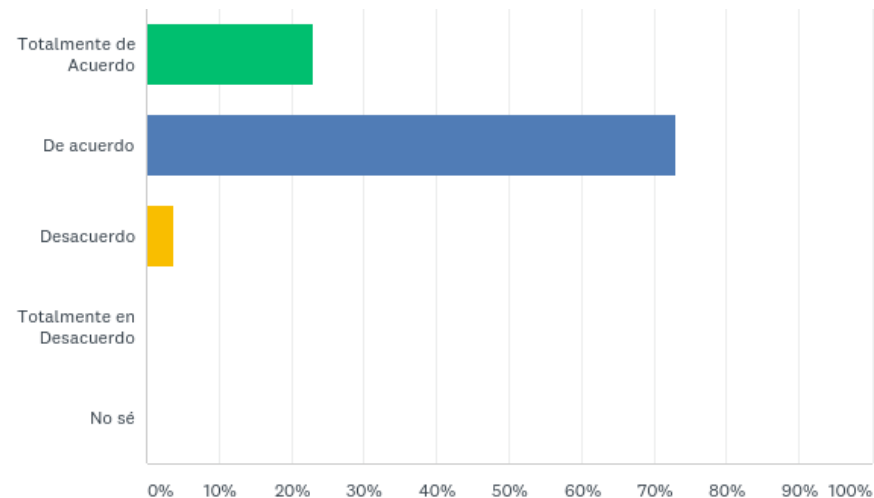
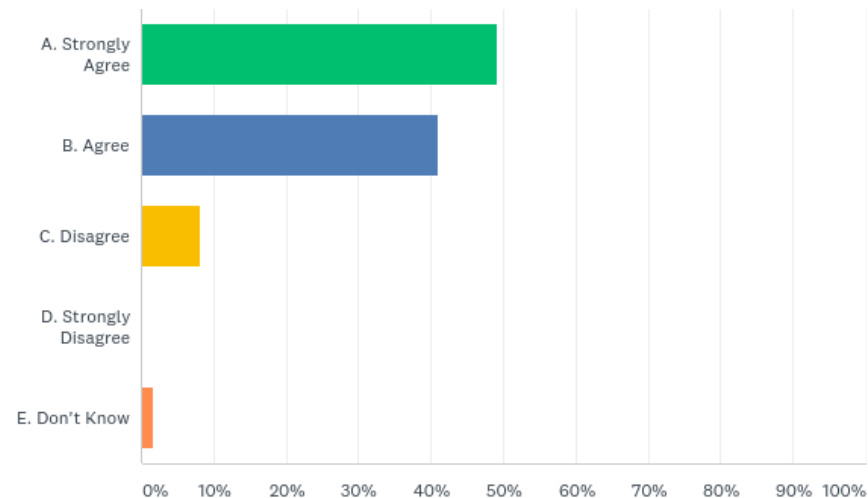
Q2: I feel welcomed and comfortable at Burchfield Primary School (BPS).



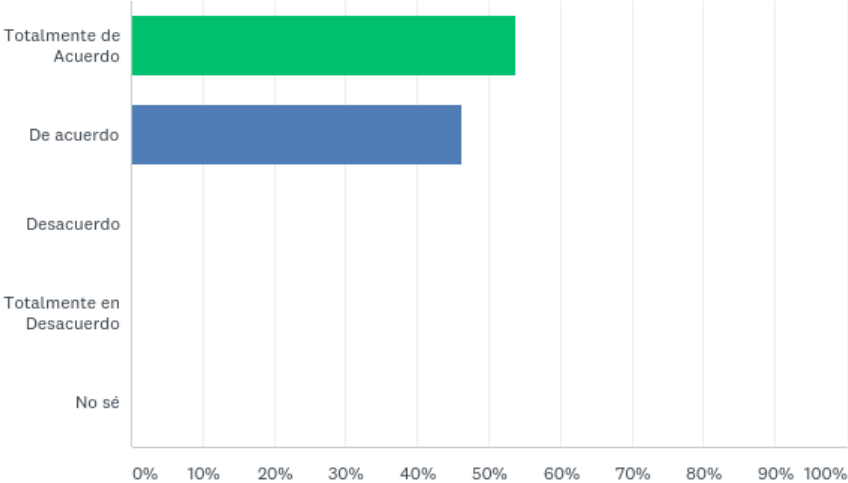
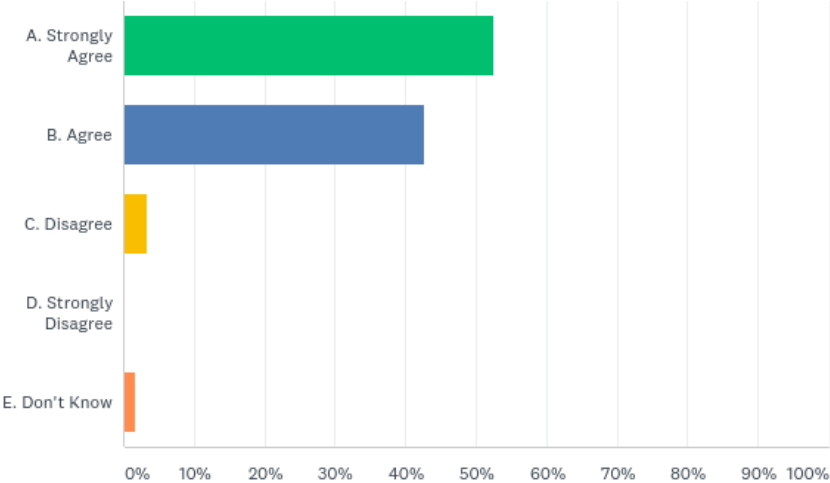
Q3: Discipline at BPS is fair and consistent.



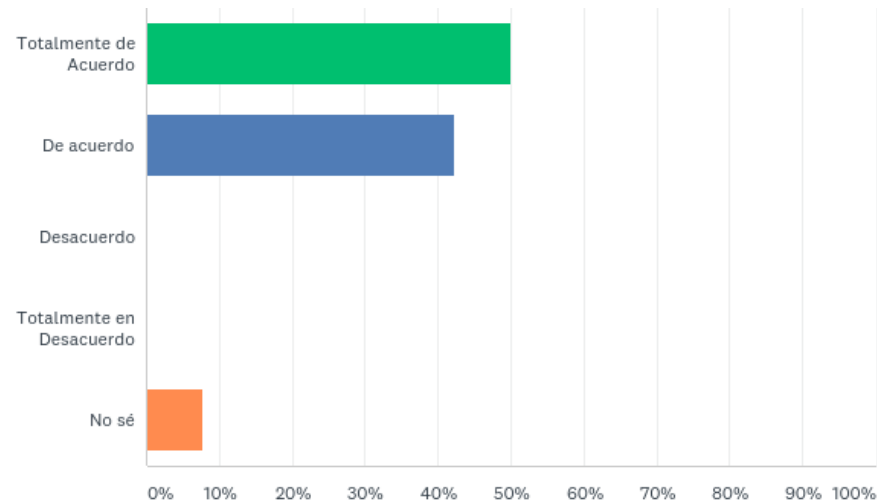
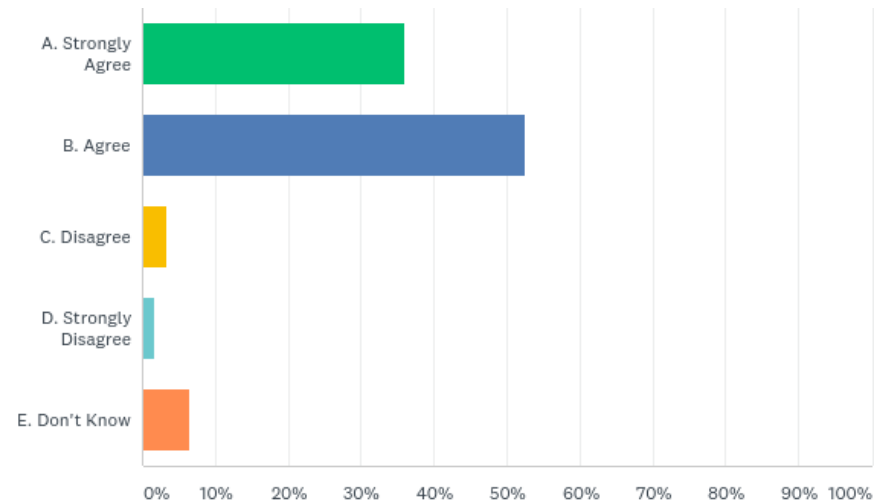
Q4: BPS teachers set high standards for my student.



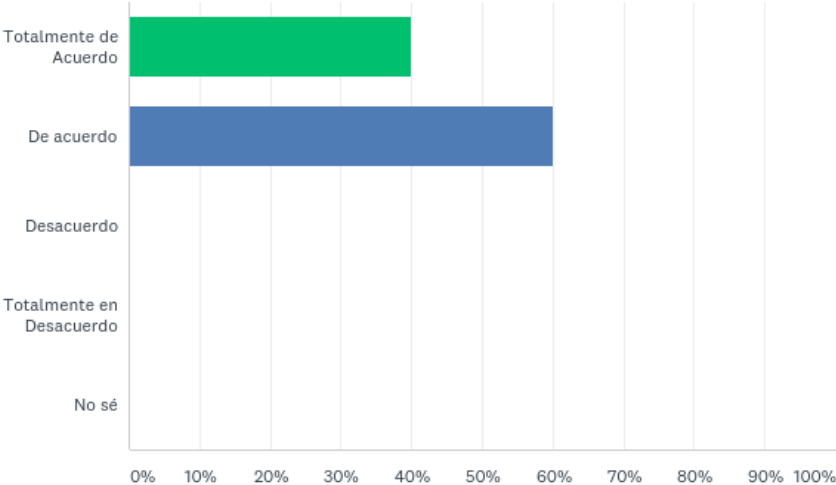
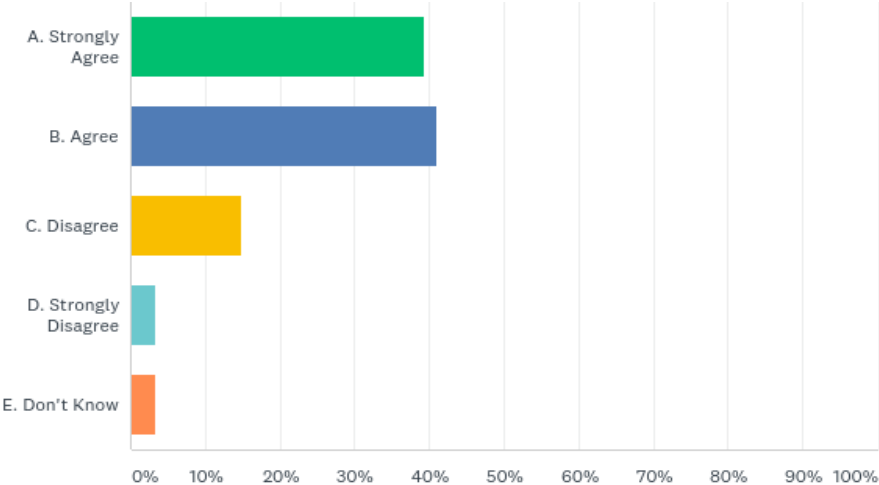
Q5: BPS is a safe place for my student.



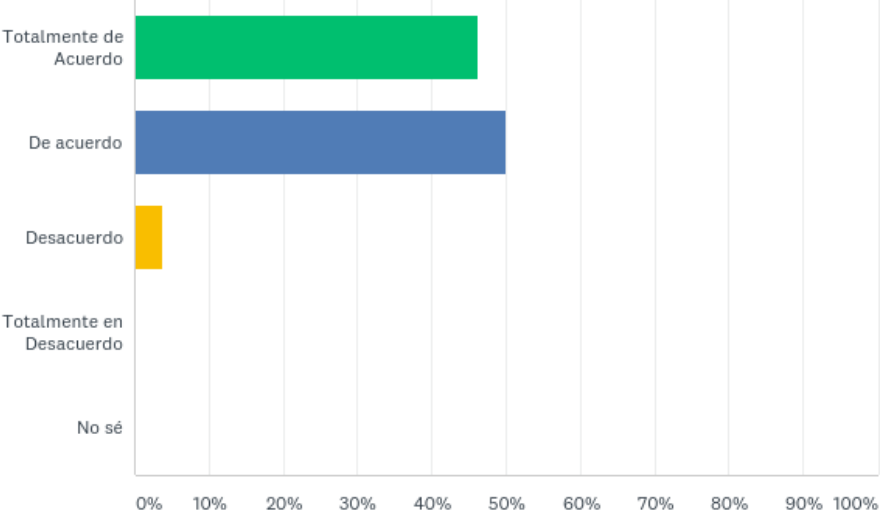
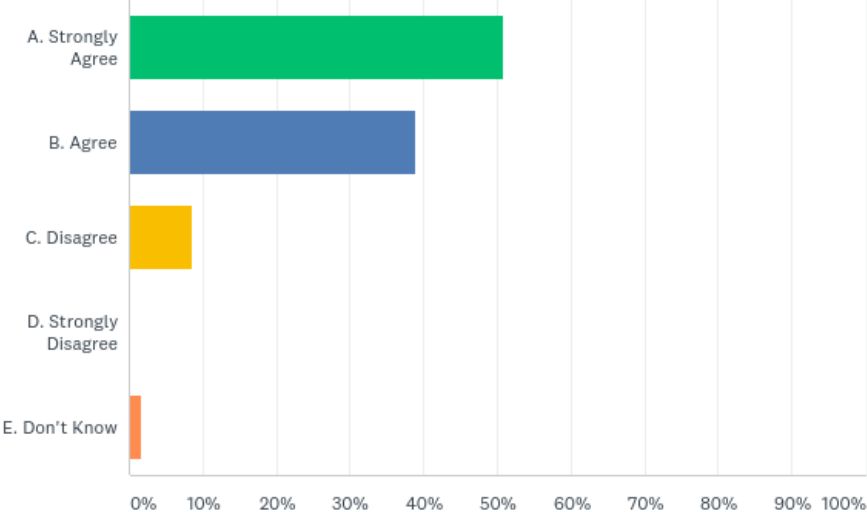
Q6: The BPS facilities are well maintained.



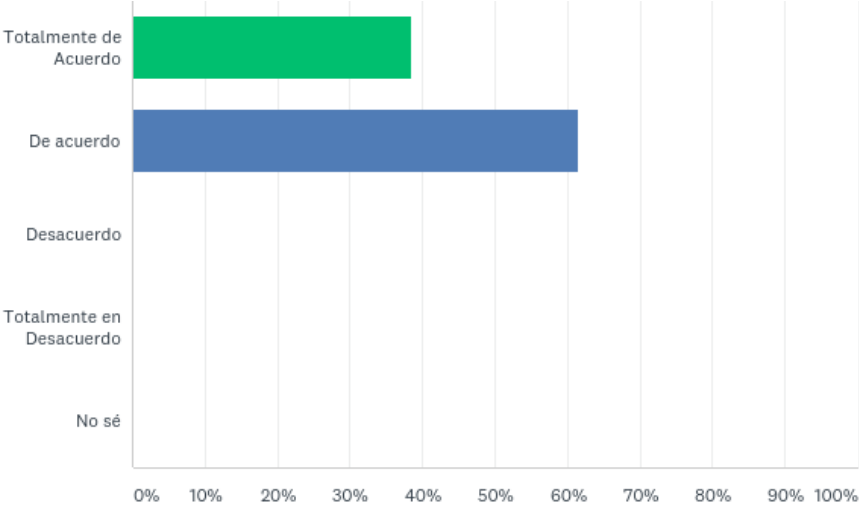
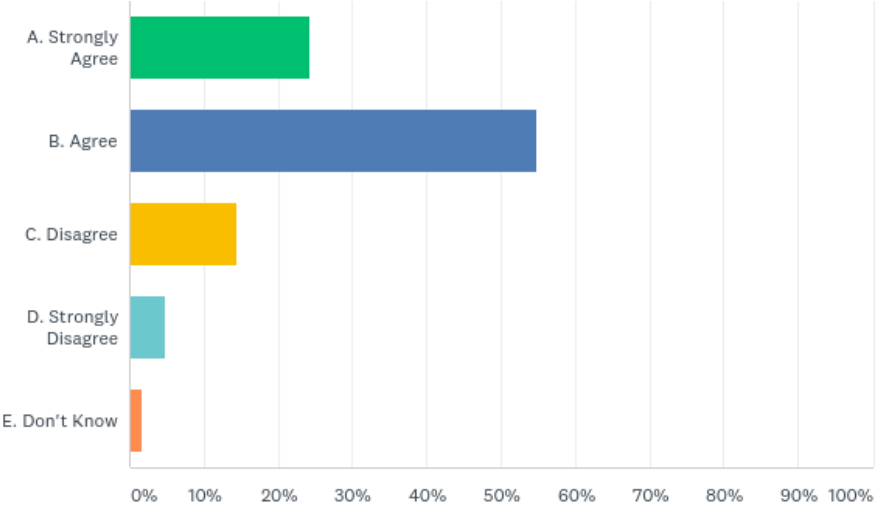
Q7: Communication from BPS is frequent and high quality.



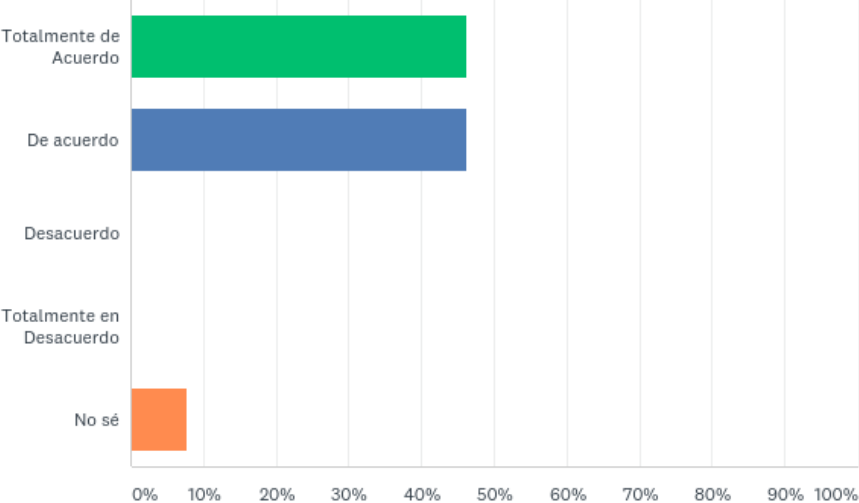
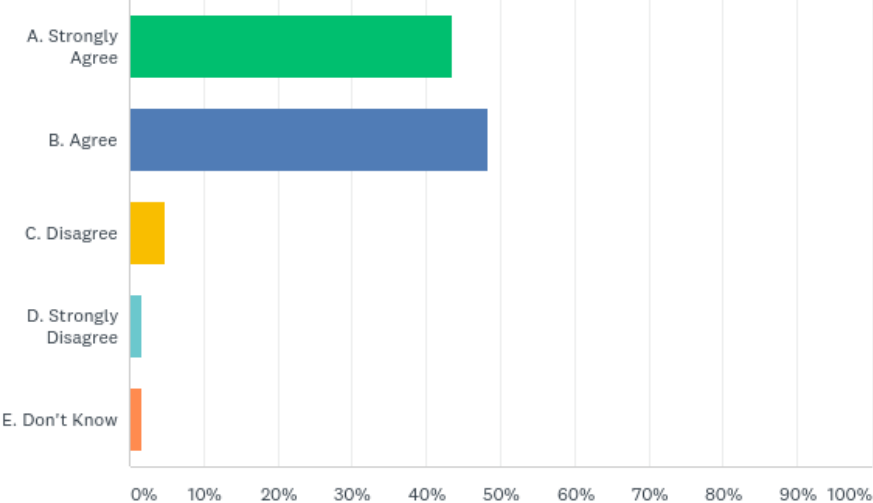
Q8: At BPS, I can obtain clear and timely information regarding my child's academic growth.



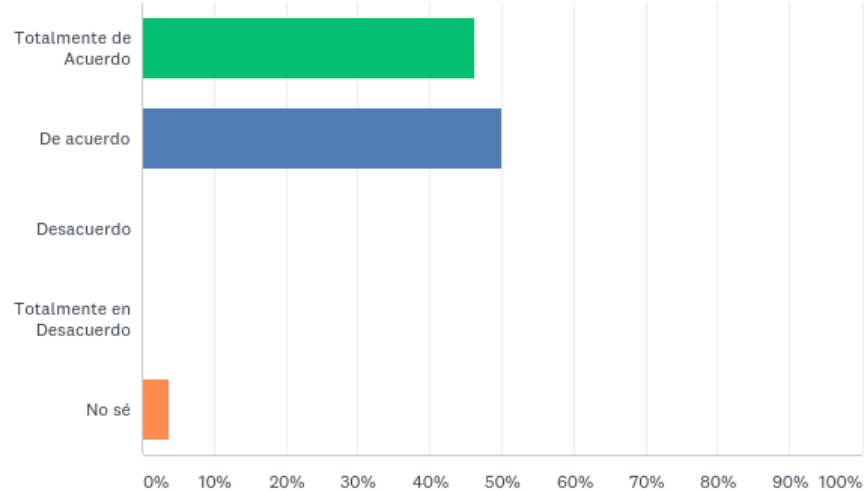
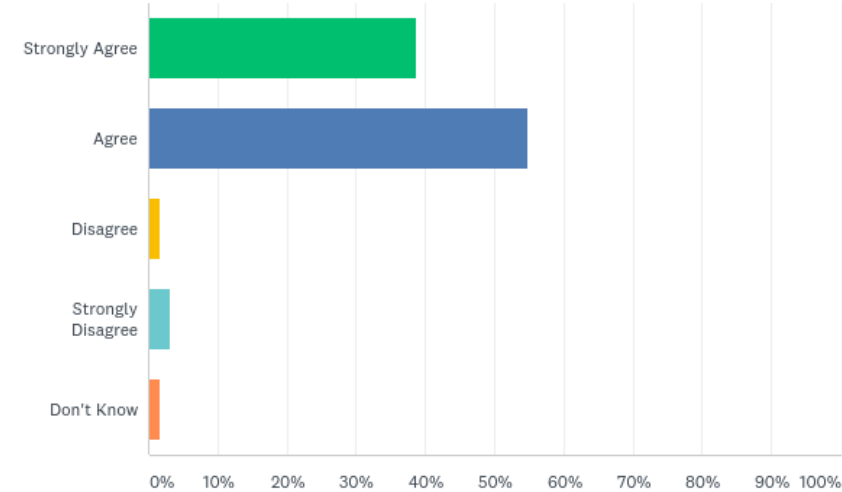
Q9: As a parent of a student at BPS, I am satisfied with the number of extracurricular activities provided by the school.



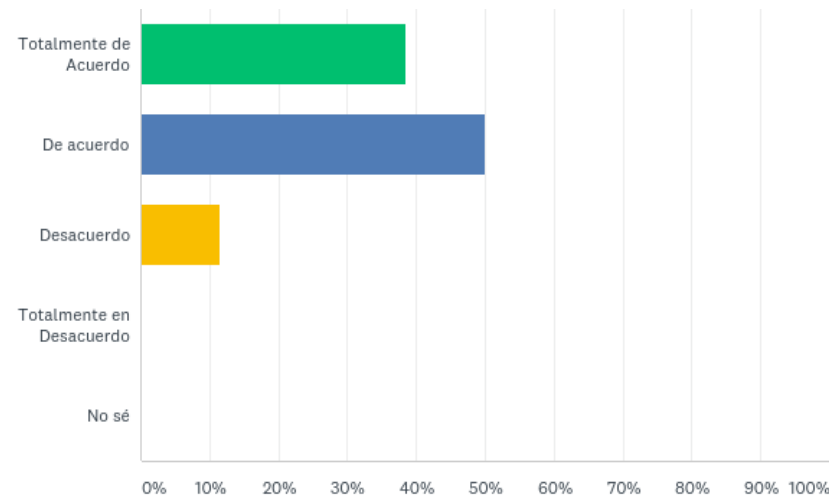
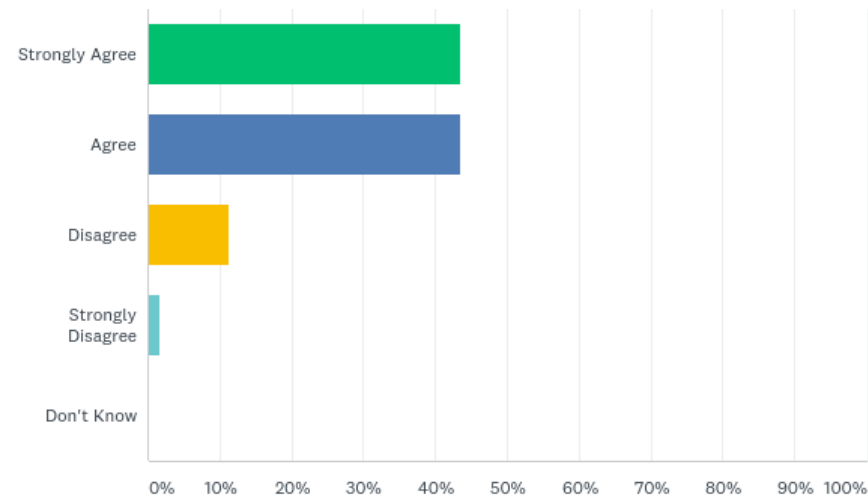
Q10: Parents have many opportunities to participate in BPS events.



Q11: I am satisfied with the communication between BPS and myself at home.



Q12: AT BPS, the grading policies are clearly explained.



Q13: What are the barriers, if any, that may keep you from participating in your child's school? Please explain. (Bolded items are from the Spanish survey)

- | | |
|---|---|
| <ol style="list-style-type: none">1. I work odd hours.2. We are both working parents and so volunteering during the work week is tough.3. Not enough extras for the children. Not enough field trips. Too much work.4. None, other than I work a full time job therefore is not easy to volunteer as often as I wish.5. Work6. Work and children with no child care.7. I work at the same time school happens.8. Talk from office about child's personal life. Talked about child in front of student from someone who works in office out loud. We talk about telling kids not to bully; well, certain paid staff should be taught about what a bully is. Thank you.9. I work full time.10. Time availability.11. Work12. Hours that events take place. They are normally during my working hours.13. No barriers14. N/A – I participate regularly, including in my child's classroom, and school Parent Club, etc. | <ol style="list-style-type: none">16. Child does not want us there. Embarrassed.17. Work18. Not enough planned field trips or activities for the class.19. Work hours.20. Equality between Latino parents and speakers who only speak Spanish. The Hispanic community has not felt welcome.21. My job.22. I have a 3 year old child and I do not have childcare.23. My daughter cries when I go into her classroom to volunteer and wants to come home with me. She wants me to go, but this is a barrier for me.24. Influences, racism among students of another race, preference.25. Nothing. Everything is fine.26. Lack of my speaking English.27. None. I like the After School Program for students. It really helps!28. Sometimes the language.29. My schedule at work.30. There are teachers who do not take the time to explain to the students. If there is something they don't understand, I in particular, have a problem with a teacher who does not put the effort into explaining or revising my child's homework. |
|---|---|

Q14: Please comment on the positive elements that BPS is providing for your student?

(Bolded items are from the Spanish survey)

1. They're awesome!
2. We love our son's teacher – Mrs. Rodriguez!
3. Teacher's providing tutor after school for students. Speech is a great program.
4. Great teacher. She has a good handle on her class. She does little parties when necessary and she's always welcoming.
5. Mrs. Hardwick is an excellent teacher. I like that she takes the time to keep me up to date on anything. We have good communication on what is expected of my kid.
6. My kids are an inter county transfer and we enjoy Burchfield school very much!
7. Supportive and uplifting.
8. The new principal is kind and gets stuff done.
9. The office staff, the cafeteria workers, and maintenance staff all take a loving interest in all of the students and that makes the students entire day a happy experience.
10. Positive environment for my son to keep wanting to learn more.
11. After School Program.
12. The learning environment is great BPS! The Administration also makes it an ease to have my child at BPS.
13. Safe environment and positive learning culture.
14. Fun learning.
15. Praise notes.
16. Academic awards. I believe this helps the students improve and help progress them to success.
17. Great Kindergarten teacher.
18. Awesome teachers that work well with students and help them achieve their goals.
19. Mrs. Weiglein is a friendly teacher who clearly likes her chosen career. She knows
20. I am please with Burchfield and have been all the years I've brought all my children
21. Safe and friendly environment.
22. Extra effort on levels.
23. All staff seems to be upbeat and friendly.
24. My student absolutely loves their teacher and they've learned so much this year. They have fun at school and look forward to going. BPS is instilling what's hopefully a life-long love of learning, which is all I could ever ask for.
25. Great caring teachers and office staff.
26. BPS teachers are amazing! They are the perfect balance of kind and firm for our children. I also the front office staff (secretaries, admin clerks, nurse, attendance clerk) are amazing as well! They are very welcoming and super helpful! A very special thanks to the BPS PE teacher. He does an amazing job with our kids! Not only do they exercise, but they also come home with valuable information about food they eat and what helps the body/mind grow! Thank you so much, Mr. Imhoff!
27. **Education and socialization.**
28. **Learn and know many things.**
29. **Very good technology.**
30. **They always try to move forward-progress in the education of the children.**
31. **The teachers. My son has an excellent teacher.**
32. **The education system is good and safety for students.**
33. **Good attention of teachers towards my daughter.**
34. **That there are counselors who help children to be better.**
35. **It provides security and I think that it is forming well for my son's future.**
36. **Reading support with Mrs. Lara – very grateful to her.**
37. **The always motivate him to keep him learning more.**
38. **Safety.**
39. **It's safe and the facilities are in good shape.**

Q15: Please comment on the improvements needed at BPS.

(Bolded items are from the Spanish survey)

1. More sports, more academic interventions for children that need additional support.
2. After school program is so impacted & I don't feel like record keeping of hours is done. Parents that work should move to the top of the list.
3. More consistent discipline needs to be done in the cafeteria. The yard duties don't pay attention to the children in the cafeteria or the playground from what I've seen. There is too much yelling going on amongst the adults to the children. It's really sad to watch.
4. More staff during drop off and pick up times.
5. Not really an improvement that I want to ask for, just need a more timely notice for bringing things to school for my student's classroom parties.
6. Parking & pickup need to be addressed. Teachers should park behind the school in the bike parking area. Crossing guards are needed. If someone is parked when pick up/drop off is happening, they should get a ticket. Ask city hall if you can obtain a portion of the lawn to make a parking lot for public safety.
7. A gymnasium is something highly needed at this school. This would give the school more opportunities for the fine arts which the school is highly lacking.
8. Access to academic program/honors programs for children who are excelling in their current grade level.
9. Electronic communication needs to improve, all take home papers should be electronically delivered, save the paper and parent frustration. There should be an interactive parent school calendar that send updates & reminders and a teacher parent portal that lets parents check in on kids progress.
10. Better drop off/pick up spots.
11. I would like to see more advertisement for school activities, after school activities, and available involvement for parents.
12. Facilities. Extra-curricular and enrichment programs (i.e. GATE). Teachers and staff do not seem sufficiently incentivized to do more for the kids besides the basics. More parent involvement would be great. I think a lot more would be had if there were better communication efforts.
13. Parking has always been an issue but over time it has gotten better.
14. Shade structures.
15. Spanish lessons for non Spanish speaking students.
16. Special days, activities, etc. need to be told well in advance, not the day before with a note in the backpack.
17. Yard Duty staff needs to be a little more friendly with the children & not yell at the children in the cafeteria.
18. A lot of times, I'll get paperwork that is misspelled, has grammatical errors, incorrect dates that are crossed out with the correct date hand written over it. It's confusing at best, and looks very unprofessional. I think things would improve with a simple proofreading.
19. I think it would be very helpful if the school did more anti-bullying assemblies & activities/workshops. With surround schools having many issues on that, it is important to remind our children to always choose kindness! Assemblies and/or activities should be done all throughout the school and our Colusa Unified schools.
20. **They are putting advanced technology into some classrooms, but I wish they all had them.**
21. **My sons relationship with his classmates and teachers.**
22. **More sports or games for children with special needs.**
23. **You need to have a nurse all the time to feel safe as in my case, my son is a diabetic.**
24. **Drinking water is (nasty) harmful for our children.**
25. **I wish there was something for children that explains why tablets are very bad.**
26. **There is no order during pick up time when they leave school because no one respects safety rules.**
27. **Quality drinking water.**
28. **Teachers must do their jobs better.**

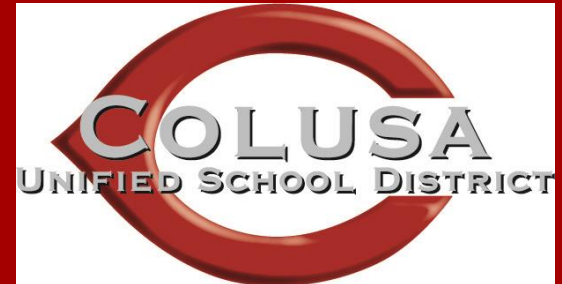
2018-19 Colusa High School Parent Survey

32 TOTAL RESPONSES

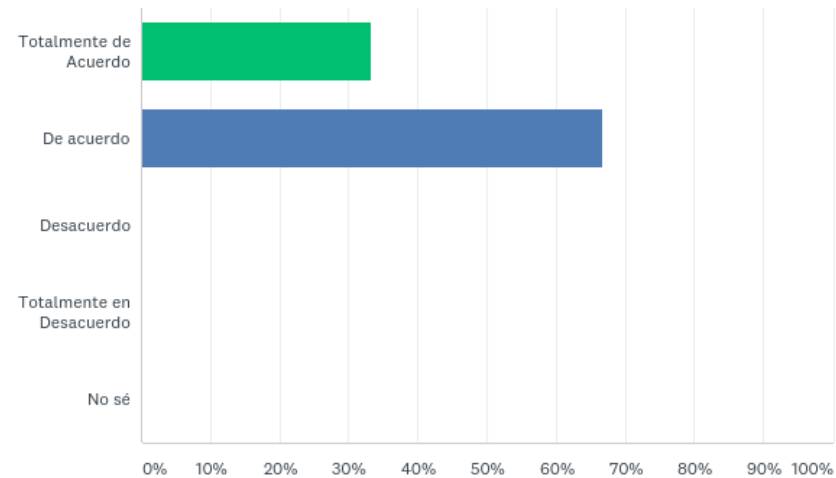
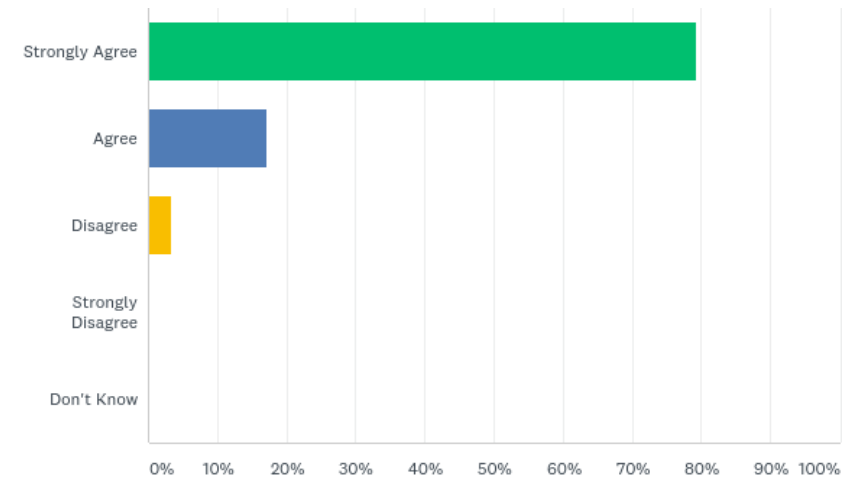
29 English

3 Spanish

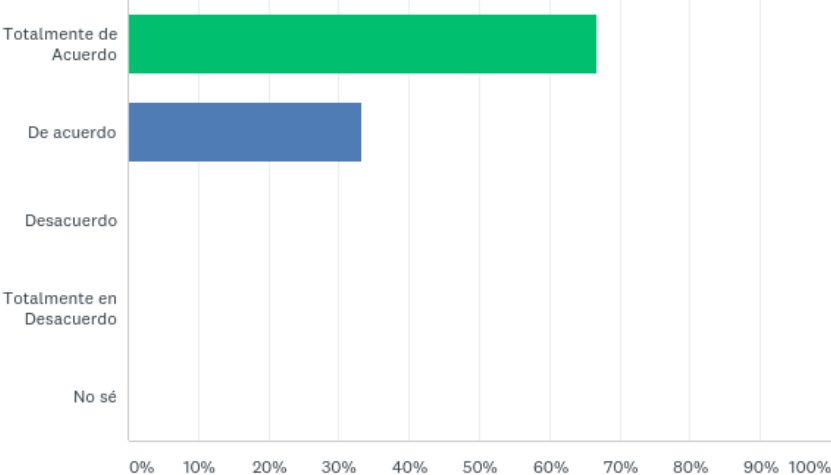
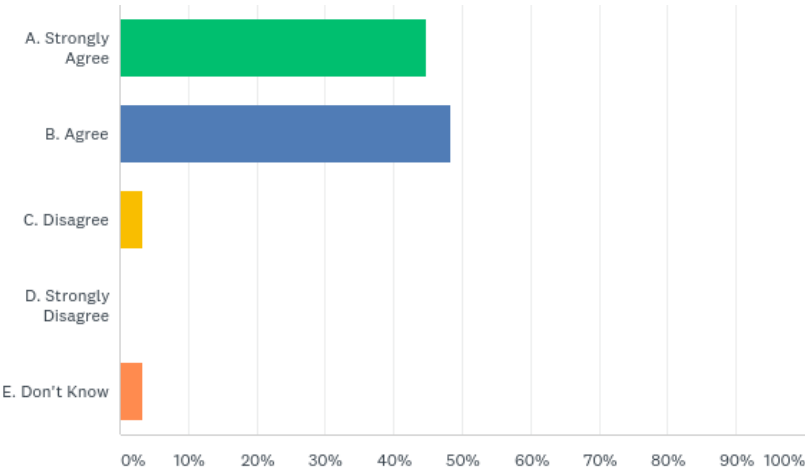
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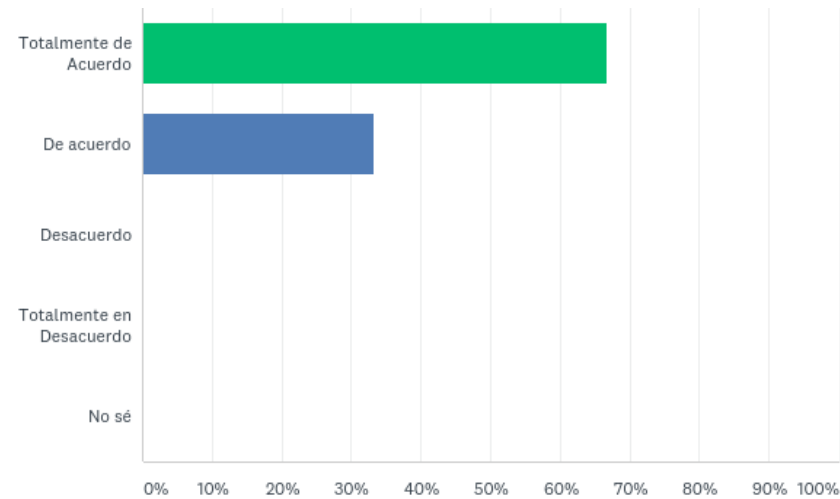
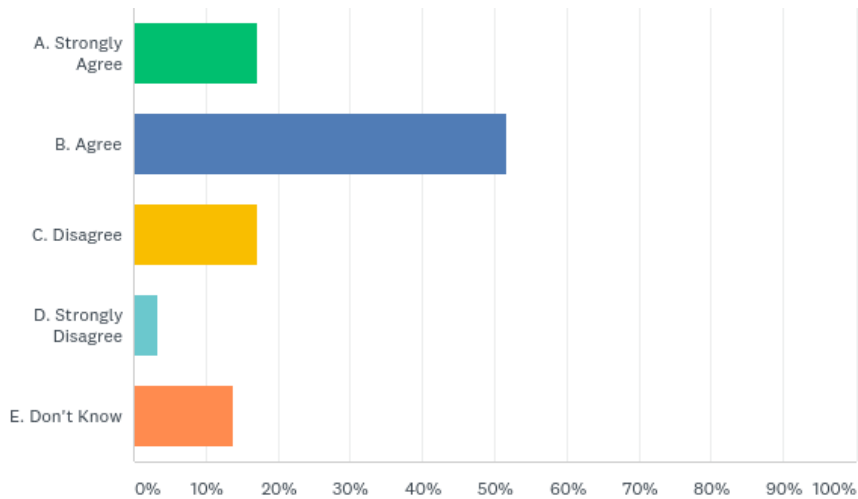
Q1: I have access to the internet & email often.



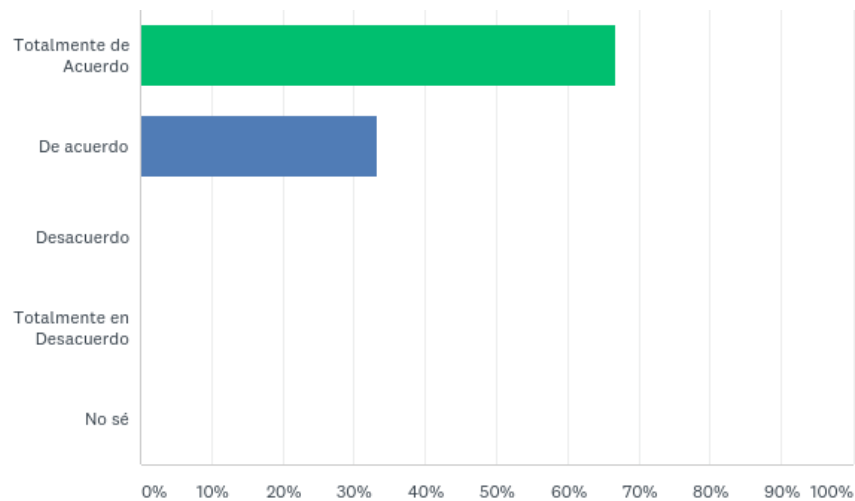
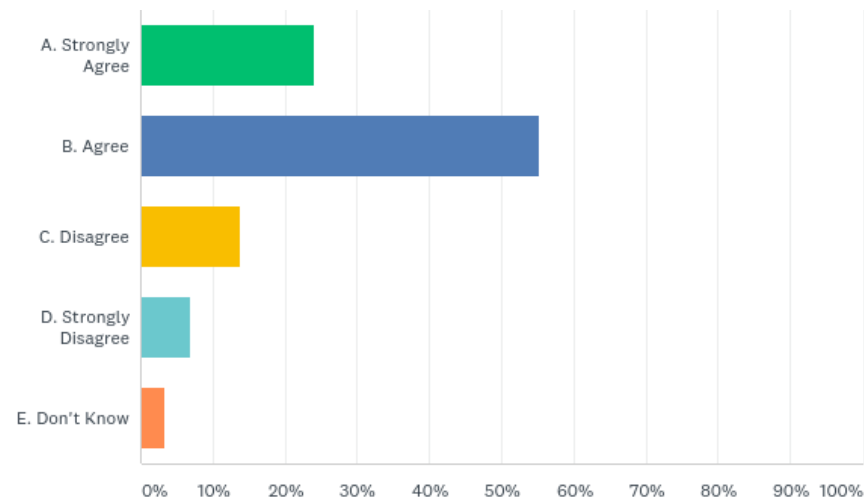
Q2: I feel welcomed and comfortable at Colusa High School (CHS).



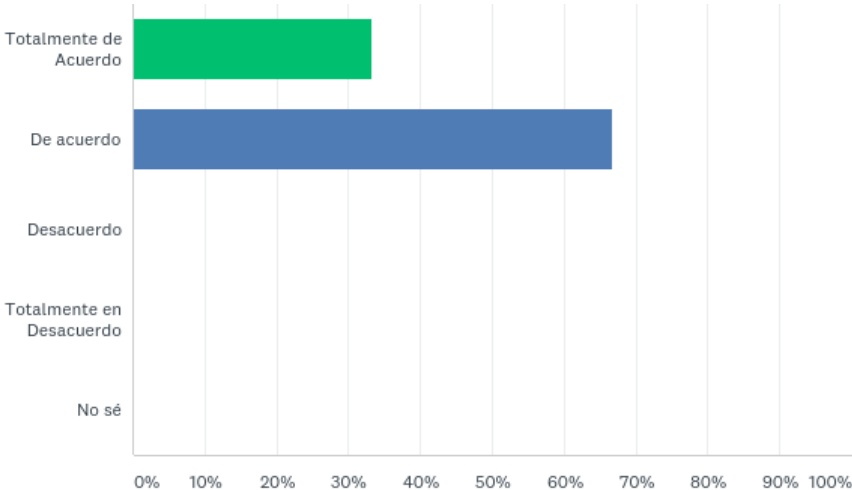
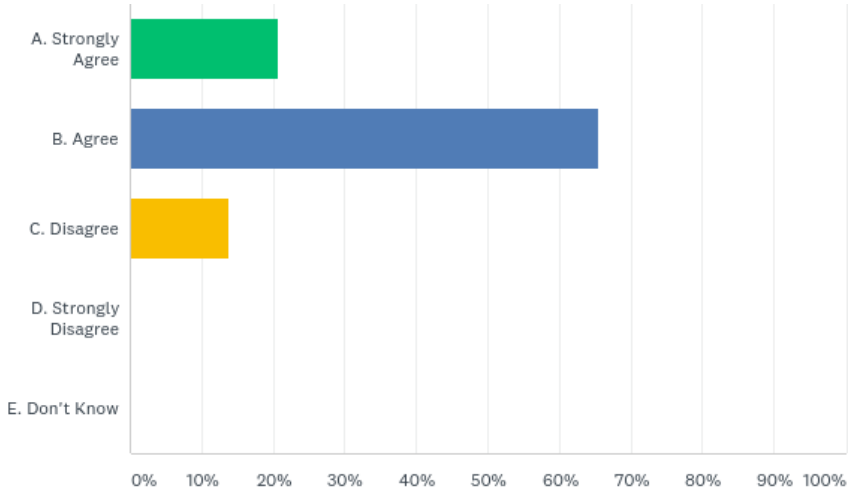
Q3: Discipline at CHS is fair and consistent.



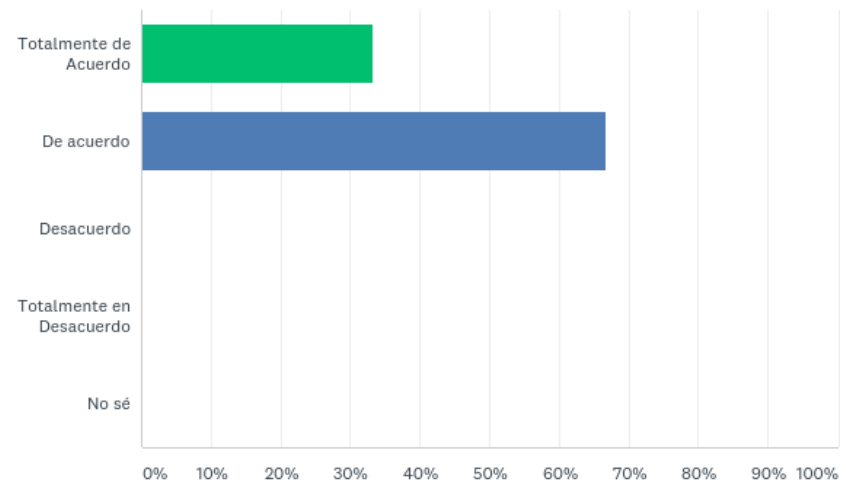
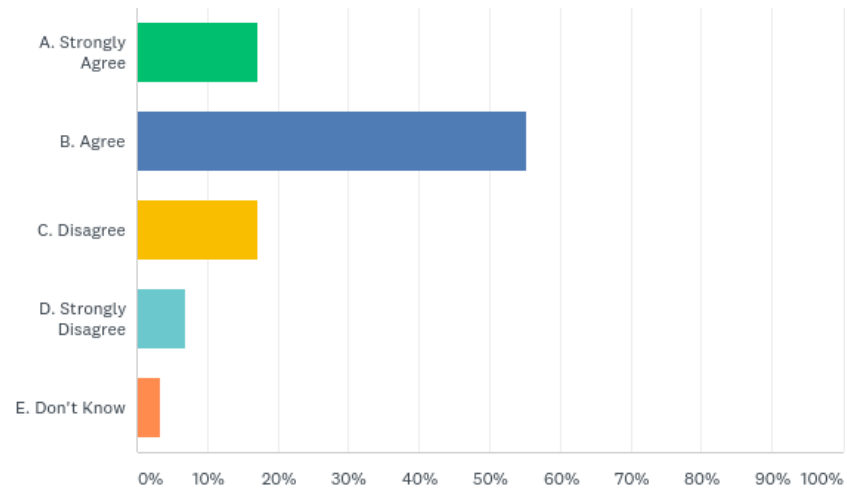
Q4: CHS teachers set high standards for my student.



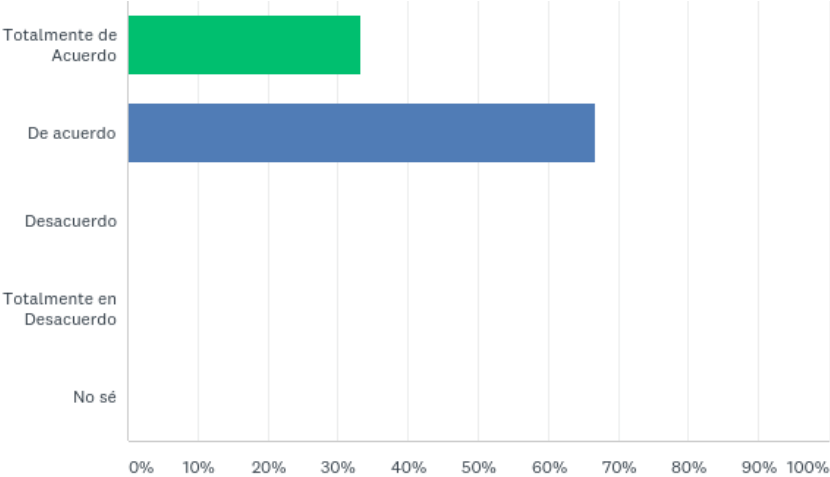
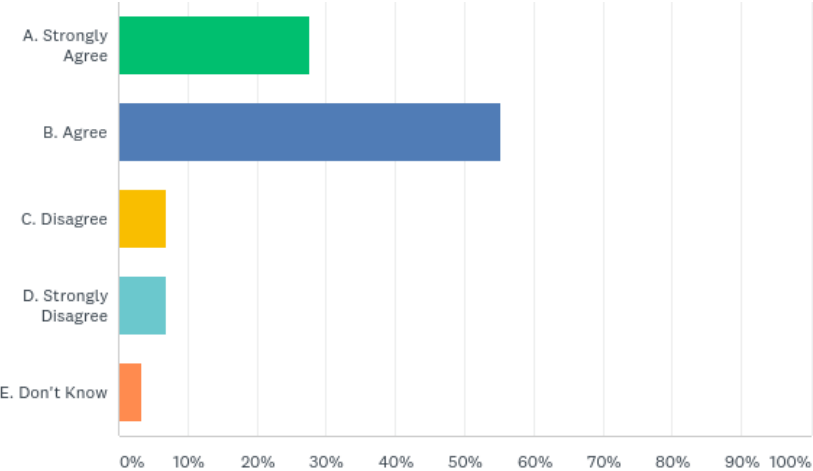
Q5: CHS is a safe place for my student.



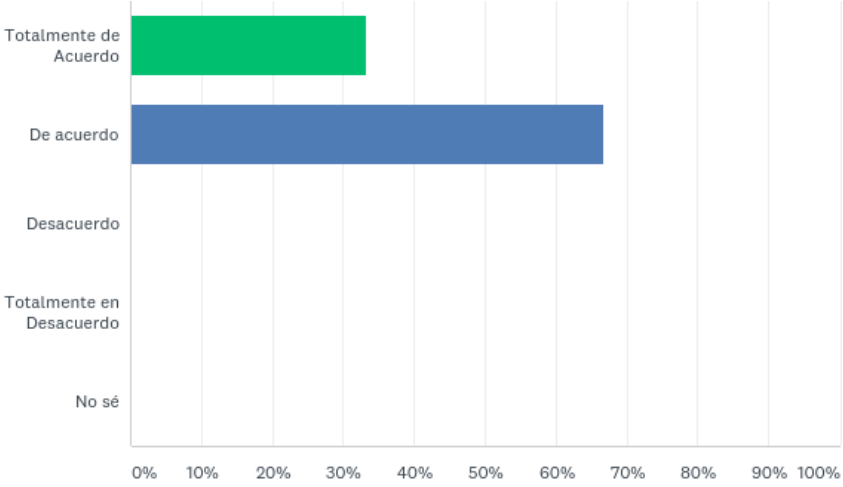
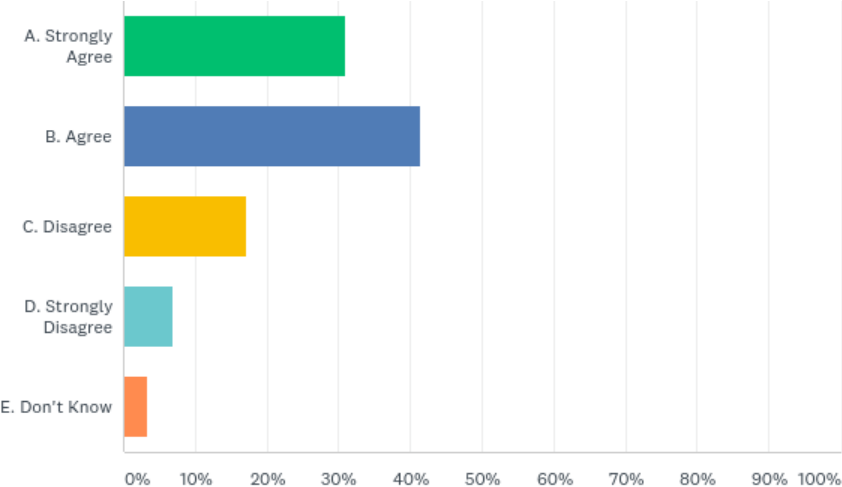
Q6: The CHS facilities are well maintained.



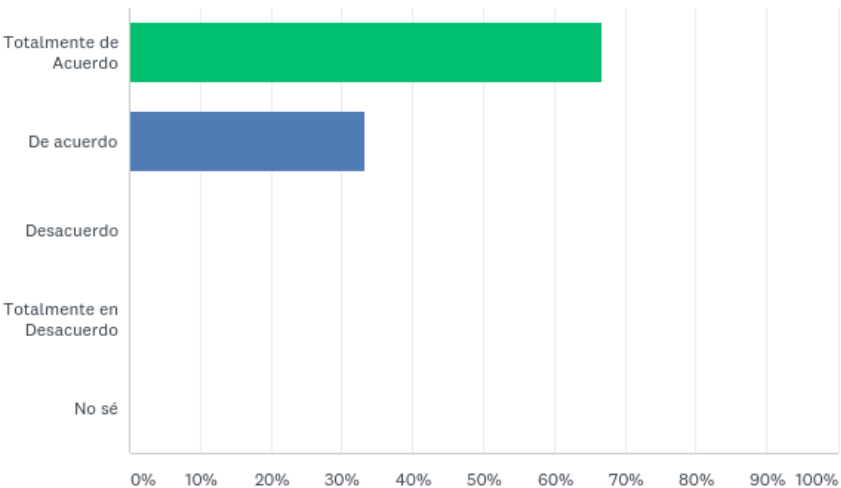
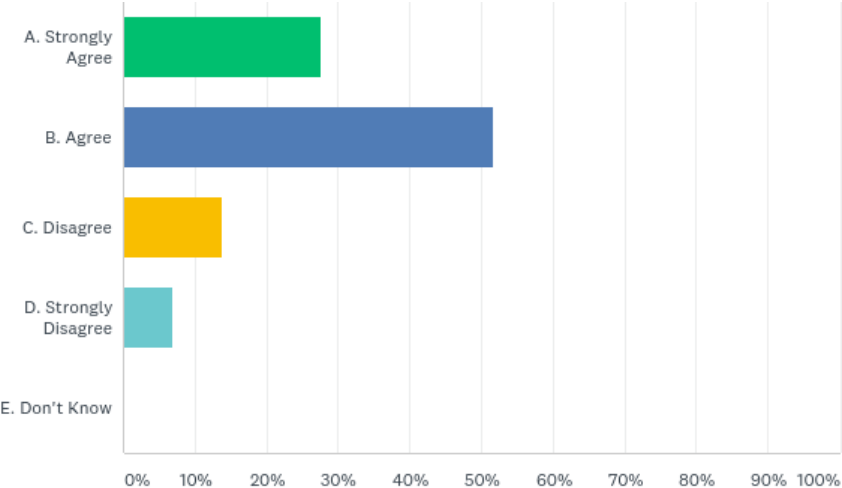
Q7: Communication from CHS is frequent and high quality.



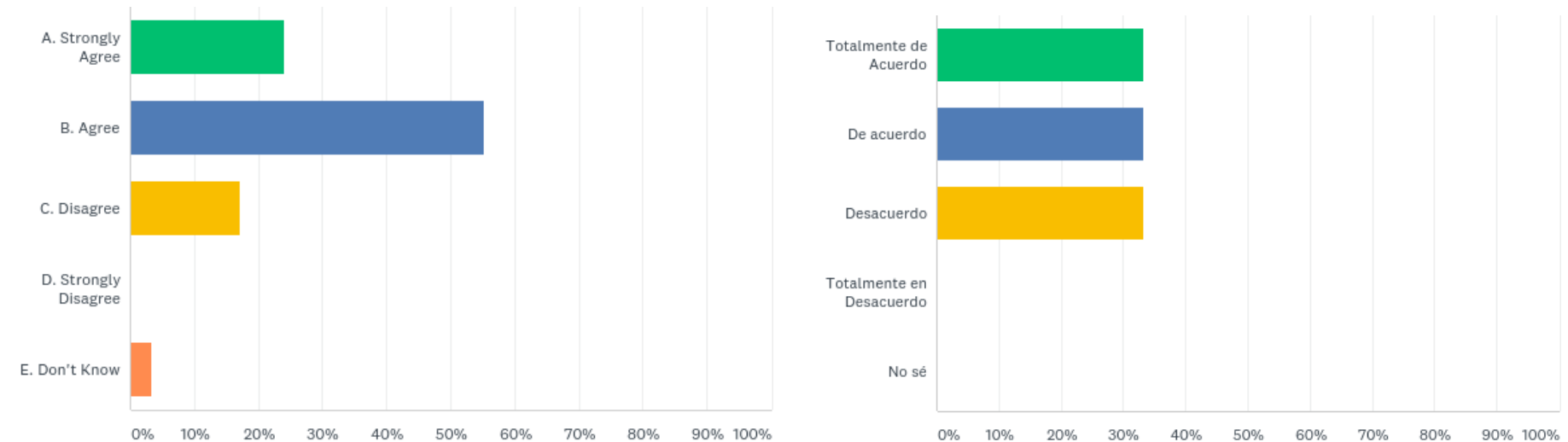
Q8: At CHS, I can obtain clear and timely information regarding my child's academic growth.



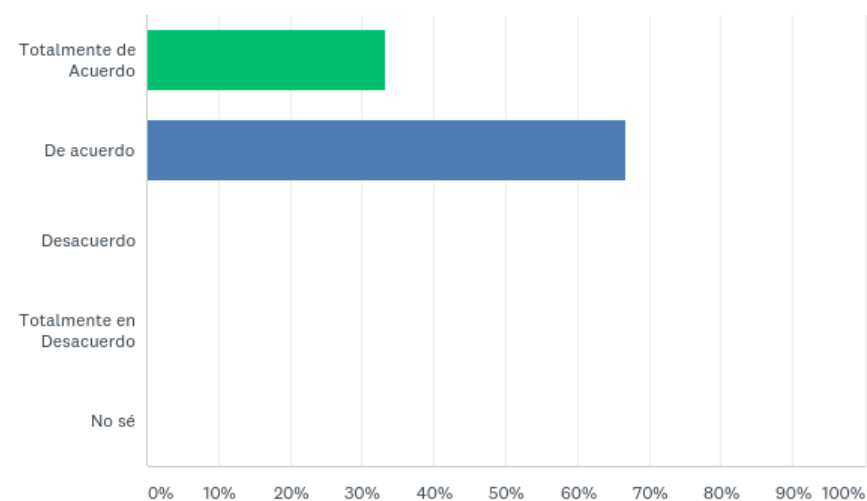
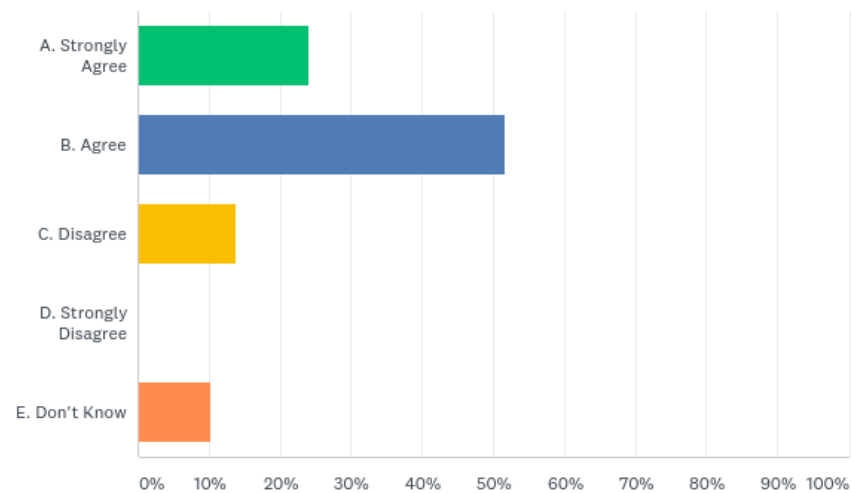
Q9: My child is guided by CHS to take classes that prepares them for college and / or employment.



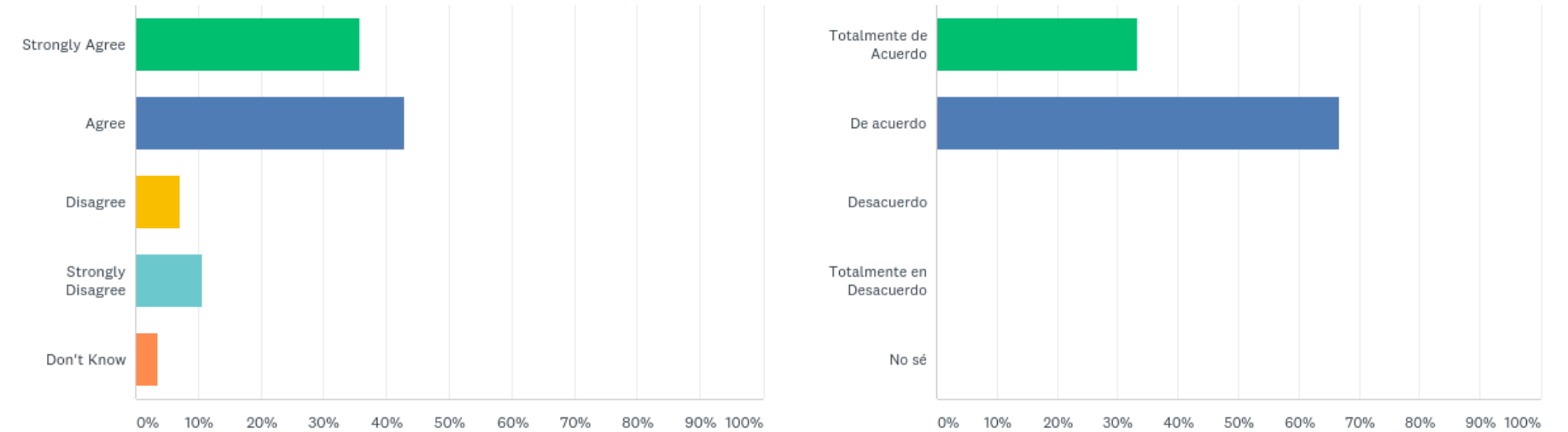
Q10: As a parent of a student at CHS, I am satisfied with the number of extracurricular activities provided by the school.



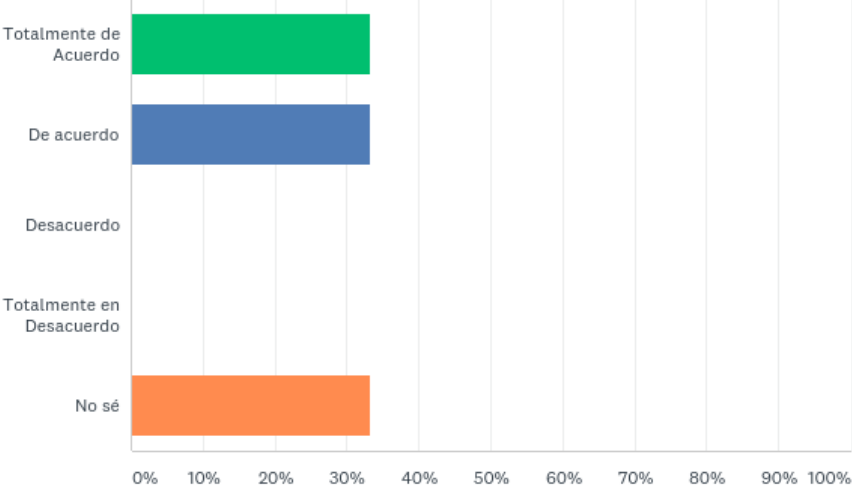
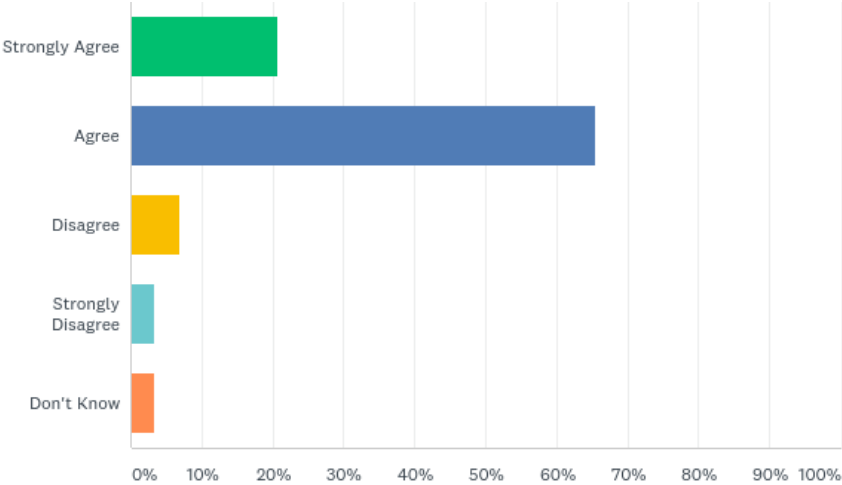
Q11: Parents have many opportunities to participate in CHS events.



Q12: I am satisfied with the communication between CHS and myself at home.



Q13: AT CHS, the grading policies and graduation requirements are clearly explained.



Q14 What are the barriers, if any, that may keep you from participating in your child’s school? Please explain.
(Bolded items are from the Spanish Survey)

- 1. Teachers do not communicate with parents even through school loop. I am in my 5th year with my children in CHS and cannot ever get a response from a teacher when I email. My student also expresses that the teachers have no extra time for them, either before school or after school. I am shocked by this, as my high school teachers were some of my best supporters. I realize we are all very busy with life and families, and one of the reasons I thought school loop would be helpful is to be able to better communicate with the teacher without tying up there time, but the fact that they don't even respond is insulting and makes me question what type of person is teaching my child.
- 2. There are rarely emails sent to parents asking for participation. I don't feel this info should be put on Facebook because I don't have Facebook, so how would I find out.
- 3. No barriers from the school - just work. Fortunately, my boss does allow me to participate frequently, I just can't make everything.
- 4. 1. Senior project information needs to be explained better and better articulated.2. My wife has had a hell of a time with infinite campus. It keeps changing and it doesn't tell whether assignments have been turned in or not. Just the end grade. Why does a parent care whether a student parks in the wrong spot or shows is they are tardy to class (once or twice) when they're failing a class and nothing is said at all regarding that. Or, that there are multiple missing assignments with no indications at all.
- 5. No barriers on my part.
- 6. Just timely notification about meetings, especially from the coaches. Sometimes you find out "the day of" a meeting or only have 24 hours notice.
- 7. Work schedule and lack of desire to see first hand the constant videos in Williamson's class.

- 8. No barriers other than ones I might put on myself, out of respect for my kids and boundaries.
- 9. **Offer more opportunities to see what activities help the student.**

Q15 Please comment on the positive elements that CHS is providing for your student.
(Bolded items are from the Spanish Survey)

1. Most teachers are available for help before or after school and respond in a timely manner to parent calls/emails. There are many sport options, and club options for kids.

2. My husband and I are alumni from CHS and it was our choice to stay in a small town to raise our children, who will graduate at the same school we attended. For opportunities lost from not attending a larger school, they also gain from being on a smaller campus. We (parents/children) have a good rapport with staff and don't hesitate sharing good or bad experiences or issues. We are fortunate to have a community that supports our students and staff.

3. I don't have anything positive to say at this time about CHS. My first child was treated poorly and unfairly at this school, and my second child hates it. If I could put them at another school I would.

4. Most teachers provide a positive atmosphere. There are several extra curricular activities students can participate in.

5. Academics and rigor are stressed and continually re-evaluated by admin and staff. CHS offers an abundance of sports and extra curricular activities that are outstanding.

6. Air conditioned gym.

7. My children are happy to be at the school and I see that the school has made improvements on curriculum and have put policies in place that help students as a whole.

8. Lots of extracurricular activities and opportunities for growth.

9. The Vice Principal has been a positive addition to the CHS staff. He is fair and consistent in reaching out and working with students.

10. Small campus with great interaction between students and faculty.
11. Manageable class sizes, availability of teachers and administration via email. Comradery among students. Good effort to produce informational school broadcasts weekly, good balance of information along side with teenage appropriate fun high school bloopers. Good for public to see efforts of recording and anchoring. Nice digital marquee.

12. Provides social exposure for kids. Lots of emphasis on all things sports.

13. There are many opportunities for both of my students to have access to teacher help.

14. Many opportunities to experience a variety of programs.

15. Teaching staff is great. Love the band and arts programs. Very happy to see choir is back next year! Winter fest is a wonderful on campus event.

16. Sports, college prep, communication with teachers, good morale, great principal and vice principal.

17. **Support in the language (EL).**

18. **Good teachers.**

Q16 Please comment on improvements needed at CHS. (Bolded items are from the Spanish Survey)

1. Grades are not updated in a timely manner. Students are looking for their grades but assignments and tests are not input in a timely manner (3 weeks later) which does not give the child a realistic idea of where they are at. Being a D4 school, it is highly unlikely that children will go on to play sports at a 4 year university or go pro. That being said, if a child makes a team at CHS, they should play and not sit the bench. Freshmen should not be allowed to play on a varsity team. Freshmen are not yet socially able to handle playing with the juniors and seniors, and those kids who have worked for 3 - 4 years have earned their spot on the varsity team. We are developing both athletic skills and mental skills. You need to be very careful if this program continues as you will lose support from parents. Lastly the ASB class needs to have a new teacher. Vision and activities will get these kids thinking and changing the future. The ASB class should be an honor to teach and it should go to the best teacher in the school, and if there is not one, then it's time to recruit.
2. How about actually supporting the child. I feel there is no support or sense of responsibility from any of the administrative or teaching staff at this school, and the only students who get attention are students whose parents are wealthy or who are somebody in the community.
3. Consistence with teachers at all levels from grading, attendance and also I don't like that teachers talk about other kids to their classes.
4. Amount of homework given needs to be monitored more closely. Seems at times to be an extraordinary amount when studies show that homework itself is not altogether effective in mastering and learning standards and/or ideas.
5. Facility updates, remodeling of classrooms, score board and bleachers at JV baseball field.
6. 1. Communication-The communication has declined significantly since Mr. Brown has left. Facebook was constantly being utilized to inform, encourage & promote. We do receive the daily bulletin, but it is often lengthy & not something that can be quickly opened & read. Usually most parents I speak to look at it quickly, but don't take the time to read it until the end of the day or once a week. 2. School Loop: Teachers & Administration encourage parents to utilize school loop to stay on top of child's grades. Hard to do when teachers don't often update. I have three teachers currently that have only put a few grades in the book. It is extremely frustrating. 3. ASB-Huge frustration for parents. Homecoming, broadcast, other items that they participate in are NEVER shared with parents. Unless I go look for the broadcast, I never see it. Unless I demand my child to tell me dress up days, royalty, etc. I never know until the first day of homecoming. This class isn't teaching kids leadership. Its teaching them to wait to the last minute & scramble to get things done. I have a huge problem with the fact that the administration doesn't take into consideration the parent's budget when announcing royalty or dress up days. There is no excuse that parents aren't notified well in advance to allocate funds to cover these expenses. 4. Basketball Homecoming-I am beyond disappointed with the dress theme for basketball homecoming. It looks so cheap. If Colusa wants to be a leader for our county in having top of the line things that CRAF helps to support, we definitely need to step up our game & go back to JV/Varsity boys only-no marathon & girls wearing semi-formal gowns. It looks completely rag-tag & embarrassing. It's also a let down for the girl that gets nominated but is expected to wear jeans. We need a standard. 5. Discipline-Love when "it" kids get kicked out of class & nothing happens. My children come home often & talk about how kids aren't treated the same. Often times kids have been sent to the office for defiant behavior & the student is not disciplined because their parent is a coach or a teach or both! Very disappointing. Same thing happened this year with a student posting a very inappropriate post on Instagram from football homecoming alluding to the fact that they were drinking alcohol on the senior lawn during college days & the ASB teacher told them to get rid of the solo cups but nothing happened discipline wise. Not fair! Serious problem-way more serious than if girls are wearing spaghetti straps.

Q16 Cont'd Please comment on improvements needed at CHS.
(Bolded items are from the Spanish Survey)

7. Better access to teachers if there's an issue with our children. A more unified policy regarding homework turn-in and late assignments (it's by teacher now, and some teachers are better at understanding a student's entire "story" than others, especially where culture and compassion are concerned).

8. Student bathroom facilities.

9. I feel that CHS teachers need to guide our students and insure that the student knows the material. Often times a student needs several explanations or different strategies to learn material. At CHS, it is evident that some teachers teach one specific way and do not meet the different learning styles of diverse learners. If a teacher has a majority of the class failing a test or midterm, I would think that the instruction would need to be changed and reevaluated.

10. Facilities in general are dated and could use modernizing. Student bathrooms are too old and urine staining has penetrated into flooring. Lighting is poor and outdated. Better parking facilities are needed, as a parent I rarely get a decent parking space with out hiking in from tennis courts. Not good when you are picking up a student for a schedule appointment.

11. Sometimes I feel administration is too quick to assume a student is in the wrong before looking at all the facts/evidence - less rush to judgment. Need more vocational training opportunities. Not every student is college bound.

12. Why this school is not using the same grading platforms as the other schools is so frustrating! Would love to see less movies played in class. Some teacher's negative demeanor impacts kids. It's evident the staff is tight knit but with the change in administration, I was hopeful there would be positive change. Still the same though...
13. There is incongruent expectations from teachers regarding homework. Some teachers allow late work to be turned in up until the end of grading period. Others do not accept late work at all. I personally am in favor of no late work or at least grade docking for late work as that is more like a work environment. Student restrooms in the 500 wing are neither safe nor conducive to current health standards.

14. The facilities used to be the best in the county, sadly now they look terrible. All county schools are aging, the least that could happen is for them to look the best they can. Clean/mowed/blown/windows. A good appearance on the outside will help give confidence on what's occurring inside, at ALL Colusa schools.

15. Facilities need to be updated.

16. Students coming out of the student parking lot drive too fast and recklessly. I wish there were more after school/evening on campus events.

17. The lunchroom area is limited, maybe expanding this area would be a great improvement. Especially when the weather is not so great. So kids don't have to sit outside in the rain and cold due to lack of room in the existing lunchroom.

18. The Spanish 2 & 3 teacher doesn't teach. My kid is in Spanish 3, and they only speak English during class. This is very disappointing. My kid wasted an entire year not learning anything. We have heard this from other parents for years about this teacher, but we gave her a chance. Not impressed. :(

19. Some teachers do an excellent job of entering assignments/grades on School Loop. Other teachers do not. I feel graded need to be entered in a timely manner, so students get feedback on how they're doing.

20. **Quality of the drinking water. Bathrooms.**

21. **Better quality food, more time for students to eat. They don't have enough time.**

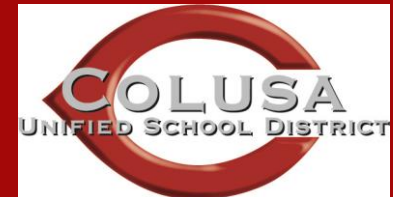
2018-19 Egling Middle School Parent Survey

84 TOTAL RESPONSES

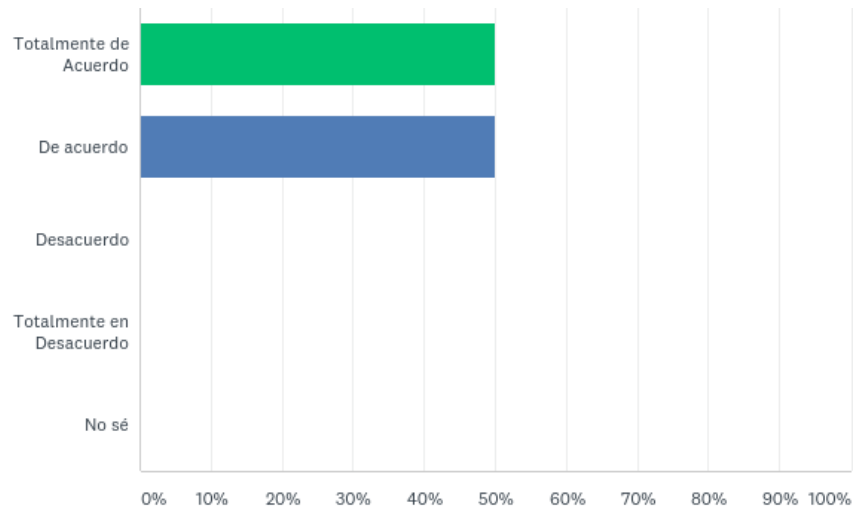
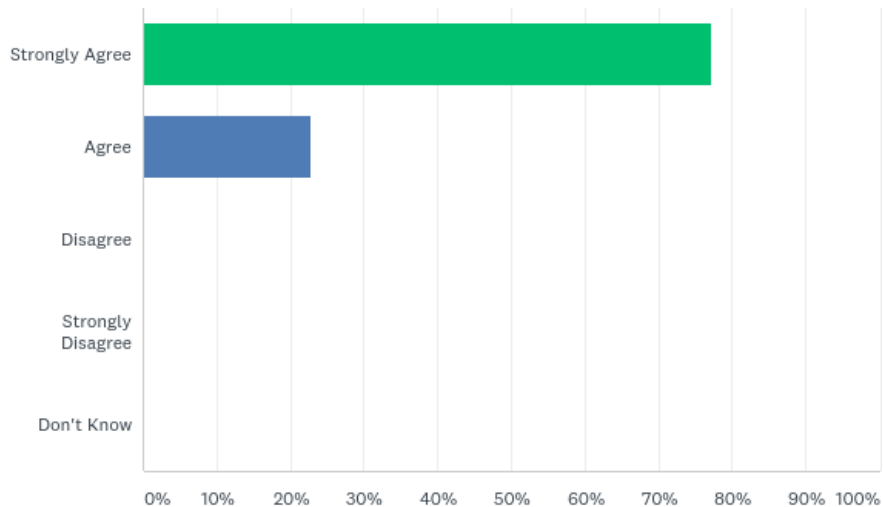
66 English

18 Spanish

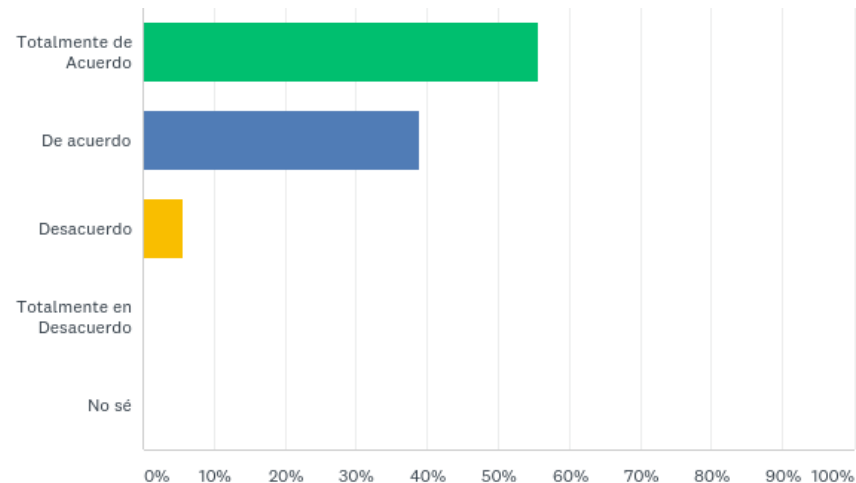
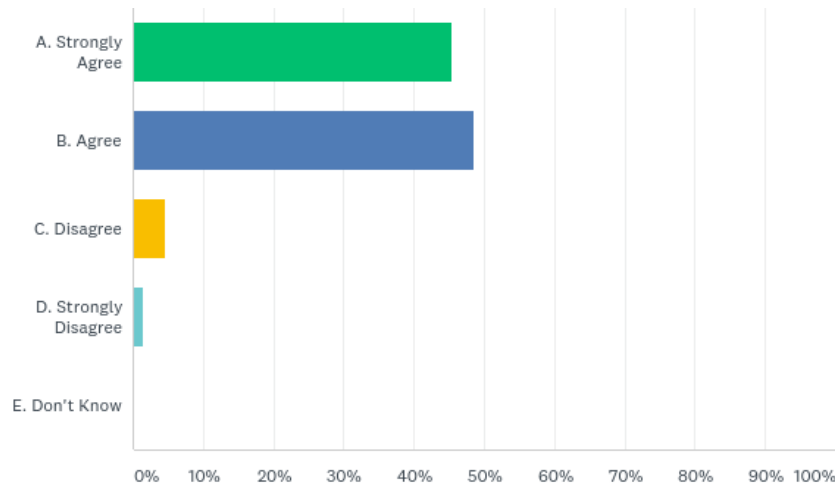
April 15, 2019



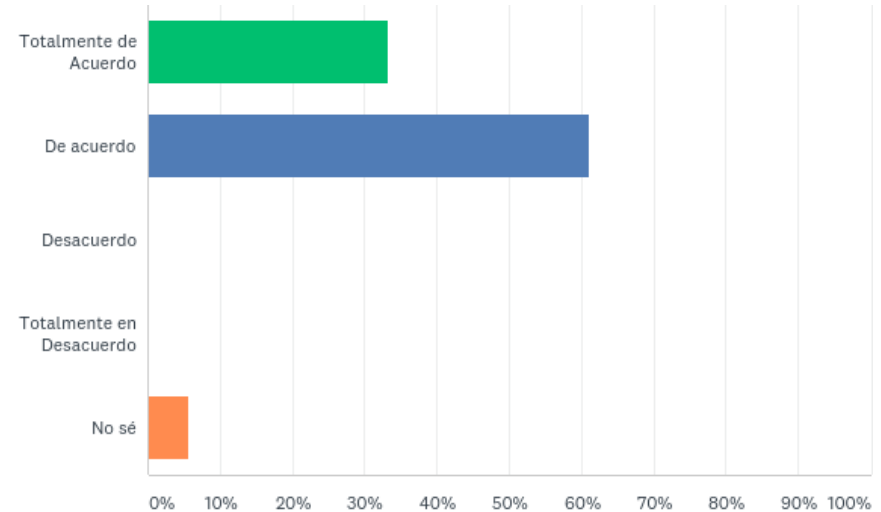
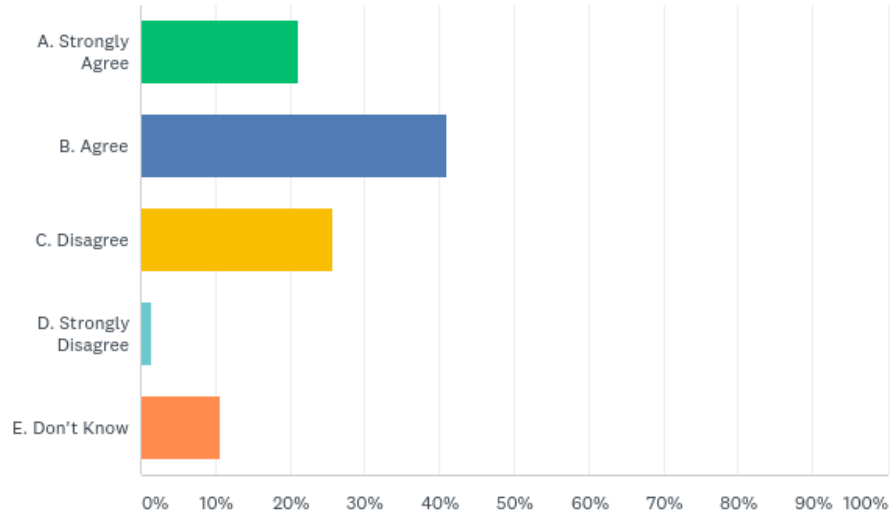
Q1: I have access to the internet & email often.



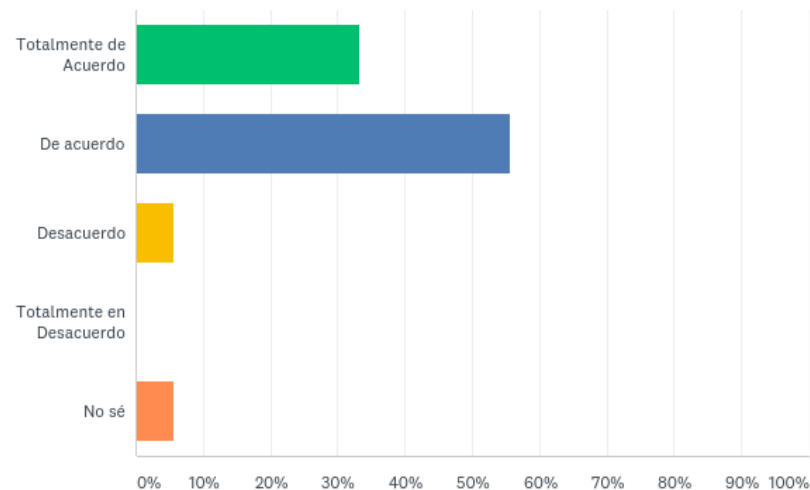
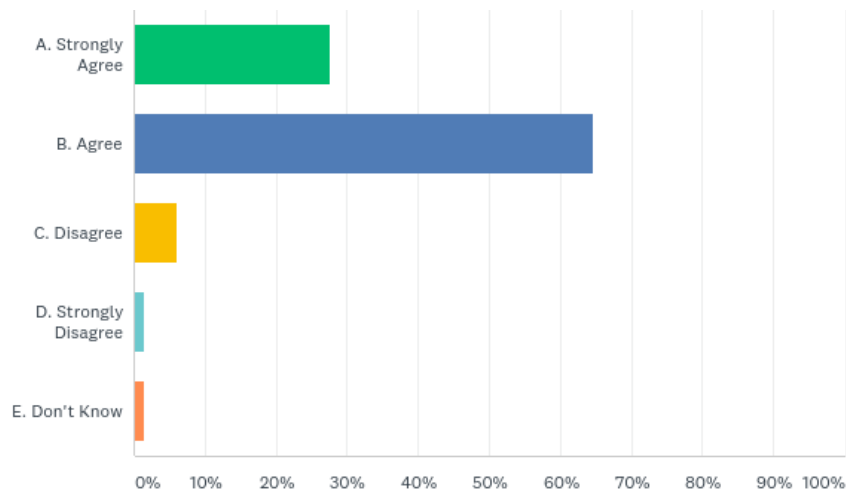
Q2: I feel welcomed and comfortable at Egling Middle School (EMS).



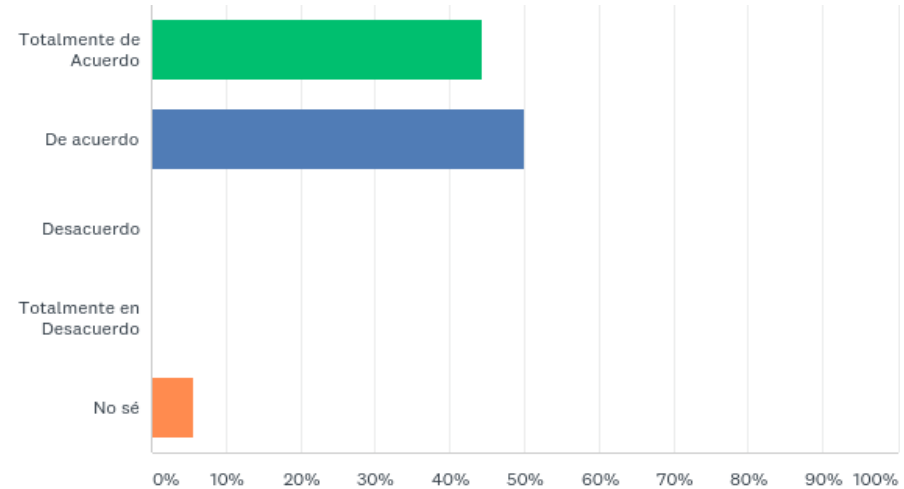
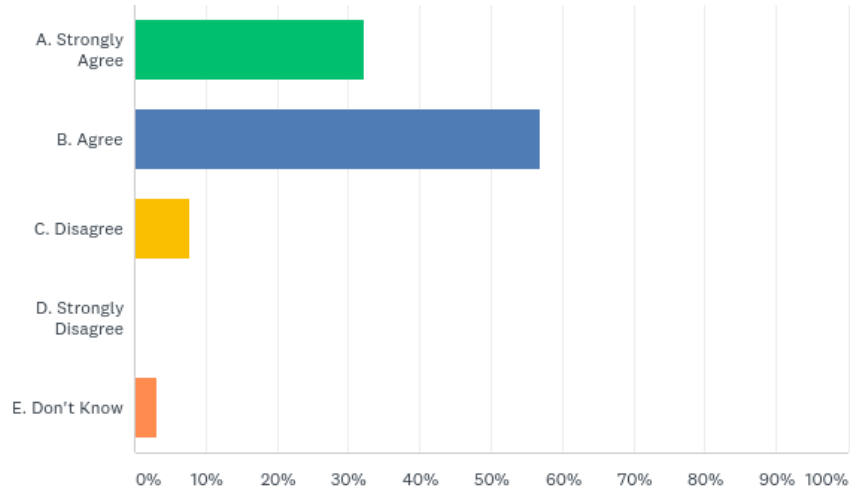
Q3: Discipline at EMS is fair and consistent.



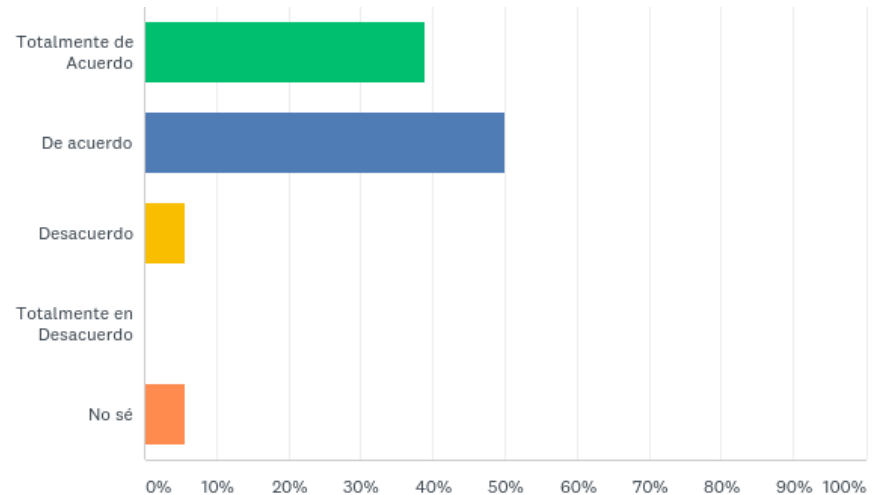
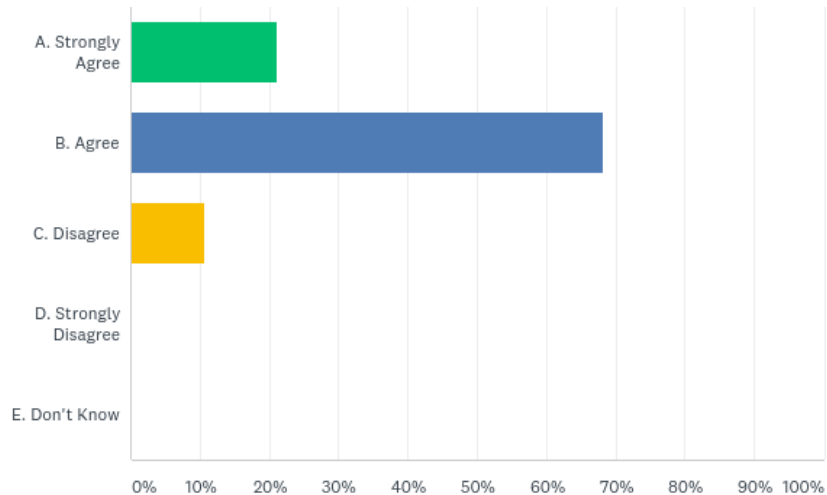
Q4: EMS teachers set high standards for my student.



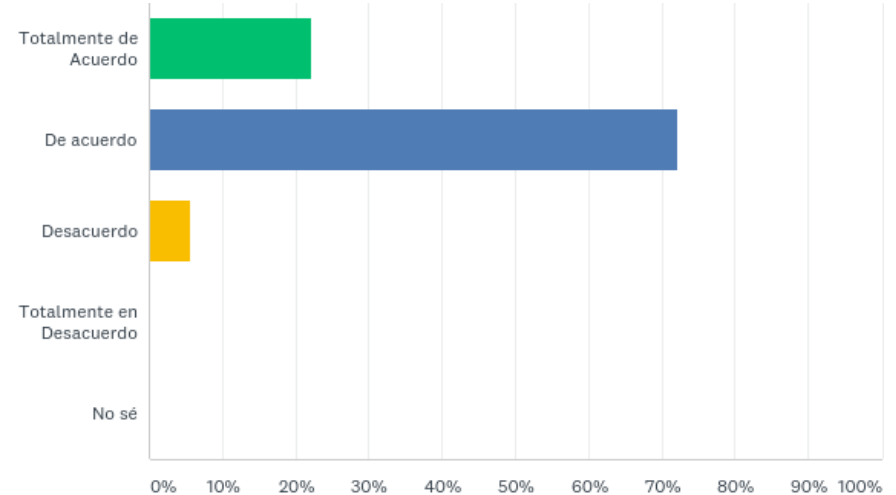
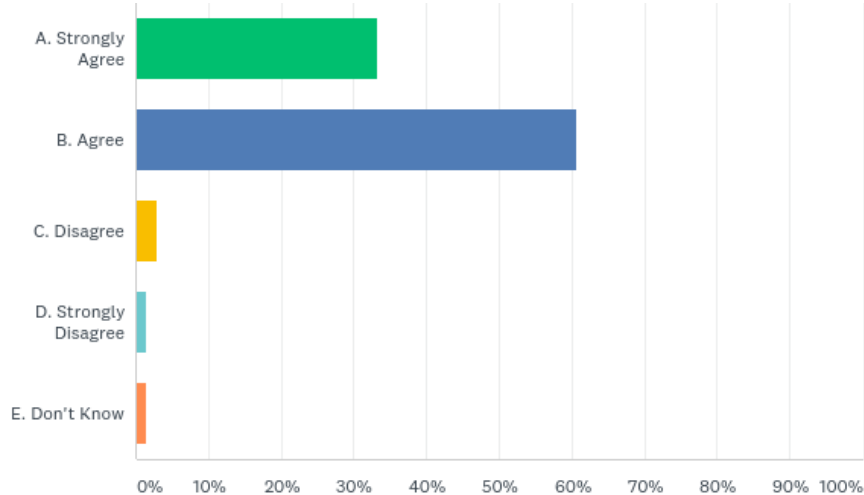
Q5: EMS is a safe place for my student.



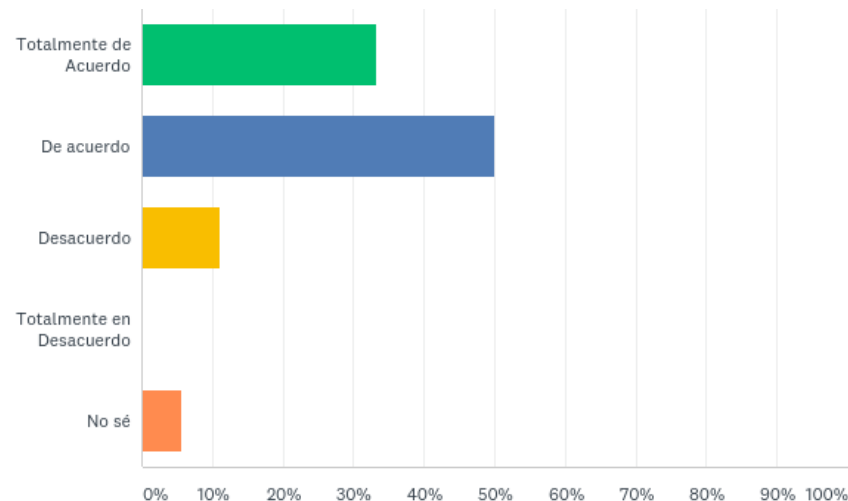
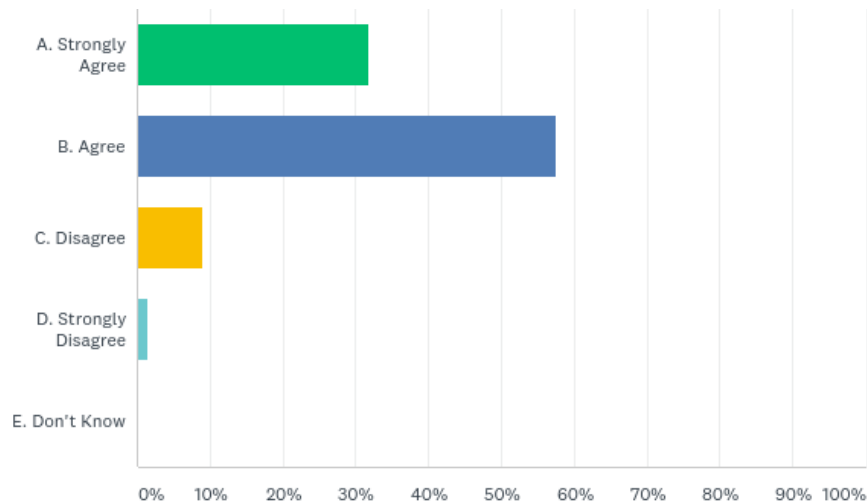
Q6: The EMS facilities are well maintained.



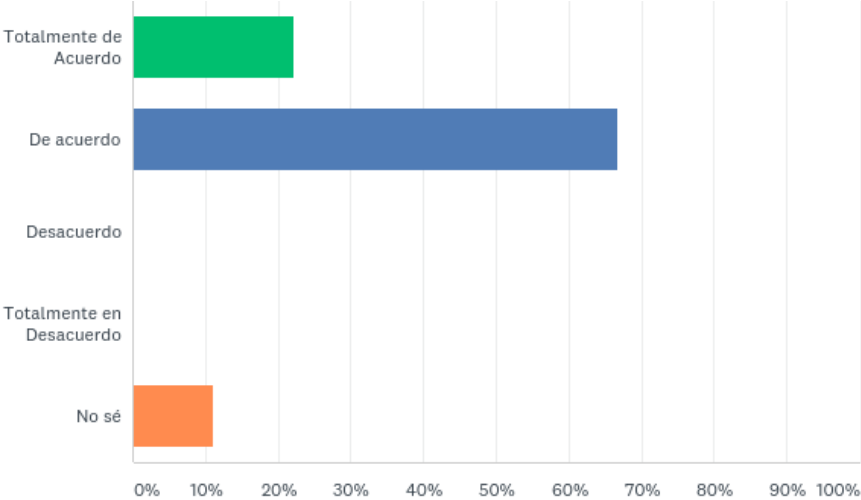
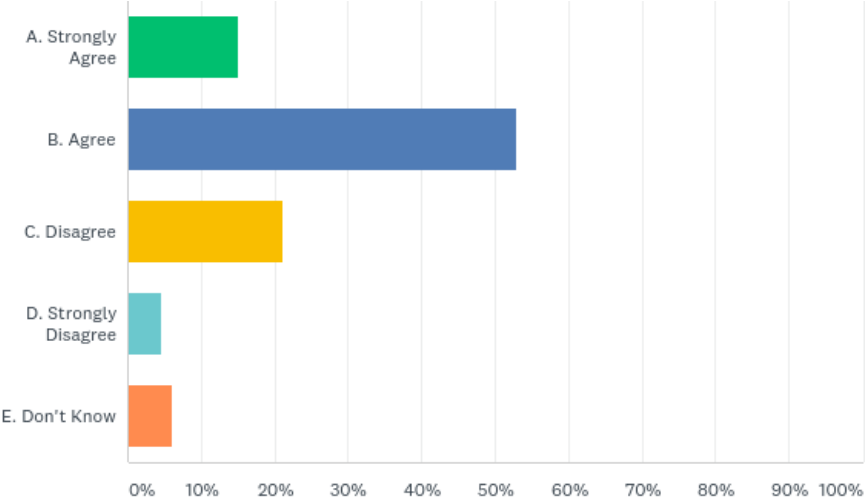
Q7: Communication from EMS is frequent and high quality.



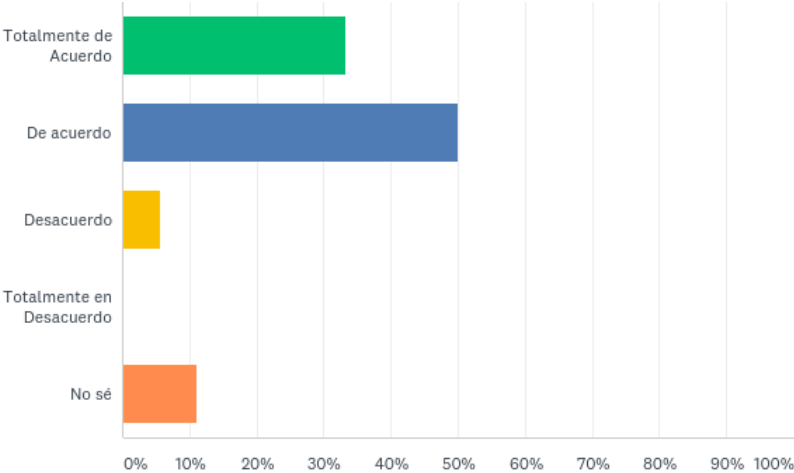
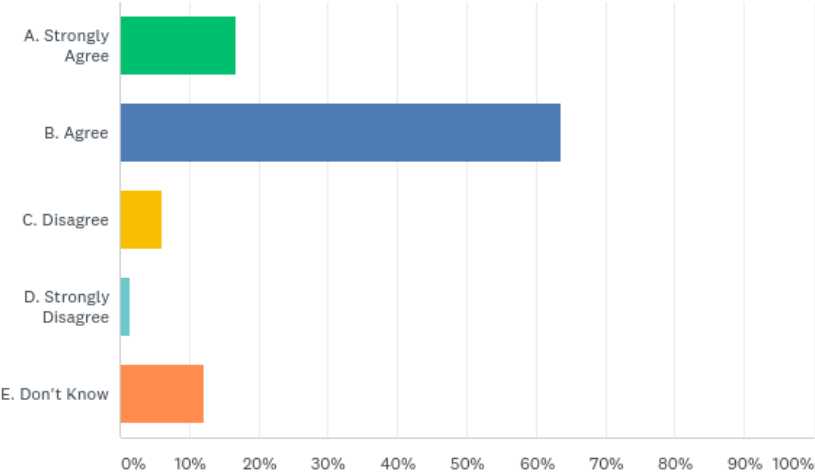
Q8: At EMS, I can obtain clear and timely information regarding my child's academic growth.



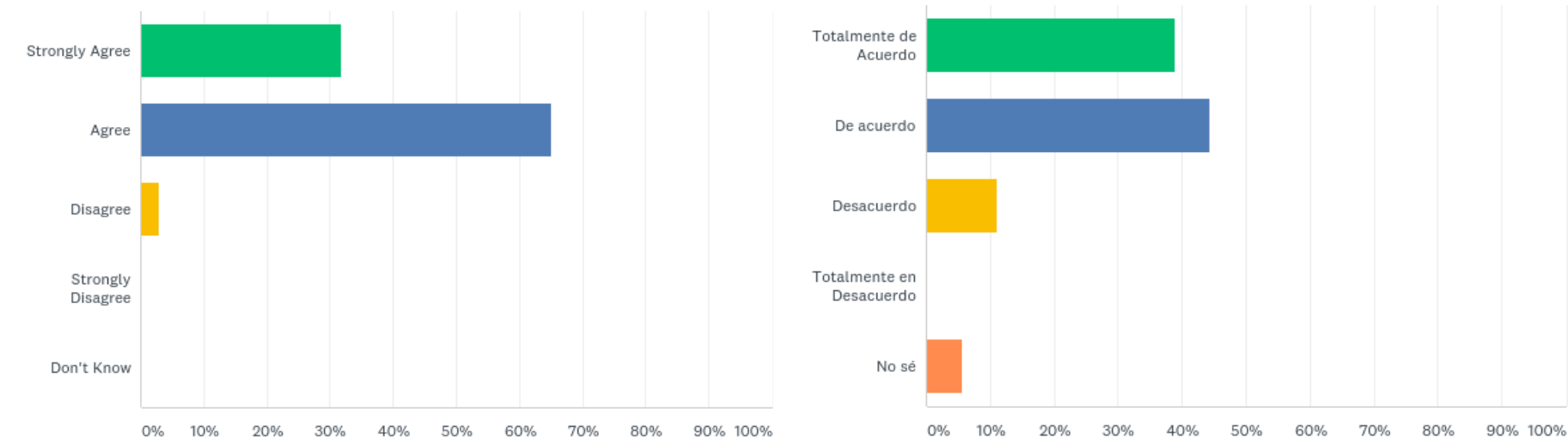
Q9: As a parent of a student at EMS, I am satisfied with the number of extracurricular activities provided by the school.



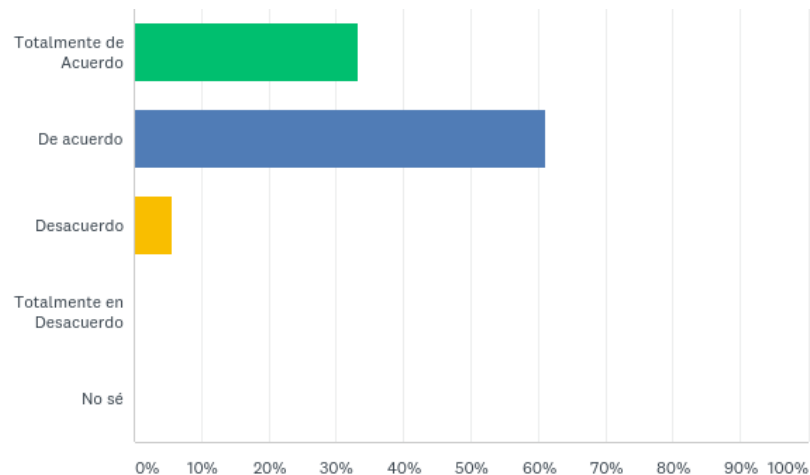
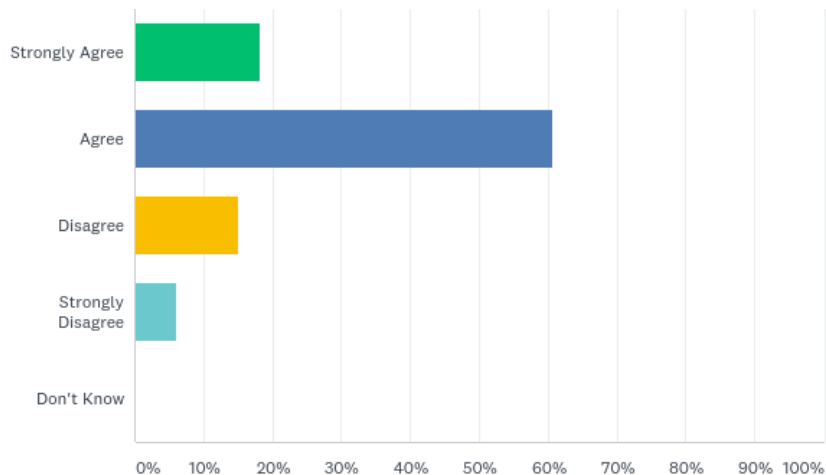
Q10: Parents have many opportunities to participate in EMS events.



Q11: I am satisfied with the communication between EMS and myself at home.



Q12: AT EMS, the grading policies are clearly explained.



Q13: What are the barriers, if any, that may keep you from participating in your child’s school? Please explain.

(Bolded items are from the Spanish survey)

1. The teaching styles are so inconsistent. Some teachers are so awesome and communicate when something is positive – not just negative/challenging. While there are the teachers who seem open, fair, engaged - others seem frustrated, and overwhelmed - with very little ability or interest in working to problem solve with students, or to build relationships. They just send students to the office because they don't want to bother, or give detention because they hear one side of a story. The VP has always been helpful, willing to support - as have the office staff. It is not easy to participate when there is so much negativity and very little positive. Which is also part of the issue with students wanting to participate - not just parents.

2. My employment and work schedule.

3. I work during school hours.

4. Time.

5. I am a teacher in another district & cannot volunteer very often.

6. I work full time.

7. Time frames or dates.

8. Single parent.

9. I have not encountered a barrier.

10. I have a busy schedule with a lot of other commitments.

11. The staff has been open to my questions and concerns.

12. At this time, working during school hours.

13. Awards assemblies are scheduled within the work day. Parents often aren't notified about them, or if their child is getting an award.

14. There aren't many participation opportunities for jr. high, which is okay since kids that age aren't very excited to see their parents on campus.
15. Everything is scheduled during the day. I work out of town and I am not able to attend anything.

16. I still have a younger child not in school yet.

17. Some teachers have parents sign up for volunteering at the beginning of the year, but then never contact those parents.

18. **When the children have an activity such as spelling bee contest, the do not notify the parents with enough time to be able to take time off work to accompany the children to activities that are very important to them and us.**

19. **Work.**

20. **Until now, I see everything well and thank you very much.**

21. **The language.**

Q14: Please comment on the positive elements that EMS is providing for your student.
(Bolded items are from the Spanish survey)

- 1. Classes are provided that allow for my child to grow and expand her knowledge base in different ways other than academic.
- 2. Before/After School support sports dress up days.
- 3. Girls club seems to helping my daughter.
- 4. For the most part, there have been opportunities and expectations to meet my child where my child is at - which is because of some good teaching styles and teachers. Some of the teachers are open to individual personalities and learning styles, and efforts are made to support my child! Thankful for those teachers. When there is the ability to do hands-on activities, more exciting teaching and not just rote memorization skills - that is also awesome! Those creative, inspiring and engaged teachers/admin will always be the heart and positive elements of EMS!
- 5. Most of the staff is friendly and my child is happy about that!
- 6. The teachers are all amazing!
- 7. I do like the constant grade update by some teachers only. I wish others would do the same.
- 8. Opportunities to attend Shady Creek.
- 9. The time and effort in seeing him succeed.
- 10. Good communication between myself as a parent and my son's teacher. Keep me informed how he is doing in class.
- 11. Mrs. Porter and Mrs. Brown are enthusiastic about teaching. They find ways to make learning fun for the students and they interact with students in a positive manner. My daughter looks forward to seeing them everyday.
- 12. Safe environment.
- 13. Encouragement.

- 14. I appreciate the emails, texts, and phone calls.
- 15. Love the way teachers try to encourage extra for the children. Great role models for children. Great office staff and Vice Principal knowledge of children and connection with parents. Like the security and the respect they are learning for teachers, others, as well as for self. Helpful on showing students they can do anything if they put effort into it.
- 16. Most of the staff is welcoming and positive.
- 17. They mail the grades to my home address. And provide counseling for my child. Also they provide a team of people for my child's academic growth.
- 18. I appreciate seeing teachers out in the community supporting their students at non school events. (Rec Basketball, Little League,) I appreciate the teachers that take the time to get to know my child's strengths and weakness and what is effective in teaching him.
- 19. Teacher communication with parents over Bloomz is great.
- 15. Friendly teachers working to improve student performance.
- 16. Having staff go above and beyond to help my children.
- 17. Infinite Campus is great. EMS teachers enter grades in a very timely manner. The two sports offered are nice. It's unfortunate boys don't have the opportunity to play three sports like girls do.
- 18. The Infinite Campus app is a great tool for tracking student progress and grades. The teachers and administration are always.
- 14. I have a couple of students there and the teachers have been super supportive.
- 15. General Ed./core curriculum has improved over the last few years. Math at the upper grade levels is a strength.
- 16. Caring staff and many opportunities for help.
- 17. Variety of sports programs. The teachers who have been on site for many years are great.

Q14 Cont'd: Please comment on the positive elements that EMS is providing for your student.
(Bolded items are from the Spanish survey)

- 18. Great job!
- 19. Is there help for students to get their homework done after school?
- 20. The opportunities to learn.
- 21. Safety at all time.
- 22. Teachers re doing a good job teaching the students because I see the reflection in the grades and on the report card.
- 23. Safety and a good education.
- 24. Plenty of support.
- 25. I think the schools are good, but I've heard back things from other people.

Q15 Please comment on the improvements needs at EMS.
(Bolded items are from the Spanish survey)

- | | |
|--|--|
| <div data-bbox="63 238 865 994" data-label="List-Group"><ol style="list-style-type: none">1. We prefer letter grades that are easier to understand.2. My daughter has a hard time in math. It would be awesome if homework club was something she had to attend vs something she can choose to do.3. My student complains that students get "in trouble" but nothing ever changes. They are back in the classroom doing the same things all the time and the behavior is never really dealt with. My student is compliant and gets frustrated that disruptive students get to stay in the classroom no matter how many times they get in trouble.4. There needs to be more universal support for students social-emotional development, problem solving skills and relationship building with students. Those who work with the students during recess need to be trained to support problem solving - helping students to work through issues - and not supporting an environment that harbors lying about incidents, and getting others in trouble to resolve issues. Recess should be before lunch and longer - with engaged, highly trained staff. Teachers should see students as individuals and try to be more empathetic and work on relationships - not just academic assessments. There should be more of a universal approach to positive discipline - building on strengths of students and some social-emotional supports for all students to learn these important skills! Some will say there is not time - but they are already wasting tons of time of discipline already - which isn't working.5. Pick up and drop off is horrible and dangerous. There needs to be someone by the entrance and exit of the parking lot directing and not letting people block or cut the line(s) and crosswalks.6. Improve playground equipment in all levels, revert back to grades instead of using standards.7. Crosswalk Attendants needed in the AM. Better Translations in the auto Spanish voice recordings.</div> | <div data-bbox="884 238 1673 1083" data-label="List-Group"><ol style="list-style-type: none">8. Not sure at this time.9. I would like to see more intervention programs to help students that are struggling with math and reading.10. The only improvement I feel should be made is the pick-up lane in the parking lot should be clearly marked. Parents use the other drive- through lane as a pick-up lane as well. It is not for that. When parents park there after school waiting for their kids, there are many cars backed up, causing traffic congestion onto Webster Street. Most cars causing the congestion are waiting on Webster to turn into the school parking lot in both directions. This causes cars to go around these waiting cars and into oncoming traffic if they aren't waiting to use the pick- up lane. Parents picking up should either drive through if the pick up lane is full and circle the block. Or simply park elsewhere as to not cause traffic to back up. I'm a parent who parks across the street in the parking lot for the scout cabin. I find that coming down Webster St during after school pick up is horrible. I now use an alternative route and come down Webster off of 10th St.11. Grounds need a facelift.12. Egling is not very well structured, assemblies, singing concerts are always chaotic and parents are not able to enjoy or hear it. The dropping of and picking up at school is a joke! Parents constantly stopping in the middle of the road to let their child out backs up traffic, kids walking in between cars driving through the parking lot are going to end up getting hit.13. I do not care for the standards based grades for 4th and 5th grades.14. More openings in After School Care.15. Spanish lessons for non Spanish speaking students.16. I would like a lunch menu for my child.17. I think there has to be something done about pick up areas. There's days when there is so much chaos in the parking lot and surrounding the parking lot. Parents are completely disregarding crossing zones and children are having to go around cars. Completely dangerous!</div> |
|--|--|

Q15 Cont'd Please comment on the improvements needs at EMS.

(Bolded items are from the Spanish survey)

18. Safety/Security.
19. I have guardianship of my grandson. There are issues he is dealing with. He is interested in boxing, needs a positive Male influence on a constant basis, kind of like Big brother". This is not the schools responsibility but I need a source to look into. He is a good kid losing his faith in the system. There is nothing I wouldn't do to help him but I'm not sure how.
20. A mobile app for grades, progress on homework and assignments that is updated more frequently.
21. Traffic dropping off and picking up, as well as parking for parents.
22. I'd like to see a fence in front of the school. It would make me feel my student is safer. The parking lot is very unsafe. It's a shame a part of the street can't be closed off to ensure safer pick up and drop off. My child often shares his school lunch is served to him, and that the food is cold. He also says the menu item listed is also not what he's served at least twice a week.
23. Increased extracurricular activities such as an after school STEAM class or athletic opportunity for junior high boys in the spring.
24. We do not care for the 4-6grade curriculum nor the grading policy. The approach of mastering subjects by the end of the year and accepting that the grades will be low at the beginning of the year is disheartening for the children. Even when they do master the subject, there is no incentive to push themselves further since a 75% is considered mastering.
25. Increased educational opportunities in the area of technology and computers. Our students enter the HS well behind where they should be in this area, this is a must. Writing needs to be improved and an area of focus.
26. When students have lower grades, it seems very difficult for them to raise them up, even when giving their best effort. Weighting for grades is confusing on Infinite Campus. It is sometimes difficult to understand which behaviors warrant detentions vs warnings vs more severe forms of punishment as these seem to vary by teacher. There are not many non-sports related extracurriculars.
27. With transition in the staff happens mid year for whatever reason parents need to be informed as it happens and made aware of the change and the new grading procedures that may change when this happens.
28. **Definitely the meals, the children complain that many of the meals taste horrible.**
29. **In all subjects.**
30. **Until now, everything looks very well.**
31. **Continue to have more security for the students. Have a weekly backpack check to make sure there are no weapons or drugs like in other schools where students have taken weapon, knives or drugs or similar things is just an opinion.**
32. **Implement sports at an early age like 4th, improvement in the drinking water, translation at back to school night.**
33. **Sports from 4th grade to 8th grade.**

COLUSA UNIFIED SCHOOL DISTRICT

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

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

DWAYNE NEWMAN
DISTRICT SUPERINTENDENT



April 15, 2019

Via Fax: 916-319-2199

The Honorable Kevin McCarty, Chair
Assembly Budget Subcommittee on Education Finance
State Capitol, Room 6026
Sacramento, CA 95814

The Honorable Jim Cooper, Chair
Assembly Budget Subcommittee on State Administration
State Capitol, Room 6026
Sacramento, CA 95814

Via Fax: (916) 668-7004

The Honorable Richard Roth, Chair
Senate Budget Subcommittee on Education
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Maria Elena Durazo, Chair
Senate Budget Subcommittee on State Administration and General Government
State Capitol, Room 5066
Sacramento, CA 95814

Re: \$3 Billion CalSTRS Employer Proposal

Dear Chairs McCarty, Cooper, Roth, and Durazo:

On behalf of Colusa Unified School District, we are writing to express our support for Governor Gavin Newsom's 2019-20 Budget proposal to invest \$3 billion in one-time, non-Proposition 98 funds for the employer share of the California State Teachers' Retirement System (CalSTRS) unfunded liability.

Since the enactment of the CalSTRS Funding Plan in 2014, CalSTRS employer rates have already doubled and will continue to rise over a seven-year period, increasing from 8.25% of pay in 2014 to 19.1% on July 1, 2020, and, depending on the needs of the CalSTRS system, those rates could increase to as high as 20.25%. Governor Newsom's two-pronged approach would help lower these future employer rates, providing much needed relief to local educational agencies (LEAs).

The first part of the proposal is a \$700 million (approximately \$350 million each for 2019-20 and 2020-21) direct buy-down of employer contribution rates by one point, which would lower the 2019-20 CalSTRS employer rate from 18.13% to 17.13% and the 2020-21 rate from 19.1% to 18.1%. The second part

of the proposal is to commit \$2.3 billion to reduce the employers' share of the unfunded liability and reduce employer contribution rates long term, which would result in a 0.5% reduction in employer contributions beginning in 2021-22 and is projected to save school employers \$6.9 billion over 30 years, according to the Department of Finance.

At a time when Proposition 98 growth is slowing and LEAs are facing increased fixed cost pressures and a teacher shortage, this investment being outside of Proposition 98 will assist LEAs in meeting their pension obligations while also freeing up local dollars freeing up local dollars that will help sustain our instructional programs for all students. In Colusa Unified School District, we will be able to dedicate \$ [REDACTED] more in the classroom next year alone.

All LEAs grapple with increasing fixed costs such as employer pension contributions, health and welfare benefits, step and column salary increases, etc. This important investment will help every LEA in its efforts to meet the educational needs of its students. Therefore, we strongly support the Governor's proposal to provide a \$3 billion non-Proposition 98 investment for the employer share of the CalSTRS unfunded liability and encourage the Legislature to include the proposal in the final 2019-20 State Budget.

Sincerely,

Dwayne Newman
Superintendent

cc: Members, Assembly Budget Subcommittee on Education Finance
Members, Assembly Budget Subcommittee on State Administration
Members, Senate Budget Subcommittee on Education
Members, Senate Budget Subcommittee on State Administration and General Government
The Honorable Gavin Newsom, Governor, State of California
The Honorable Toni Atkins, Senate President pro Tempore
The Honorable Anthony Rendon, Speaker of the Assembly
The Honorable Shannon Grove, Senate Minority Leader
The Honorable Marie Waldron, Assembly Republican Leader
Jennifer Johnson, Deputy Legislative Secretary, Office of the Governor
Jeff Bell, Education Program Budget Manager, Department of Finance

Board Policy

Community Relations

BP 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

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 laws or regulations governing **any program subject to the UCP which is offered by the district, including** adult education programs;; After School Education and Safety programs;; agricultural ~~vocational~~ **career technical** education;; American Indian education centers and early childhood education program assessments;; bilingual education;; **California Peer Assistance and Review** programs for teachers;; **state career technical and technical education, career technical, and technical** training programs;; **federal career technical education;** child care and development programs;; child nutrition programs;; compensatory education;; consolidated categorical aid programs;; Economic Impact Aid;; ~~English learner programs, federal education programs in Title I-VII, the federal Every Student Succeeds Act;~~ migrant education;; Regional Occupational Centers and Programs;; school safety plans;; special education programs;; **California** State Preschool Programs;; Tobacco-Use Prevention Education programs;; and any other district-implemented **state categorical** program ~~which is listed in that is not funded through the local control funding formula pursuant to~~ Education Code 64000(a)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(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, **by a student, employee, or other person participating in a district program or activity**, 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, in** 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, 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 the person's** 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)

4. **Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)**

- ~~4.~~ 5. 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.~~ 6. Any complaint alleging district noncompliance with **legal applicable** requirements **of Education Code 52060-52077** related to the implementation of the local control and accountability plan, **including the development of a local control funding formula budget overview for parents/guardians** (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. **Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)**

(cf. 0420 - School Plans/Site Councils)

- 6.8.** Any complaint, by or on behalf of any student who is a foster youth **as defined in Education Code 51225.2**, 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~~, **or country**; school **or records** 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)

- 7.9.** Any complaint, by or on behalf of a **student who transfers into the district after the second year of high school and is a** homeless ~~student~~ **child or youth** as defined in 42 USC 11434a, a former juvenile court school student **currently enrolled in the district**, ~~or~~ a child of a military family as defined in Education Code 49701, **or a migrant student as defined in Education Code 54441**, ~~who transfers into the district after his/her second year of high school~~, **or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth 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)

- 10.** Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

- 8.11.** 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)

- 9.12.** 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)

10.13. 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

11.14. 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 **related to UCP**, 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.~~ 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.

(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 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, **including the right to file the complaint with the California Department of Fair Employment and Housing.**

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, ~~or~~ teacher vacancies and misassignments, **or health and safety violations in any license-exempt California State Preschool Program** shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code **8235.5**, 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

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-~~49013~~ **49014** Student fees

49060-49079 Student records, **especially:**

49069.5 ~~Rights of parents~~ **Records of foster youth**

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, former juvenile court school students, ~~and~~ military-connected students, **migrant students, and newly arrived immigrant 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; **school plan for student achievement**
65000-65001 School site councils
GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
 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~~ **Applicability of uniform complaint procedures to complaints regarding students with disabilities**
 4600-~~4687~~**4670** Uniform complaint procedures
4680-4687 Williams 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~~ **Improving the Academic Achievement of the Disadvantaged**
 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
12101-12213 Title II equal opportunity for individuals with disabilities
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
 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, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

*Dear Colleague Letter: **Responding to** Bullying of Students with Disabilities, ~~August 2013~~ **October 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> <https://www2.ed.gov/policy/gen/guid/fpc/>

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

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

(5/17 3/18) 3/19

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), **position(s), or unit(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), **position(s), or unit(s)** also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment ~~as the responsible employee(s) to handle for handling~~ complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The **individual(s) compliance officer(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

CUSD District Office
745 Tenth Street
Colusa, CA 95932
530.458.7791 x4001

In no instance shall a compliance officer be assigned to a complaint in which **he/she the compliance officer** has a bias or conflict of interest that would prohibit **him/her from fairly investigating or resolving the fair investigation or resolution of** 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)

In addition, the ~~The~~ Superintendent or designee shall annually provide written notification of the district's UCP 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, former juvenile court school students, and children of military families. (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 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, 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 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 CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. ~~The appeal to 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 notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(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)

(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that 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 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 they have** 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 unlawful discrimination**. The complaint shall be initiated no later than six months from the date **when that** the alleged unlawful discrimination occurred, or six months from the date **when that** 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
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 the complainant or victim** 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~~ **receiving** the complaint, ~~he/she~~ **the compliance officer** 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~~ **an** 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 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~~ **the complainant's** 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~~ **The compliance officer** 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 Timeline for Final Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, ~~and respondent if there is one,~~ a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

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)~~

~~Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1 99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the~~

sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., an order that the alleged offender stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

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.

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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 **district's final written** 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. 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 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.

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~~ **is enrolled in** 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 **pursuant to Education Code 48985**. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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~~ **The complainant** 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 CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

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

(cf. 5137 - Positive School Climate)

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

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

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

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.

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

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

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.

However, 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~~ **on** a complaint regarding any specified federal or state educational program subject to ~~the~~ UCP may file an appeal in writing with 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)

The complainant ~~or respondent~~ shall specify the basis for the appeal of the decision and 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 a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (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~~ **the respondent**, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the ~~complainant or respondent has appealed the~~ district's decision **has been appealed**, the Superintendent or designee shall forward the following documents to 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~~ **UCP**
7. Other relevant information requested by CDE

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Administrative Regulation

Community Relations

AR 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Learners)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated

employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: **(Education Code 35186; 5 CCR 4683)**

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from

low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)

a. The preschool does not have outdoor shade that is safe and in good repair.

b. Drinking water is not accessible and/or readily available throughout the day.

c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

d. Restroom facilities are not available only for preschoolers and kindergartners.

e. The preschool program does not provide visual supervision of children at all times.

f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

g. Playground equipment is not safe, in good repair, or age appropriate.

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form **specifies the location for filing a complaint and** contains a space to indicate whether the complainant desires a response to ~~his/her~~ **the** complaint ~~and specifies the location for filing a complaint.~~ A complainant may add as much text to explain the complaint as **desired** ~~he/she~~ ~~wishes.~~ (Education Code **8235.5**, 35186; 5 CCR 4680)

The Superintendent or designee shall ~~ensure that a notice is posted~~ **post** in each **K-12** classroom in each school **a notice** containing the components specified in Education Code

35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, **or the preschool administrator or designee as appropriate**, at the school in which the complaint arises. ~~The principal or designee shall forward a~~ **A** complaint about problems beyond ~~his/her~~ **the** authority **of the principal or**

preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. **Complaints may be filed anonymously.** (Education Code **8235.5**, 35186; 5 CCR 4680)

Investigation and Response

The principal/**preschool administrator** or a designee **of the Superintendent** shall make all reasonable efforts to investigate any problem within ~~his/her~~ **their** authority. (Education Code **8235.5**, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

~~He/she~~ **The principal/preschool administrator or Superintendent's designee** shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code **8235.5**, 35186; 5 CCR 4685)

~~Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like~~ **a desire to receive** a response to the complaint, the principal/**preschool administrator** or **Superintendent's** designee shall report the resolution of the complaint to ~~him/her the complainant at the mailing address indicated on the complaint form~~ within 45 working days of the initial filing of the complaint. ~~At the same time, the principal or designee shall report the~~ **If the principal/preschool administrator makes this report, the same information shall be reported at the same time** to the Superintendent or designee. (Education Code **8235.5**, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code **8235.5**, 35186)

If a complainant is not satisfied with the resolution of a complaint, ~~he/she~~ **the complainant** has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code **8235.5**, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a **or #4** in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the

principal/**preschool administrator** or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code **8235.5**, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code **8235.5**, 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code **8235.5**, 35186; 5 CCR 4686)

Forms and Notices

~~The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)~~

Note: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

~~The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)~~

~~The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)~~

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

8235-8239.1 California State Preschool Programs, especially:

8235.5 California State Preschool Program, complaints regarding health and safety issues

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5-**35292.6** Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
UNITED STATES CODE, TITLE 20
6314 Title I schoolwide program

Management Resources:

WEB SITES

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

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

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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Exhibit

Community Relations

E(1) 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 requires that the following notice be posted in each **K-12** classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: **K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized

certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

4. — **If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law.** A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

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Exhibit

Community Relations

E(2) 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 creates a **the Williams uniform complaint** procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below. ~~This form is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47, Statutes of 2013).~~

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained

in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

☐ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester

course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

- ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- 3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, **35292.6**; 5 CCR 4683)
 - ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
 - ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
 - ☐ **For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.**
 - ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below:

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

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Exhibit

Community Relations

E(3) 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925 and may be the subject of a complaint under the Williams uniform complaint procedures.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times

6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time

7. Playground equipment that is safe, in good repair, and age appropriate

Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Administrative Regulation

Community Relations

AR 1340(a)

ACCESS TO DISTRICT RECORDS

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)

(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of **his/her** **such** membership, agency, office, or employment. (Government Code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies
8. **School-based program plans (Education Code 52850) District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law**

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

- ~~9. Information and data relevant to the evaluation and modification of district plans~~

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 7110 - Facilities Master Plan)

- ~~10.~~ **9.** Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

- ~~11.~~ **10.** Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

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

- ~~12.~~ **11.** Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

- ~~13.~~ **12.** Documents containing names, salaries, and pension benefits of district employees

- ~~14.~~ **13.** Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

- ~~15.~~ **14.** Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 - Parent Rights and Responsibilities)

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

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not

discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, **and** interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee

- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

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

- 4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

- 5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

- 6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
- 7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in **an** unfair competitive disadvantage to the person supplying the information (Government Code 6254)
- 8. Library circulation and patron use records of a borrower or patron including, but not limited to, **his/her** name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to **a** persons acting within the scope of **his/her** **their** duties in the administration of the

library, to ~~a~~ persons authorized in writing by the individual to whom the records pertain, or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

~~*(cf. 0450 - Comprehensive Safety Plan)*~~

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

13. Computer software developed by the district (Government Code 6254.9)
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)
15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

<p>Note: Item #17 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 6255. This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.</p>
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17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly

outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of ~~his/her~~ **the** determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, **he/she shall assist** the requester **shall be assisted** in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.
2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public

records shall state the name and title of each person responsible for the denial. (Government Code 6253)

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Board Policy

Business and Noninstructional Operations

BP 3100(a)

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with **and reflects** the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

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

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

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. **The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)**

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget **at a public meeting held after the date of the public hearing but** on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, **and the LCFF budget overview for parents/guardians.** The budget shall include the expenditures necessary to

implement the LCAP or the annual update to the LCAP. (Education Code 42127, **52062**)

~~At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)~~

The budget that is **presented at the public hearing as well as the budget** formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (**SPI**). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file **the adopted district budget** with the County Superintendent of Schools ~~the adopted district budget and supporting data~~. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

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

Budget Criteria and Standards

The ~~Superintendent or designee shall develop a~~ district budget **shall be developed** in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, ~~local control funding formula~~ **LCFF** revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, ~~unrestricted general~~ fund balance, and reserves. In addition, ~~he/she~~ **the Superintendent or designee** shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, **33128.3**, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for ~~increasing~~ **improved** or ~~improving~~ **improved** services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. *Unduplicated students* are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

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

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

Fund Balance

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

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

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

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent **may shall have discretion to** further delegate the authority to assign funds **at his/her discretion**.

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

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

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

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

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year **that following the fiscal year in which** the district is notified by the **Superintendent of Public Instruction SPI** that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, **unless the requirement is waived in accordance with Education Code 42127.01**. (Education Code ~~41202,~~ 42127.01)

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 7210 - Facilities Financing)

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

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

~~When the~~ **The** Superintendent or designee **shall annually** presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, ~~the Board shall disclose, as~~ **As** a separate agenda item at the same meeting, **the Board shall disclose** whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

~~When the~~ **The** Superintendent or designee **shall annually** presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, ~~the Board shall disclose, as~~ **and the actuarial reports upon which the estimated costs are based. As** a

separate agenda item at the same meeting, **the Board shall disclose** whether ~~or not~~ it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

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

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

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

41202 Determination of minimum level of education funding

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

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-~~42141~~ **42142** Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

21710-21716 California Employer's Pension Prefunding Trust Program

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

15494-~~15496~~ **15497** Local control funding formula, **supplemental and concentration grant expenditures**

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

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

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, **December 2015**
September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: **Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009** **Fund**
Balance Guidelines for the General Fund, September 2015

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting **by Employers** for Post-employment Benefits Other Than Pensions, June 2015

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

WEB SITES

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

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

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

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

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

Management Resources: (continued)

WEB SITES (continued)

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

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

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

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Administrative Regulation

Business and Noninstructional Operations

AR 3100(a)

BUDGET

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location **and** dates, **and times** at which the proposed budget may be inspected, as well as the

location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

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

(cf. 9323 - Meeting Conduct)

Budget Review Committee for Disapproved Budgets

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

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

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

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

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent ~~as he/she~~ **to** develop and adopt, by December 31, a fiscal plan and budget that will allow the district to

meet its **current fiscal year and multiyear** financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

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

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Board Policy

Business and Noninstructional Operations

BP 3260(a)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to ~~them~~ **students** at no cost.

No student shall be required to pay a fee, deposit, or other charge for ~~his/her~~ participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of ~~district~~ students' families and their ability to pay.

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

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

~~*(cf. 3515.4 - Recovery for Property Loss or Damage)*~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

FEES AND CHARGES (continued)

The prohibition against student fees shall not ~~restrict~~ **prevent** the district from soliciting for donations, ~~participating in~~ **conducting** fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. ~~If~~ **The district** also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

Collection of Debt

Note: Education Code 49014 (the Public School Fair Debt Collection Act), as added by AB 1974 (Ch. 577, Statutes of 2018), establishes requirements for districts to follow when seeking to recover a debt owed by students and/or parents/guardians, including debts resulting from unpaid fees lawfully imposed by a district. See the accompanying administrative regulation for additional language reflecting these requirements.

The debt collection requirements of this Act do not apply to debt owed as a result of vandalism or loss of district property loaned to the student. For further information in regard to such debt, see AR 3515.4 - Recovery for Property Loss or Damage.

For information regarding meal payments, including the collection of delinquent meal charges, see BP/AR 3551 - Food Service Operations/Cafeteria Fund.

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

- 1. Denying full credit for any class assignment**
- 2. Denying full and equal participation in any classroom activity**

3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts
5. Denying or withholding a diploma
6. Limiting or barring participation in an extracurricular activity, club, or sport
7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs

8482.6 After School Education and Safety programs

8760-8774 Outdoor science, ~~and~~ conservation, **and forestry** programs

17453.1 District sale or lease of Internet appliances or personal computers to ~~students or parents of~~ **students**

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38086.1 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39801.5 Transportation for adults

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49014 Public School Fair Debt Collection Act

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

49557.5 Unpaid school meal fees

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant foreign nationals

56504 School records; students with disabilities

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 8

1184 ~~Foreign~~ **Nonimmigrant** students

COURT DECISIONS

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Driving School Assn of CA v. San Mateo Union HSD (1993) (1992) 11 Cal. App. 4th 1513
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, ~~Damage to School Property~~ Deposits and Other Charges, Fiscal Management Advisory 16-01, September 16, 2016 17-01, July 28, 2017

Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony, Addendum to Fiscal Management Advisory 12-02, October 4, 2013

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

WEB SITES

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

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

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Administrative Regulation

Business and Noninstructional Operations

AR 3260(a)

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement **to the district** for the direct cost of materials ~~provided by the district to a student for the fabrication of nonperishable personal property the student used by~~ **students to fabricate property they** will take home for ~~his/her~~ **their** own possession and use, such as wood shop, art, or sewing projects kept by ~~the students~~ (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, **the district provides a waiver based on financial need, and an exemptions are is made for indigent and disabled students any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education** (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)

(cf. 6163.4 - Student Use of Technology)

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

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

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)

16. ~~As allowed in~~ **In accordance with** law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that ~~he/she~~ **the student** fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)
(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is **exempted from fees by law** ~~for~~

~~severely disabled children and the student is eligible to enroll in it~~ (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

Collection of Debt

Note: Education Code 49014 (the Public School Fair Debt Collection Act), as added by AB 1974 (Ch. 577, Statutes of 2018), establishes requirements for districts to follow when seeking to recover a debt owed by students and/or parents/guardians, including a requirement to provide the parent/guardian with an itemized invoice that references the district's policies relating to debt collection and the rights established pursuant to Education Code 49014 and 49557.5 (unpaid meal fees). It is recommended that districts include references to this administrative regulation and the accompanying Board policy, as well as BP/AR 3551 - Food Service Operations/Cafeteria Fund. For additional rights established by Education Code 49014, including prohibitions against directly billing a student or former student or imposing any negative action on a student, see the accompanying Board policy.

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Board Policy

Business and Noninstructional Operations

BP 3515.4(a)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. ~~To discourage such acts, When district property is damaged due to the willful misconduct of a student or other person,~~ the district shall seek reimbursement of damages, within the limitations specified in law, ~~from any individual, or from the parent/guardian of any a minor child or from any other responsible individual, who has committed theft or has willfully damaged district or employee property.~~

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
~~(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)~~
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Rewards

~~When district or law enforcement officials have not been able to identify the person(s) responsible for the theft or vandalism of district property, the Board may authorize a reward for the identification and apprehension of the responsible person(s).~~ **The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)**

OPTION 1: The Board authorizes the Superintendent or designee to offer a reward in any amount ~~he/she deems~~ **deemed** appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

OPTION 2: The Board shall determine the appropriate amount for the reward.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent/guardian for willful misconduct

49014 Public School Fair Debt Collection Act

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage

53069.6 Actions to recover damages

54951 Local agency, definition

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

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

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

Judicial Council of California: <http://www.courts.ca.gov>

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Administrative Regulation

Business and Noninstructional Operations

AR 3515.4(a)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Reports by Staff

District employees shall report any damage to or loss of school property to the principal **Superintendent** or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official.

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism and Graffiti)

Investigation

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate. ~~If it is determined that the damage has been committed by any district student, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.~~

(cf. 3515.3 - District Police/Security Department)

(cf. 5131—Conduct)

(cf. 5144—Discipline)

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

(cf. 5145.3—Nondiscrimination/Harassment)

(cf. 5145.7—Sexual Harassment)

(cf. 5145.9—Hate Motivated Behavior)

Recovery of Damages

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult with the district's legal counsel and/or insurance ~~administrator~~ **carrier**, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from ~~his/her~~ **the** parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

~~If it is determined that the damage has been committed by any district student,~~ **In addition,** the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Payment of Reward

~~When authorized according to Board policy, the Superintendent or designee shall pay the a reward to the party who provides information sufficient to identify and apprehend the person(s) subsequently determined to be responsible for the damage or loss. If more than one person provides information, the reward shall be divided among them as appropriate.~~

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Board Policy

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide ~~district employees, interns, volunteers, and job applicants~~ a safe, positive environment where ~~they~~ **all district employees** are assured of full and equal employment access and opportunities, protection from harassment ~~or and~~ intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. **For purposes of this policy, employees include** ~~This policy shall apply to all district employees and, to the extent required by law, to job applicants, interns, volunteers, and job applicants~~ **and persons who contracted with the district to provide services, as applicable.**

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, ~~religious creed~~, color, ~~ancestry~~, national origin, ~~ancestry~~, age, ~~religious creed~~, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, ~~sex~~, ~~sexual orientation~~, gender, gender identity, gender expression, ~~sex, or sexual orientation~~ or ~~his/her~~ association with a person or group with one or more of these actual or perceived characteristics.

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

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf. 4151/4251/4351 - Employee Compensation)

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

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)

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

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

- c. ~~Disability discrimination based on a district r~~Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. ~~Disability discrimination based on the district's f~~Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee, **who has requested such accommodations in order** to determine **the effective reasonable accommodations, if any, to be provided to the employee** ~~for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition~~

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; **2 CCR 11028**)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, **including harassment of an employee by a nonemployee**, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. ~~He/she shall provide,~~ **including providing** training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

~~In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.~~

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be 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

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, **especially:**

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, **especially:**

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11027-11028 National origin and ancestry discrimination
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
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
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment, **December 2014**
Transgender Rights in the Workplace
Workplace Harassment Guide for California Employers
Your Rights and Obligations as a Pregnant Employee
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
New Compliance Manual Section 15: Race and Color Discrimination, April 2006
EEOC Compliance Manual
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Administrative Regulation

All Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an **employee, job applicant, intern, volunteer, or ~~job applicant~~ person contracted to provide services to the district** shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Superintendent
745 Tenth Street
Colusa, CA 95932
530.458.7791

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

- 1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)**

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- 1.2.** Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

- b. Posting them in all district schools and offices, including staff lounges and other prominent locations
- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4111/4211/4311 - Recruitment and Selection)

2.3. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

- a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
- b. Sending the policy via email with an acknowledgment return form
- c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
- d. Discussing the policy with employees upon hire and/or during a new hire orientation session
- e. Any other way that ensures employees receive and understand the policy

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

3.4. Provide to employees a handbook ~~that~~ **which** contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to ~~anyone who feels that he/she has~~ **employees who believe they have** been the victim of any discriminatory or harassing behavior

4.5. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

~~Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024. (2 CCR 11023)~~

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform ~~his/her~~ a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. **The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.**

The complainant may file a written complaint in accordance with this procedure, ~~or, if he/she is an employee, or~~ may first attempt to resolve the situation informally with ~~his/her~~ **the employee's** supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. ~~He/she~~ **The coordinator** shall also inform the parties that the

investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

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

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

If the coordinator determines that a detailed fact-finding investigation is necessary, ~~he/she shall begin~~ the investigation **shall begin** immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out ~~his/her the~~ investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator ~~also~~ shall **also** determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of ~~his/her the~~ findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report ~~also~~ shall **also** include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. **The report shall be presented to the Superintendent or designee.**

~~The report~~ **A summary of the findings** shall be presented to the complainant, **and** the person accused, ~~and the Superintendent or designee.~~

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either ~~the California Department of Fair Employment and Housing (DFEH)~~ or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15 12/16) 3/19

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 employees who **is are** 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 they are** 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 and** in the course of employment; quarantine which results from contact **in the course of employment** 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)

7. Need of the employee or **his/her employee's** 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)
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 the employee's** 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 #7-8, an employee may use, in any calendar year, the amount of sick leave **he/she would that would be** accrued during six months at **his/her the employee's then** 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 the employee** may request that the district transfer **his/her any** 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 certificated employee who is a 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 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 a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time **he/she works worked**. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of **his/her the** 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 the** disability rating decision, **he/she the employee** 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 be available for 12 months 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~~ **the** 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~~ **the employee** 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

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~~ **the district shall deduct from the employee's** regular salary ~~minus for that period~~ 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~~ **return to work** 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 the employee** shall be returned to employment in a position for which **he/she the employee** is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period **of** 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 such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

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 **of at least 50 percent of the employee's regular salary** for the remainder of the 12 work weeks. (Education Code 44977.5)

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

PERSONAL ILLNESS/INJURY LEAVE (continued)

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 the employee's** 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 a** physician stating that **he/she the employee** 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 number** 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 the employee**
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

825.100-825.702 *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

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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 employees **whose work hours are so few as to entitle him/her** **who are entitled** to less than 24 hours of paid sick leave per fiscal year **due to the amount of time worked** shall be granted sick leave pursuant to Labor Code 246, if **he/she is** **they are** 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:

AR 4261.1(b)

PERSONAL ILLNESS/INJURY LEAVE (continued)

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 **in the course of employment** 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 and** 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)

7. Need of the employee or **his/her the employee's** 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)
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 the employee's** 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 #7-8, an employee may use, in any calendar year, the amount of sick leave **he/she would that would be** accrued during six months at **his/her the employee's then** 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, **or the proportionate amount to which the employee may be entitled,** until **he/she the first day of the month after the employee** 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 the employee** accepts employment in another district, county office of education, or community college district within one year of the termination of employment, **he/she the employee** may request that the district transfer **his/her any** accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a 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 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 a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time **he/she works worked.** (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of **his/her the** 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 the** disability rating decision, **he/she the employee** 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 be available for 12 months 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 the** 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 the employee** 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 When 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 and continues to be absent on account of illness or injury for a period of five months or less, the district shall deduct from the employee's regular salary for that period an amount that does not exceed the actual cost of a substitute to fill the position. (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.

Parental Leave

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period **of** 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 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 **of at least 50 percent of the employee's regular salary** for the remainder of the 12 work weeks. (Education Code 45196.1)

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~~ **return to work** 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 **medically able**, ~~to resume the duties of his/her position, he/she~~ **the employee** shall be offered reemployment in the first vacancy in the classification of ~~his/her~~ **the employee's** 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~~ **the employee's** 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** a physician stating that **he/she** **the employee** is able to return to work and stipulating any **recommended necessary** 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 employees who works for 30 or more days within a year of **his/her** **their** employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall be paid out in the pay period during which the leave is earned, or on the next regular pay period following.

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute 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** **number** 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 the employee**
 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

825.100-825.702 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)

Board Policy

Students

BP 5117(a)

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

~~(cf. 5118 - Open Enrollment Act Transfers)~~

Interdistrict Attendance **Agreements and Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-~~46611~~ **46610** Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

~~48350-48361 Open Enrollment Act~~

48900 Grounds for suspension or expulsion; definition of bullying

48915 *Expulsion; particular circumstances*
 48915.1 *Expelled individuals: enrollment in another district*
 48918 *Rules governing expulsion procedures*
 48980 *Notice at beginning of term*
48985 *Notices to parents in language other than English*
 52317 *Regional occupational center/program, enrollment of students, interdistrict attendance*
CALIFORNIA CONSTITUTION
Article I, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
ATTORNEY GENERAL OPINIONS
 87 *Ops.Cal.Atty.Gen. 132 (2004)*
 84 *Ops.Cal.Atty.Gen. 198 (2001)*
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

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Administrative Regulation

Students

AR 5117(a)

INTERDISTRICT ATTENDANCE

Interdistrict Attendance **Agreements and Permits**

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a **student's attendance outside his/her district of residence student of either district to enroll in the other district** may be issued upon approval of both **districts the district of residence and the district of attendance.**

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

- 1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year**
- 2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence**
- 3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision**

4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

- ~~1. When the~~ **Priority for interdistrict attendance shall be given to a** student **who** has been determined by staff of either the district of residence or district of proposed **attendance enrollment** to be a victim of an act of bullying, as defined in Education Code 48900(r), **committed by a student of the district of residence.** ~~Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit.~~ (Education Code 46600)

(cf. 5131.2 - Bullying)

In addition, ~~t~~The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

- ~~2.1.~~ To meet the child care needs of the student, ~~Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a~~ **the student's** child care provider **remains** within district boundaries.

(cf. 5148 - Child Care and Development)

- ~~3.2.~~ To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

- 4.3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance;
- 5.4. To allow the student to complete a school year when ~~his/her~~ **the student's** parents/guardians have moved out of the district during that year;
- 6.5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school;
- 7.6. To allow a high school senior to attend the same school ~~he/she~~ attended as a junior, even if ~~his/her~~ **the student's** family moved out of the district during the junior year;
- 8.7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the **school** year in the district;
- 9.8. When the student will be living out of the district for one year or less;
- 10.9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence;

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

- ~~11.10.~~ When there is valid interest in a particular educational program not offered in the district of residence;
- ~~12.11.~~ To provide a change in school environment for reasons of personal and social adjustment;

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district ~~may shall~~ not deny ~~him/her~~ continued attendance because of overcrowded facilities at the relevant grade level.

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

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

~~Within 30 calendar days of a request for an interdistrict permit,~~ **If a student's interdistrict transfer request is denied,** the Superintendent or designee shall, **in writing,** notify the

parents/guardians of a student who is denied interdistrict attendance regarding the process for **their right to** appeal to the County Board of Education as specified in Education Code 46601 **within 30 calendar days from the date of the final denial.** (Education Code ~~46600.2-46601~~)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or ~~an appeal~~ by the County Board ~~on appeal~~, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, **provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted.** (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or ~~decisions~~ **rescissions** while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, ~~he/she~~ **the student** shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school ~~in which he/she is enrolled~~ **of enrollment**, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded **after June 30 following a student's completion of grade 10 or for any students** entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) **the student** ~~he/she~~ has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if ~~he/she~~ the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

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Administrative Regulation

Students

AR 5125.2(a)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or **willfully** does not return district property that has been loaned to **him/her the student upon demand of a district employee**, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages **or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages**, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904, **49014**)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

This administrative regulation shall not apply to a student who is a current or former homeless or foster youth. (Education Code 49014)

Before withholding **the a** student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

(cf. 5145.6 - Parental Notifications)

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

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

~~If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)~~

When a student who is transferring into the district has had **his/her** grades, **a** diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

Legal Reference:

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49014 Public School Fair Debt Collection Act

49069 Absolute right to access

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Board Policy

Students

BP 5127(a)

GRADUATION CEREMONIES AND ACTIVITIES

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may **be allowed to** participate in graduation exercises without receiving **his/her a** diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

High school students who have passed **a high school equivalency test or** the California High School Proficiency Examination **or the General Educational Development Test** must also meet district graduation requirements in order to participate in graduation ceremonies.

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Invocations, prayers, or benedictions shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

(cf. 1330 - Use of School Facilities)

(cf. 5145.2 - Freedom of Speech/Expression)

Honors and Awards

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

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

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and non-school awards.

(cf. 5126 - Awards for Achievement)

Conduct at Graduation Attire Ceremonies

~~Any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct.~~

~~(cf. 5131 - Conduct)~~

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

~~(cf. 3260 - Fees and Charges)~~

~~However, any~~ **Any** graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at ~~his/her~~ **the student's** option, wear ~~his/her~~ **a** military dress uniform at the ceremony. (Education Code 35183.3)

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the

adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony. (Education Code 35183.1)

Students who desire to wear such adornments shall seek permission from the Superintendent or designee at least 14 days before the graduation ceremony.

Disciplinary Considerations

~~In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities, in accordance with school rules. Prior to denial of the privilege, the student, and where practicable his/her parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal the decision. Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events. Students shall not be denied the privilege of participating in graduation ceremonies except as discipline in cases of serious misconduct. In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond.~~

~~(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)~~

~~(cf. 5131 - Conduct)~~

~~(cf. 5144 - Discipline)~~

~~(cf. 6161.2 - Damaged or Lost Instructional Materials)~~

During the graduation ceremony, a student may be removed from the ceremony for conduct that is disruptive or that poses a risk to safety.

High school seniors shall be notified of this policy in advance, through the student handbook or other means, and shall be required to acknowledge receiving it.

Legal Reference:

EDUCATION CODE

35183.1 Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance

35183.3 Graduation ceremonies; military dress uniforms

38119 Lease of personal property; caps and gowns

48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts

51225.5 Honorary diplomas; foreign exchange students

51410-~~51412~~ **51413** Diplomas

COURT DECISIONS

Workman v. Greenwood Community School Corporation, (2010) Case No. 1:2010cv00293

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) 505 U.S. 577

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, February 2003

WEB SITES

AASA The School Superintendents Association: <http://www.aasa.org>

Antidefamation League: <https://www.adl.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

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

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Exhibit

Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
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 6142.2 AR 6174	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
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, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing 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
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 and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Eligibility and application process for free and reduced-price meals
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 200.48	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

Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments
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II. At Specific Times During the Student's Academic Career

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 6142.2 AR 6174	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 BP 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
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
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 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, 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	Education Code	AR 5148.2	Right to priority enrollment;

applies for enrollment in before/after school program	8483		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
Annually to parents/guardians of student athletes before they participate in competition	Education Code 33479.3	AR 6145.2	Information on sudden cardiac arrest
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
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
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
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
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	Education Code 49077	AR 5125	Release of information pursuant to court order

court order or subpoena			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
Within 10 days of negative balance in meal account	Education Code 49557.5	AR 3551	Negative balance in meal account; encouragement to apply for free or reduced-price meals
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
Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of military family, or migrant student being transferred between high schools after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3 AR 6175	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
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

When testing by community water system finds presence of lead exceeding specified level	Health and Safety Code 116277	AR 3514	Elevated lead level at school
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 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 6318	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
When student transfers out of state and records are	34 CFR 99.34	AR 5125	Right to review records

disclosed without consent
pursuant to 34 CFR 99.30

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,
56329; 20 USC
1415(d); 34 CFR
300.502, 300.503

BP 6159.1
AR 6159.1
AR 6164.4

Proposed evaluation plan,
related parental rights,
prior written notice,
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

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

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. Classroom Notices			
In each classroom in each school	Education Code 8235.5 , 35186	AR 1312.4 E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities subject to Williams uniform complaint procedures

(3/17 3/18) 3/19

Board Bylaw

Board Bylaws

BB 9323.2(a)

ACTIONS BY THE BOARD

Note: Pursuant to Education Code 35164, a majority vote of all members of the Governing Board is necessary for an item to carry, even in those cases where some members are absent. Thus, for districts with a five-member board, an item will pass with three votes, even if only three members are present or there is a vacancy. Education Code 35165 details the effect of a vacancy in districts with a seven-member board. For language regarding vote requirements when a board member abstains, see BB 9323 - Meeting Conduct.

The law specifies certain board actions as requiring more than a majority vote; see E(1) 9323.2 for a ~~specific~~ list of such actions.

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5

2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

The district attorney's office or any interested person may file an action in court ~~to~~ **for the purpose of: (Government Code 54960, 54960.2)**

1. ~~Stopping~~ or preventing ~~ing~~ the Board's violation or ~~threats of threatened~~ violations of the Brown Act;
2. ~~to determine~~ **ing** the applicability of the Brown Act to ongoing or future threatened Board actions;
3. ~~In addition, the district attorney's office or any interested party may file an action in court to determine~~ **Determining** the applicability of the Brown Act to ~~any a~~ past Board action **of the Board that is** not specified in Government Code 54960.1, ~~under the following conditions provided that:~~
 - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
 - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
 - c. **The action is brought within the time required by Government Code 54960.2.**
4. ~~to determine~~ **ing** the validity, under **California state** or federal law, of any Board rule or action ~~to which penalizes~~ any of its members or otherwise discourages ~~their member's expression, or~~
5. ~~to compel~~ **ing** the Board to audio record its closed sessions because of **a court's finding of the Board's its** violation of any applicable Government Code provision: ~~(Government Code 54960)~~

The district attorney or any interested person may ~~present a demand that the Board cure and correct a Board action which he/she alleges is~~ **file an action in court to nullify a Board action which is alleged to be** in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a Any demand to "cure and correct" **an the** alleged violation. **The demand** shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day **review** period, its inaction shall be considered a decision not to cure or correct the **challenged** action.

~~In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)~~

- ~~1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.~~
- ~~2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes
 17510-17511 17512 Leasing for production of gas, rResolution requiring unanimous vote of all
 members constituting board
 17546 Private sale of personal property
 17556-17561 Dedication of real property
 35140-35149 Meetings
 35160-35178.4 Powers and duties
 48660-48661 Community day schools, establishment and restrictions
CODE OF CIVIL PROCEDURE
 425.16 Special motion to strike in connection with a public issue
 1245.240 Eminent domain vote requirements
 1245.245 Eminent domain, resolution adopting different use
GOVERNMENT CODE
 53090-53097.5 Regulation of local agencies by counties and cities
 53724 Parcel tax resolution requirements
 53790-53792 Exceeding the budget
 53820-53833 Temporary borrowing
 53850-53858 Temporary borrowing
 54950-54963 The Ralph M. Brown Act, especially:
 54952.6 Action taken, definition
 54953 Meetings to be open and public; attendance; prohibition against secret ballots
 54960-54960.5 Actions to prevent violations
 65352.2 Coordination with planning agency
PUBLIC CONTRACT CODE
 3400 Bid specifications
 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
 20113 Emergencies, award of contracts without bids
 20114 Repairs, maintenance, and improvements to district facilities by day labor or force account
 22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance
 22035 Repair or replacement of facilities in case of emergency
 22050 Emergency contracting procedures
COURT DECISIONS
Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112
 Cal.App.4th 1313
McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672
Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2014
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Local Legislative Bodies, 2003
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS
Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010 2007
WEB SITES
 CSBA: <http://www.csba.org>
 California Attorney General's Office: <http://www.oag.ca.gov>
 Institute of for Local Government: <http://www.ca-ilg.org>
 Office of the Attorney General: <http://www.oag.ca.gov>

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Exhibit

Board Bylaws

E(1) 9323.2(a)

ACTIONS BY THE BOARD

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

Note: For an action requiring a two-thirds vote to pass, a three-member board will need two board members to vote in favor of the item, a five-member board will need four board members to vote in favor of the item, and a seven-member board will need five board members to vote in favor of the item.

1. Resolution declaring **the Governing Board's** intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring **the Board's** intent ~~of Governing Board~~ to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

5. Request for temporary borrowing ~~pursuant to Government Code 53820 53833, of~~ **funds needed for immediate requirements of the district** to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

7. When the district is organized to serve only grades K-8, **action and seeks** to establish a community day school for any of grades K-8 (Education Code 48660)

(cf. 6185 - Community Day School)

8. When the district **is organized to serve only grades K-8**, has an average daily attendance (ADA) of 2,500 or less, **or desires to operate a community day school to serve any of grades K-6 (and no higher grades)** and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

~~9. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

~~10. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

- ~~11.9.~~ Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

- ~~12.10.~~ Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

- ~~13.11.~~ Resolution to place a parcel tax on the ballot (Government Code 53724)

- ~~14.12.~~ Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

Note: For an action requiring a four-fifths vote to pass, a three-member board will need a unanimous vote in favor of the item, a five-member board will need four board members to vote in favor of the item, and a seven-member board will need six board members to vote in favor of the item.

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

5. **When the district has a five-member or seven-member Board, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)**

- ~~5.6.~~ Resolution to award a contract for a public works project at \$~~187,500~~ **212,500** or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$~~175,000~~ **200,000** or less, all bids received are in excess of \$~~175,000~~ **200,000**, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a ~~community~~ lease **of district property** for extraction **and taking** of gas **not associated with oil** (Education Code 17510-17511)
2. **Authorization of the use of day labor or force account, or w**Waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists **requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property,** and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property **in the local dump** or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(5/16 10/16) 3/19

Exhibit

Board Bylaws

E(2) 9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: *(Name of district attorney or any interested person)*

The Governing Board of *(name of school district)* has received your cease and desist letter dated *(date)* alleging that the following **described** past action taken by the Board violates the Ralph M. Brown Act: *(Describe alleged past action as set forth in the cease and desist letter.)*

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this

commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

(11/12) 3/19

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

UNOFFICIAL MINUTES

Board of Trustees Board Meeting

March 18, 2019

CALL TO ORDER	The meeting was called to order at 5:15 p.m. in the District Office Conference Room by Michael Phenicie, who established a quorum was present. Attending were Chris Mcallister, Kelli Griffith-Garcia and Kathie Whitesell. Superintendent Dwayne Newman, members of Administration and various staff members were also present.
PLEDGE OF ALLEGIANCE	Chloe Ferraiuolo led the pledge of allegiance.
ORDERING OF AGENDA	Agenda item G.3. (Discussion – Funding for Electronic Marquee at Burchfield Primary School and Egling Middle School) was moved and occurred after the pledge of allegiance.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information presented.
RECOGNITION & CELEBRATIONS	Jody Johnston recognized the sixth grade teachers and Erika Lemenager for their efforts in providing a great experience to the sixth grade students of Egling Middle School. With the recent shutdown of Shady Creek (due to Norovirus), the staff at EMS has swiftly created an experience for kids that is sure to be both educational and fun. The current sixth grade students will be able to attend as 7 th graders in the Fall.
STUDENT REPORT	Chloe Ferraiuolo presented on various club activities, extra-curricular events, and student accomplishments.
PRESIDENT'S REPORT	<p>Colusa Redhawk Athletic Foundation – Kathie Whitesell stated that the 12th Annual Golf Tournament will take place on Friday, March 29, 2019. The next meeting will take place on March 25, 2019.</p> <p>Friends of Music – Mr. Phenicie reported on various festivals. Colusa Unified students did very well all around. The music department will be holding a Pancake Breakfast fundraiser on April 7, 2019 at Egling Middle School.</p> <p>Friends of Agriculture – Kelli Griffith-Garcia reported that students are preparing for fair.</p> <p>Special Education Local Plan Area – No SELPA meeting occurred. Mr. Newman stated that further conversations regarding the SELPA budget will be occurring.</p> <p>District English Language Advisory Committee – Chris Mcallister attended the February 27, 2019 meeting. Mr. Mcallister stated that there was discussion regarding the Local Control Accountability Plan Priority List during the meeting.</p> <p>Future Business Leaders of America –</p> <p>Monthly Activities Report</p> <p>Kathie Whitesell attended a staff meeting at Burchfield Primary and also visited the front office at Egling Middle School.</p> <p>Chris Mcallister attended a few Junior Varsity Softball games.</p> <p>Michael Phenicie met with Scott Lantsberger to discuss the Friends of Music Budget.</p>

Board of Trustees Meeting
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Kelli Griffith-Garcia attended a girls Varsity Softball game.

SUPERINTENDENT REPORT

Continue Discussion of Local Control Accountability Plan – Mr. Newman reviewed the Local Control Accountability Plan Priority Spreadsheet and asked the board to prioritize the items on the list. Further discussion will occur at a future meeting.

CHIEF BUSINESS OFFICIAL REPORT

Scott Lantsberger presented information on the Second Interim Report 2018-19.

ACTION ITEM #181995

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve the 2nd Interim Budget Report 2018-19.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

ACTION ITEM #181996

Motion was made by Kathie Whitesell, seconded by Chris Mcallister to approve the Education Protection Account 2018-19.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

DISCUSSION ITEM ONLY

Funding for Electronic Marquees at Egling Middle School and Burchfield Primary School – Maribel Hughes and Karen Garofalo asked the Board for funding to purchase new marquees at Egling Middle School and Burchfield Primary. Parent Club had raised some funds, but they would like to keep those funds for other uses. Mr. Lay will be bringing two additional quotes to the board for further review at a future board meeting.

DISCUSSION ITEM ONLY

Possible Funding Mechanism for District Facility Needs – Mr. Newman reminded the board about the various facility needs of the district and asked that they consider the possibility of pursuing a short term loan to fund those needs, and using the modernization reimbursement funds to repay the loans. Further discussion will occur after more information about possible loans is gathered.

NO ACTION TAKEN

Agenda item G.5. – Approval of Category 2 E-Rate Funding Contract. This item was tabled and will be brought back to a future meeting.

ACTION ITEM #181997

Motion was by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 3312 – Contracts.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister – Aye
Phenicie – Aye

Board of Trustees Meeting
March 18, 2019

Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #181998

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 0420 & AR 0420 – School Plans.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #181999

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 0450 & AR 0450 – Comprehensive Safety Plan.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819100

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 0460 & AR 0460 – Local Control Accountability Plan

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819101

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 1220 – Citizen Advisory Committees.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819102

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 3311.1 – Uniform Public Construction Cost Accounting.

Ortiz – Absent
Griffith-Garcia – Aye

Board of Trustees Meeting
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Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819103

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 1220 – Citizen Advisory Committees.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819104

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 3543 – Transportation Safety and Emergencies.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819105

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 4200 – Classified Personnel.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819106

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 5113 – Absences and Excuses.

Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819107

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 5131.41 – Use of Seclusion and Restraint.

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Ortiz – Absent
Griffith-Garcia – Aye
McAllister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819108

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 5141.52 & AR 5141.52 – Suicide Prevention.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819109

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 5144 & AR 5144 – Discipline.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819110

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 5146 – Married/Pregnant/Parenting Students.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819111

Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 6146.1 – High School Graduation Requirements.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister – Aye
Phenicie – Aye
Whitesell – Aye

(4 Ayes, 1 Absent)

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- ACTION ITEM #1819112 Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 6173.2 – Education of Children of Military Families.
- Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye
- (4 Ayes, 1 Absent)
- ACTION ITEM #1819113 Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 6175 & AR 6175 – Migrant Education Program.
- Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye
- (4 Ayes, 1 Absent)
- ACTION ITEM # 1819114 Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of AR 6183 – Home and Hospital Instruction.
- Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye
- (4 Ayes, 1 Absent)
- ACTION ITEM #1819115 Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BB 9322 – Agenda/Meeting Materials.
- Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye
- (4 Ayes, 1 Absent)
- ACTION ITEM #1819116 Motion was made by Kathie Whitesell, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BB 9324 – Minutes & Recordings.
- Ortiz – Absent
Griffith-Garcia – Aye
Mcallister - Aye
Phenicie – Aye
Whitesell –Aye

Board of Trustees Meeting
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(4 Ayes, 1 Absent)

ACTION ITEM #1819117

Motion was made by Kelli Griffith-Garcia, seconded by Chris Mcallister to approve the consent agenda as follows:

1. February 4, 2019 Special Board Meeting Minutes
2. February 11, 2019 Regular Board Meeting Minutes
3. Personnel Assignment Order
4. Accounts Payable and Payroll Warrants Register from 1/1/19 – 2/28/19
5. Purchase Orders Issued from 1/1/19 – 2/28/19
6. 2018-19 Shady Creek Outdoor School Program Agreement
7. 2019-20 Tenure Recommendations
8. Injury & Illness Prevention Program Plan

Ortiz – Absent

Griffith-Garcia – Aye

Mcallister - Aye

Phenicie – Aye

Whitesell –Aye

(4 Ayes, 1 Absent)

HEARING OF THE PUBLIC FOR ITEMS ON
CLOSED SESSION AGENDA

None.

The board adjourned to closed session at 6:45 PM to discuss the following item:

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.

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*).

2. Personnel Matters Pursuant to Government Code 54957

Administration Representatives: Dwayne Newman, Superintendent

a. Consider Approval of 2019-20 Job Share Requests for Certificated Staff.

3. Student Matters Pursuant to Government Code 48918

Administrative Representatives: Dwayne Newman, Superintendent

a. Consider Approval of Expulsion Recommendation for EH #2018-19.04

b. Consider Approval of Expulsion Recommendation for EH #2018-19.05

4. Discussion of 2018-19 Golden Apple Recipient

The board reconvened from closed session at 6:50 PM.

ACTION ITEM #1819118

Motion was made by Kathie Whitesell, seconded by Chris Mcallister to approve the 2019-20 Job Share Request for Certificated Staff.

Board of Trustees Meeting
March 18, 2019

Ortiz – Absent
Griffith-Garcia – Aye
McAllister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819119

Motion was made by Kelli Griffith-Garcia, seconded by Kathie Whitesell to approve Expulsion Recommendation for EH# 2018-19.04.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

ACTION ITEM #1819120

Motion was made by Kelli Griffith-Garcia, seconded by Chris McAllister to approve Expulsion Recommendation for EH# 2018-19.05.

Ortiz – Absent
Griffith-Garcia – Aye
McAllister - Aye
Phenicie – Aye
Whitesell –Aye

(4 Ayes, 1 Absent)

NO ACTION TAKEN

Agenda item J.4. - Discussion regarding the Golden Apple Recipient. No formal action was taken. This was a discussion item only.

ADJOURNMENT

The meeting adjourned at 8:05 PM.

**Respectfully submitted by Zeba Hone,
Executive Administrative Assistant**

APPROVED BY:



Personnel Assignment Order
Consent Agenda
April 15, 2019

Employment – Resignations – Retirement – Leaves – Transfers – Terminations

CERTIFICATED

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<i>Employment Appointments</i>				
Jennifer Jelavich	20% Shared Teaching Contract		\$11,396.77	5/31/2019
<i>Resignations</i>				
Heather Thomas	TCIP Mentor		\$2,000.00	5/31/2019
<i>Transfers/Reassignment</i>				
<i>Leaves</i>				

CLASSIFIED

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<i>Employment Appointments</i>				
<i>Resignations</i>				
<i>Transfers/Reassignment</i>				
<i>Position Increase</i>				
<i>Leaves- Medical</i>				
Toni Ann Apaseo	BPS Attendance Clerk/Office Assistant		\$22.36	2/25/2019

Surplus Property Disposal List – Technology: E-Waste (Business Services).

Recommended Motion:

The Administration requests Approval of the Surplus Property Disposal List – Technology: E-Waste.

Rationale:

The Technology Department has inventoried the current E-waste from across the Colusa Unified School District. The inventory list (attached) consists of computers, monitors, printers, and other peripherals that have either met or exceeded their useful life. Once the surplus property E-waste disposal list is approved, a certified E-waste vendor will pick-up, transport, and properly dispose of the E-waste at no cost to the District.

As the Board of Education has supported the Technology obsolescence plan, a list of surplus is expected to be presented to the Board on a regular basis, but no less than annually. If items are obsolete, the Administration will, if appropriate, first offer the surplus to other educational entities or partner programs of the District. Those items that cannot benefit others will be disposed of as surplus property.

Financial Impact:

There is no financial cost associated with this item.

Colusa Unified School District

Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date _____ Site _____

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

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

Description	Recommended Disposition

_____ For additional items, check here and attach list.

Site Administrator Approval _____
SignatureDate

.....

Superintendent/Board Approval _____
SignatureDate

Disposition:

Brand	Model	Serial #	Date	Brand	Model	Serial #	Date
HP	Chromebook 14 SMB	5CD5122Z40	6/1/2014	HP	Chromebook 14 SMB	5CD5292N8L	6/1/2014
HP	Chromebook 14 SMB	5CD5122YX0	6/1/2014	HP	Chromebook 14 SMB	5CD5292NZP	6/1/2014
HP	Chromebook 14 SMB	5CD5292NXV	6/1/2014	HP	Chromebook 14 SMB	5CD5292NZS	6/1/2014
HP	Chromebook 14 SMB	5CD5122Z3V	6/1/2014	HP	Chromebook 14 SMB	5CD5292N9N	6/1/2014
HP	Chromebook 14 SMB	5CD4090HHF	6/1/2014	HP	Chromebook 14 SMB	5CD5123KQ2	6/1/2014
HP	Chromebook 14 SMB	5CD5124CX4	6/1/2014	HP	Chromebook 14 SMB	5CD5292P03	6/1/2014
HP	Chromebook 14 SMB	5CD5124CJR	6/1/2014	HP	Chromebook 14 SMB	5CD6205BD8	6/1/2014
HP	Chromebook 14 SMB	5CD5123KT7	6/1/2014	HP	Chromebook 14 SMB	5CD5292NYC	6/1/2014
HP	Chromebook 14 SMB	5CD5292NZD	6/1/2014	HP	Chromebook 14 SMB	5CD5292NZL	6/1/2014
HP	Chromebook 14 SMB	5CD5124CVJ	6/1/2014	HP	Chromebook 14 SMB	5CD5292N7S	6/1/2014
HP	Chromebook 14 SMB	5CD5292MWG	6/1/2014	HP	Chromebook 14 SMB	5CD5292NYS	6/1/2014
HP	Chromebook 14 SMB	5CD5292N9X	6/1/2014	HP	Chromebook 14 SMB	5CD5292NX9	6/1/2014
HP	Chromebook 14 SMB	5CD5292NYJ	6/1/2014	HP	Chromebook 14 SMB	5CD5292MM8	6/1/2014
HP	Chromebook 14 SMB	5CD5292NZ5	6/1/2014	HP	Chromebook 14 SMB	5CD5292N9S	6/1/2014
HP	Chromebook 14 SMB	5CD5292NXW	6/1/2014	HP	Chromebook 14 SMB	5CD5292NZ4	6/1/2014
HP	Chromebook 14 SMB	5CD5292NXQ	6/1/2014	HP	Chromebook 14 SMB	5CD5292NS2	6/1/2014
HP	Chromebook 14 SMB	5CD5292N1H	6/1/2014	HP	Chromebook 14 SMB	5CD5292N0X	6/1/2014
HP	Chromebook 14 SMB	5CD5124BT3	6/1/2014	HP	Chromebook 14 SMB	5CD5292N7X	6/1/2014
HP	Chromebook 14 SMB	5CD5124C2B	6/1/2014	HP	Chromebook 14 SMB	5CD5292N12	6/1/2014
HP	Chromebook 14 SMB	5CD5124BM8	6/1/2014	HP	Chromebook 14 SMB	5CD5292NX4	6/1/2014
HP	Chromebook 14 SMB	5CD5292NY0	6/1/2014	HP	Chromebook 14 SMB	5CD5292MNV	6/1/2014
HP	Chromebook 14 SMB	5CD5292NX6	6/1/2014	HP	Chromebook 14 SMB	5CD5292NXF	6/1/2014
HP	Chromebook 14 SMB	5CD5124CHY	6/1/2014	HP	Chromebook 14 SMB	5CD5292N6Y	6/1/2014
HP	Chromebook 14 SMB	5CD5292P00	6/1/2014	HP	Chromebook 14 SMB	5CD5292NCK	6/1/2014
HP	Chromebook 14 SMB	5CD5124CY6	6/1/2014	HP	Chromebook 14 SMB	5CD5292NY1	6/1/2014
HP	Chromebook 14 SMB	5CD5292NZZ	6/1/2014	HP	Chromebook 14 SMB	5CD5292N31	6/1/2014
HP	Chromebook 14 SMB	5CD5292NYB	6/1/2014	HP	Chromebook 14 SMB	5CD5292N7P	6/1/2014
HP	Chromebook 14 SMB	5CD5292NYL	6/1/2014	HP	Chromebook 14 SMB	5CD5292MYX	6/1/2014
HP	Chromebook 14 SMB	5CD5292NYM	6/1/2014	HP	Chromebook 14 SMB	5CD5292NC0	6/1/2014
HP	Chromebook 14 SMB	5CD5122Z89	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BDV	6/1/2014
HP	Chromebook 14 SMB	5CD5292MT2	6/1/2014	HP	HP Chromebook 14 SMB	5CD6204648	6/1/2014
HP	Chromebook 14 SMB	5CD5292NZ1	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BHM	6/1/2014
HP	Chromebook 14 SMB	5CD5292P04	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BPJ	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313DC	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BDM	6/1/2014
HP	6000 Pro Small Form Factor	MXL0190WCC	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BMV	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313D9	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BMX	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313CY	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BGL	6/1/2014
HP	6000 Pro Small Form Factor	MXL94902HQ	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BHW	6/1/2014
HP	6000 Pro Small Form Factor	MXL0100GLR	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BGN	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511N4	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BNN	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313DN	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BDN	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313CW	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BH5	6/1/2014
HP	6000 Pro Small Form Factor	2UA0210VCB	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BFS	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511PS	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BKR	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511P1	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BP3	6/1/2014
HP	6000 Pro Small Form Factor	MXL00313KP	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BKW	6/1/2014
HP	6000 Pro Small Form Factor	MXL0220HRY	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BNP	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511Q4	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BML	6/1/2014
HP	6000 Pro Small Form Factor	2UA02401X9	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BBV	6/1/2014
HP	6000 Pro Small Form Factor	MXL0220HRW	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BC0	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511PN	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BDS	6/1/2014
HP	6000 Pro Small Form Factor	MXL11511P4	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BDG	6/1/2014
HP	6000 Pro Small Form Factor	2UA0191QRB	6/1/2014	HP	HP Chromebook 14 SMB	5CD6205BD2	6/1/2014
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HP	Chromebook 14 SMB	5CD5292N5Z	6/1/2014				

Surplus Property Disposal List – Maintenance, Operations, and Transportation (Business Services).

Recommended Motion:

The Administration requests Approval of the Surplus Property Disposal List – Maintenance, Operations, and Transportation

Rationale:

The Maintenance, Operations, and Transportation (MOT) Department has inventoried equipment from across the Colusa Unified School District. The inventory list (attached) consists of vehicles and equipment that have either met or exceeded their useful life. Once the surplus property disposal list is approved, the MOT Department will begin the disposal process by first attempting to sell the surplus. If unsold, the items may go to auction or be presented to a salvage vendor for disposal.

As the Board of Education has supported the vehicle and equipment replacement plan, a list of surplus is expected to be presented to the Board on a regular basis, but no less than annually.

Financial Impact:

There is no financial cost associated with this item.

Colusa Unified School District

Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date_____ Site_____

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

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

Description	Recommended Disposition

____ For additional items, check here and attach list.

Site Administrator Approval_____

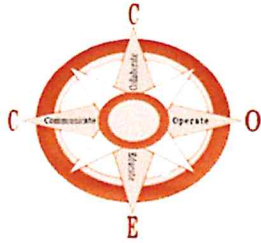
SignatureDate

.....

Superintendent/Board Approval_____

SignatureDate

Disposition:



**Colusa County
Office of Education
Educational Services**
499 Marguerite Street,
Suite B
Williams, CA 95987
530-473-1350

Michael P. West
Superintendent of Schools
mwest@ccoe.net

María Arvizu-Espinoza
Assistant Superintendent
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Lorilee Niesen
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Coordinator
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X:10327

Santana King
TUPE Coordinator
santanaking@ccoe.net
X: 10305

James Welcome
Teacher/Principal/ASES
jwelcome@ccoe.net
X:10374

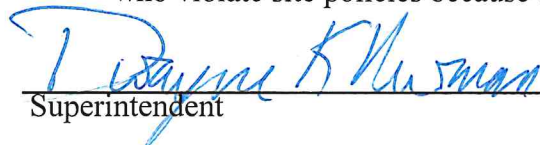
Board of Education
Brenda Miller
Barry Morrell
Ed Conrado
Jason McMullan
Lynn Bowen Burnham

March 19, 2019

Regarding: Letter of Agreement for Tobacco Use Prevention Education

This is an assurance that we, Colusa USD, Pierce JUSD, Williams USD, Maxwell USD, and Colusa COE, will form a consortium. As a consortium, we will endorse and support the efforts of Colusa COE Tobacco Use Prevention Education (TUPE) Coordinator and staff to ensure all requirements will be enforced. Other projects may arise, but at minimum, we will ensure the following:

- 1) Provide technical assistance to all LEA's to conduct California Healthy Kids Survey to 5th (optional), 7th, 9th, and 11th graders.
- 2) Keep all LEAs on same CHKS administrative cycle (tentatively scheduled for fall 2019 and fall 2021).
- 3) All LEA's will maintain certification and enforced school sites as Tobacco-Free Schools with CA approved signage.
- 4) COE TUPE Coordinator and staff will disseminate the results of the collected data from CHKS using Dueer Evaluations to Coordinated School Health and Safety Office (CSHSO) and each LEA. This data will be used for future program alterations and planning.
- 5) Schedule Students Working Against Tobacco (SWAT) for 4th and/or 5th graders annually.
- 6) Promote activity planning to all LEA's for Red Ribbon Week, Great American Smoke Out, and Kick Butts Day (as requested).
- 7) Provide a facility for two community or parent meetings (fall and spring) with the collaboration of Department of Health and Human Services Tobacco Coalition Coordinator for tobacco awareness.
- 8) Submit an actions and consequences for violations of actual policy by students, staff, and visitors as per each LEA's district policies.
- 9) Work with TUPE Coordinator in providing Brief Intervention to students who violate site policies because of tobacco/drugs/alcohol.



Superintendent



Date

Colusa Unified School District

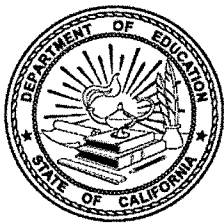
School District



TUPE Coordinator
Colusa County Office of Education
Educational Services



Date



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

March 18, 2019

Dwayne Newman, Superintendent
Colusa Unified School District
745 10th Street
Colusa, CA 95932-2220

Dear Superintendent Newman:

Subject: Request for Allowance of Attendance Due to Emergency Conditions
(Fiscal Year 2018–2019), Form J-13A

The California Department of Education has approved the request for three emergency days on November 16 and 19–20, 2018, for all schools in Colusa Unified School District. These school closure days may be used to meet the instructional time requirements pursuant to California *Education Code* sections 46200, 46201, 46207, and/or 46208.

This letter and copy of the original Form J-13A should be used to substantiate compliance with statutory instructional time requirements. A copy of this letter and Form J-13A have been emailed to all contact persons listed on the form. Information on how to report average daily attendance as a result of this approval is available in the Reporting Approvals Section of the Form J-13A Frequently Asked Questions (FAQ) at <https://www.cde.ca.gov/fq/aa/pa/formj13afaq.asp>. Any additional questions not addressed in the FAQs should be emailed to attendanceaccounting@cde.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "C Moore", is positioned below the word "Sincerely,".

Caryn Moore, Director
School Fiscal Services Division

CM:at

cc: Michael West, County Superintendent of Schools, Colusa County Office of
Education

Ratify Contract between ARC Alternatives and the Colusa Unified School District (Business Services).

Recommended Motion:

Request ratification of the contact between ARC Alternative and the Colusa Unified School District (CUSD) for analysis and feasibility of a photovoltaic (solar power) initiative

Rationale:

Several months ago, a vendor, K12, approached the District with a proposal to install photovoltaic systems on the school sites and possibly the District Office. The proposal was to install a system that had zero out of pocket cost to the District, but would require the District to purchase power from K12 as well as PG&E; at an overall lower rate. As there are different programs for photovoltaic systems, it is unclear without additional analysis if this option is in the District's best interest.

As staff does not have the expertise in the evaluation of photovoltaic systems, the District reached out to ARC Alternatives to assist in the analysis of the current proposal and feasibility of a photovoltaic initiative. ARC Alternatives collectively has over 50 years of experience in energy engineering, energy program management, public sector procurement, and the management of design-build contracts. Their qualifications include the development and implementation of solar programs at local governments throughout California; Proposition 39 support for K-12 Districts; management of the largest and longest running statewide energy efficiency partnerships; development of comprehensive energy planning efforts for universities, schools and other government agencies; and exhaustive knowledge of utility incentive and rebate programs. In addition, ARC Alternatives has no relationships with energy technology or service providers, which enables them to be completely independent and represent the clients' best interests.

The agreement proposes to perform a focused review of the K12 Solar proposal to provide an independent verification of the promised savings from the projects. The proposal also includes a high-level feasibility study to determine the appropriate size, production and potential locations of solar systems at the District. As a result of the analysis, the District will receive an independent model of potential project cost(s) and savings.

Financial Impact:

The financial impact of the contact with ARC Alternatives is \$9,584 and will be paid for out of the Unrestricted General Fund, Other Administration function.

INDEPENDENT CONSULTING AGREEMENT

This Independent Consulting Agreement (hereinafter referred to as "Agreement") is made and entered into by and between **ARC ALTERNATIVES**, (hereinafter referred to as "Consultant") and the COLUSA UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District Office").

WITNESSETH

WHEREAS, District Office wishes to obtain advice and guidance with regard to a proposed solar power purchase agreement and an independent feasibility study; and

WHEREAS, Consultant is knowledgeable in energy consulting, energy engineering, energy program management, public sector procurement, and management of design build contracts; and

WHEREAS, Consultant and District Office wish to enter into a mutually beneficial business relationship;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, it is hereby agreed by and between the parties as follows:

I TERM

Section 1.1 Unless it is terminated as specified in Paragraph 1.2 below, the term of this Agreement is from March 25, 2019 to May 30, 2019.

Section 1.2 The District Office may terminate this Agreement or suspend its performance hereunder, without prior notice, in the event the District Office's facilities are damaged or destroyed or the District Office's performance hereunder is prevented or hindered by labor disturbances (including, but not limited to, strikes and picketing), acts of God, the elements, order of governmental, civil and military authority or any other cause (whether similar or dissimilar to the above mentioned), not within the reasonable control of the District Office.

District Office may, by written notice to Consultant, suspend for a specified period, in whole or in part, either payments to Consultant or Consultant's obligation to continue to provide services under the Agreement if, in the District Office's sole discretion and business judgment, any condition arises which interferes, or threatens to interfere with, the successful performance of Consultant's services or the accomplishment of the purposes thereof, or if Consultant fails, in whole or in part, to perform any part of the terms and conditions of this Agreement.

Notice of suspension hereunder to Consultant shall be sufficient if sent by Registered or Certified Mail to Consultant at the address of Consultant set forth below or if hand-delivered to Consultant.

II SERVICES/PAYMENT

Section 2.1 Consultant agrees to furnish services, information and/or advice to District Office based on the Consultant's proposal to the District Office's dated March 19, 2019. See attached:

Exhibit A: Colusa Solar Assistance Letter

Section 2.2 Consultant shall be available to provide the services specified in Section 2.1 of this Agreement as requested by District Office from March 25, 2019 to May 30, 2019.

Section 2.3 Consultant's professional fee for services described in Section 2.1 of this Agreement shall be **NINE THOUSAND FIVE HUNDRED EIGHTY-FOUR DOLLARS AND ZERO CENTS (\$9,584.00)**. District Office shall pay amounts invoiced within 30 days of receipt of Consultant's valid and complete invoice for services rendered.

Section 2.4 District Office and Consultant agree that District Office has contracted for the performance of Consultant's unique professional services and that, with the exception of Consultant's right to employ such persons as Consultant deems necessary to perform the contract, neither District Office nor Consultant may assign this Agreement or delegate any duties hereunder without the prior written consent of the other party.

III INDEPENDENT CONTRACTOR

Section 3.1 District Office and Consultant understand and agree that Consultant is an independent contractor and not an employee, agent, joint venturer or partner of District Office for any purpose whatsoever. District Office and Consultant further understand and agree that District Office does not have the right to, and shall not control the manner or prescribe the means or method by which Consultant accomplishes the services described in Section 2.1. Consultant shall exercise Consultant's independent discretion as to the manner and the method and the details of performance of the services contracted for herein.

Section 3.2 District Office and Consultant agree that Consultant is free to and does perform services for other entities and that District Office does not have any right to the exclusive performance of services by Consultant.

Section 3.3 District Office and Consultant agree that Consultant is responsible for the provision and maintenance of Consultant's own tools, equipment, facilities and instrumentalities and that District Office shall not provide any tools, equipment, facilities, or instrumentalities for Consultant's use in Consultant's performance of services.

Section 3.4 District Office and Consultant agree that District Office shall not promulgate any written or unwritten rules with respect to Consultant's performance of services, including disciplinary or reporting rules, and Consultant shall not be

bound by any such rules except such rules as are required pursuant to applicable federal, state or local laws. District Office shall neither possess nor exercise disciplinary authority or control over Consultant, Consultant's employees, agents or any other person or entity providing services for or on behalf of Consultant. District Office shall have no authority to supervise or direct Consultant's employees, agents or any other person or entity providing services for or on behalf of Consultant in the performance of said person's services for Consultant. Further, District Office shall have no authority to select, approve, hire, discharge, or discipline any of Consultant's employees, agents or other persons or entities providing services for or on behalf of Consultant or to require Consultant to pay specified wages or to provide specified benefits to said persons, except where such are required pursuant to applicable federal, state or local laws.

IV CONSULTANT'S OBLIGATIONS

- Section 4.1 Consultant provides and maintains independent office premises and no office or personnel support services will be provided to Consultant by District Office.
- Section 4.2 Consultant will be responsible for all expenses other than those set forth in section 2.3 incurred by him in the performance of the services specified in Section 2.1 of this Agreement and District Office shall have no obligations to reimburse Consultant for any other expenditure by Consultant.
- Section 4.3 Consultant will obtain, provide, pay for and be solely responsible for workers' compensation, business liability, public liability, comprehensive insurance and requisite federal, state and local income taxes, employee benefit contributions, including but not limited to, FICA, SDI, workers' compensation, and unemployment insurance for Consultant and Consultant's employees, agents, and all other persons or entities providing services for or on behalf of Consultant, if any. District Office and Consultant understand and agree that District Office has neither responsibility for nor the right to control Consultant with respect to any of the foregoing described obligations. The Consultant must also provide a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than \$2,000,000 aggregate and \$1,000,000 per occurrence.
- Section 4.4 Consultant shall hire, pay and exclusively control Consultant's employees, agents or any other persons or entities providing services for or on behalf of Consultant.
- Section 4.5 Consultant shall maintain Consultant's own books and accounts.
- Section 4.6 Consultant shall be responsible for the acquisition of any licenses, permits and the like required in performing the services specified in this Agreement and, further, Consultant shall be responsible for the payment of any license fees, all taxes, expenses of incorporation, if any, and permit fees required to perform the services specified in this Agreement.

Section 4.7 During the term of this Agreement, Consultant may have access to and become familiar with private, confidential and/or sensitive information belonging to District Office. Consultant acknowledges and agrees that such confidential information is owned and shall continue to be owned solely by District Office. During the term of this Agreement and thereafter, Consultant agrees not to use either directly or indirectly such information for any purpose or to divulge such information to any person, entity or corporation other than to District Office or to persons, entities or corporations to whom District Office has given its written consent, unless such information becomes publicly available by lawful means or unless Consultant is compelled to disclose such information by governmental process.

Section 4.8 Insofar as permitted by law, District Office shall assume the defense and hold harmless Consultant and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of District Office, its officers, agents or employees.

Insofar as permitted by law, Consultant shall assume the defense and hold harmless District Office and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of Consultant, its officers, agents or employees.

It is the intent of the District Office and Consultant that where negligence or responsibility for any harm to person(s) or property is determined to have been shared, the principles of comparative negligence shall be followed and each party shall bear the proportionate cost of any liability, damages, costs, or expenses attributable to that party.

District Office and Consultant agree to notify the other party of any claims, administrative actions, or civil actions determined to be within the scope of this Agreement within ten (10) calendar days of such determination. District Office and Consultant further agree to cooperate in the defense of any such actions. Nothing in this Agreement shall establish a standard of care for or create any legal right for any person not a party to this Agreement.

Section 4.9 Consultant agrees to comply with all provisions of Education Code section 45125.1. It will conduct criminal background checks of all employees assigned to the District's project, and will certify that no employees who have been convicted of serious or violent felonies, as specified in sections 667.5 and 1192.7 of the Penal Code, will have contact with pupils pursuant to this Agreement. Consultant will provide the District with a list of all employees providing services pursuant to this Agreement, and designate to which sites they will be assigned. Failure to comply with this contractual obligation prior to commencing work on the site(s) may, at the District's sole discretion, be deemed to constitute termination of this Agreement.

V
GOVERNING LAW

- Section 5.1 This Agreement shall be construed in all respects in accordance with and governed by the laws and decisions of the State of California.
- Section 5.2 If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions thereof shall not be affected thereby.
- Section 5.3 This Agreement contains all of the understandings and agreements between the parties and any waiver or modification of this Agreement must be in expressly made and agreed to by District Office and Consultant in writing.
- Section 5.4 Should any section or subsection of this agreement conflict with any section or subsection of **Exhibit A: Colusa Solar Assistance Letter** referenced in Section 2.1 the section or subsection of this agreement supersedes and is the section the two parties are bound.

VI
NOTICES

- Section 6.1 Any notice required to be given by the terms of this Agreement shall be deemed to have been given when the same is personally delivered or sent by first class mail, postage prepaid, addressed to the respective parties as follows:

To District: Chief Business Official
Colusa Unified School District
745 10th Street
Colusa, CA 95932

To ARC Alternatives: Russell Driver
222 Sutter Street, Suite 600
San Francisco, CA 94102

EXECUTED on this 25th day of March, 2019 at Colusa, California.

CONSULTANT

Date: 3/22/19



CONSULTANT Signature

Russell Driver, Principal

Printed Name and Title

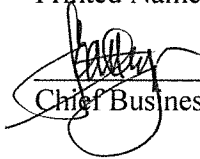
COLUSA UNIFIED SCHOOL DISTRICT

Date:

MANAGER Signature

Printed Name and Title

Date: 3.25.2018


Chief Business Official



March 19, 2019

Scott Lantsberger
Chief Business Official
Colusa Unified School District
745 10th Street
Colusa, CA 95932

Dear Mr. Lantsberger:

Thank you for the opportunity to present this proposal to assist the Colusa Unified School District with the analysis of potential solar PV projects. We formed ARC Alternatives to serve the energy consulting needs of public sector, large institutional clients and school districts in California. Our mission is to help our clients cost effectively achieve lasting energy savings in pursuit of their critical fiscal, environmental, and operational goals. We established ARC Alternatives to be a responsive, nimble organization with a singular focus on project execution. ARC Alternatives has no relationships with energy technology or service providers, which enables us to be completely independent and represent only our clients' best interests.

The three founding Principals of ARC Alternatives collectively have over 50 years of experience in energy engineering, energy program management, public sector procurement, and the management of design-build contracts. Our qualifications include the development and implementation of solar programs at local governments throughout California; Proposition 39 support for K-12 Districts; management of the largest and longest running statewide energy efficiency partnerships; development of comprehensive energy planning efforts for universities, schools and other government agencies; and exhaustive knowledge of utility incentive and rebate programs.

Understanding

Colusa Unified School District is in possession of a proposal from K12 Solar for the implementation of solar projects at three school sites. K12 Solar proposes to enter into a Power Purchase Agreement (PPA), where the District will not be responsible for paying the capital cost of the systems and will instead be obligated to purchase the power produced for 25 years. Under a PPA, K12 Solar would retain ownership of the solar systems after they are installed on District sites.

The K12 Solar proposal contains analysis of District utility use, projections of solar production, and estimates of bill savings resulting from the project. The District is interested in an independent third-party validating the analysis presented in the K12 Solar proposal and providing a more comprehensive look at solar opportunities District-wide.

ARC Alternatives proposes to perform a focused review of the K12 Solar proposal to provide an independent verification of the promised savings from the projects. Our proposal also includes a high-level feasibility study to determine the appropriate size, production and potential locations of solar systems at the District. As a result of our analysis, the District will receive an independent model of project costs and savings.

Approach

ARC Alternatives proposes to analyze the District's current utility spend while considering the projects that are being completed and proposals for additional solar recently received by the District. The results of the analysis and planning will prioritize opportunities for implementation of solar generating capacity.

Our first step will be to meet with staff to confirm the District's goals for the program, as this will impact how we approach the analysis and balance various trade-offs as we optimize project options to achieve desired outcomes. The proposed scope of work consists of several tasks, as described below.

1. Proposal Review and Data Collection

The process starts by interviewing key stakeholders about District energy goals and priorities (including bill savings, net zero requirements, greenhouse gas emissions reductions, or other non-energy factors) thereby identifying the overarching needs and goals of the District. Our experience with large institutions has taught us that this input helps truly define the desired outcomes. ARC Alternatives will use that knowledge as we work with the District to discuss potential solar project options so that the best strategy can be determined before embarking on site-level planning.

With an understanding of the District's needs, ARC Alternatives will conduct a utility bill analysis of the District's facilities, efficiently identifying electricity expenditures and the potential for solar projects. The results of the utility bill analysis will allow ARC Alternatives to quantify potential system sizes for onsite NEM.

ARC Alternatives will conduct a review of the K12 Solar proposal to understand how much solar they propose to install and the location of the systems. We will also collect technical information about their proposed systems (e.g., , equipment type, production simulations) for use in our financial modeling.

2. Site Audit (Desktop and On-site)

ARC Alternatives will perform desktop audits of all sites using satellite imagery and industry-standard solar design tools. Once we have identified potential solar PV locations, we will schedule the kick-off meeting and visit each school site to understand and document constraints and opportunities. We will confirm our initial layouts as the most appropriate locations for the solar PV systems and determine any shading or operational impacts. These layouts will be compared to those proposed by K12 Solar.

3. Create Layouts and Size Solar Systems

Leveraging the information identified above, we will develop a high-level conceptual system design that results in the largest reduction of utility expenditures. Using industry standard tools, ARC Alternatives will model projected system output, considering appropriate de-rate factors (such as soiling and line losses) and expected performance degradation. The results of this analysis, along with utility data, cost estimates, and the project financing approach, will be used in the financial analysis of the system.

4. Solar Financial Modeling

We bring together all the data collected, analysis conducted, and engineering performed in a financial model. A comprehensive financial analysis of a potential solar program consists of the following steps and results in a lifecycle cash flow for each site and the entire project:

1. Forecast future utility use and spend;
2. Estimate solar production and the total cost of implementing and operating the solar PV project (capital, operating and financing costs if direct purchase and energy cost if Power Purchase Agreement);
3. Determine remaining (residual) utility costs after solar is installed and operational;
4. Calculate the difference between forecasted utility spend and the sum of new energy costs and residual utility costs to determine net benefit;
5. Project this difference for the lifecycle of the project and calculate the net present value.

With the financial models built, we will perform scenario analysis to determine which implementation options align with District goals. Scenarios will include different alternatives covering project size and location, financing (District purchase vs. PPA), project cost, and implementation timing. The output of this analysis will be a discrete set of implementation options and a recommendation for how the District should proceed.

5. Develop Feasibility Report

ARC Alternatives will develop a report that details the collected data, analysis, findings and recommendations. We will provide a draft report for District review and incorporate feedback into a final version.

6. Meeting(s) to Discuss Project with Client

We include budget for one in-person meeting to kick-off the project and conduct the site visits. Hours for other meetings with staff are included in specific task budgets and will be conducted by phone.

Key Personnel

Mr. Russell Driver, Principal and Co-Founder of ARC Alternatives, will be the Principal-In-Charge and overall project manager for this engagement, and will have primary responsibility for continuity with District staff. Mr. Driver has over 20 years of experience managing large-scale programs in complex institutional settings. Mr. Driver specializes in the development and implementation of energy programs in the public sector, with an emphasis on solar deployments in California. Mr. Driver currently leads ARC energy consulting efforts at the Capistrano Unified School District, El Dorado Unified School District, Chico Unified School District, Colton Joint Unified School District, Oroville Union High School District, Durham Unified School District, and Washington Unified School District. He also leads solar projects for Tulare County, Kern County, and the City of Antioch. These programs have seen the implementation of over 100 MW of generating capacity at over 400 sites. Mr. Driver's expertise includes solar technology, energy economics, public sector procurement, design-build contracting, system design review, construction oversight, project management, and data management. Mr. Driver has a Bachelor of Arts from Stanford University and a Master's Degree from UCLA. He is an active volunteer in the community and has served as a member of the Contra Costa Transportation Authority's Citizens Advisory Committee. He previously chaired the Town of Moraga Planning Commission and Climate Action Plan Task Force.

Niko Kalinic, Senior Program Manager, provides a unique combination of technical and programmatic support with a proven ability to successfully lead projects from feasibility through implementation. With extensive experience designing, implementing, and managing complex energy programs with public sector clients and a strong background in energy engineering and project management, he excels at communicating effectively across multidisciplinary teams while keeping stakeholders informed and involved. Mr. Kalinic has successfully supported over 50MW of solar projects for California K-12 public school districts and local governments. In the past year alone, Mr. Kalinic has been the Program Manager for over 12MW of solar projects for California K-12 public school districts. Mr. Kalinic holds a Bachelor of Science in Mechanical Engineering and Master of Science in Civil Engineering, Building Systems, from the University of Colorado, Boulder.

Simon Olivieri, P.E., Senior Engineer, specializes in data analysis and mathematical modeling. Using his background in energy engineering, he has developed whole building energy analysis and statistical modeling tools used by technical reviewers for the UC/CSU IOU and CCC/IOU MBCx programs. In addition to data analysis and energy engineering, Mr. Olivieri has worked with several California K-12 public school districts to develop and install solar systems and he has overseen the installation of over 16MW of generating capacity at over 25 school sites. Mr. Olivieri has a Bachelor of Science in Mechanical Engineering from the University of California San Diego and Master of Science in Civil Engineering-Building Systems from the University of Colorado Boulder. He is also a registered Professional Engineer (Mechanical) in California.

Daniel Ulbricht, Associate Engineer, offers experience in data analysis and energy calculations for both renewable energy and energy efficiency projects. Mr. Ulbricht has worked in the Department of Energy's Industrial Assessment Center program, providing 16 energy audits for industrial plants

EXHIBIT A

in Ohio. In addition, he has experience with solar PV modeling and feasibility studies, as well as technical aspects of solar PV installation. Mr. Ulbricht has a Bachelor of Science in Mechanical Engineering and Master of Science in Renewable and Clean Energy from the University of Dayton.

Additional technical resources will be assigned as necessary.

Schedule and Cost

ARC Alternatives can begin the work upon receiving Notice to Proceed (NTP). The effort to perform the analysis and generate the report should take approximately four to six weeks. This timeline can be accelerated if needed.

Our cost estimate to deliver the work is shown below.

Proposed Scope and Cost Estimate

Task	Hours	Cost
1. Proposal review and data collection	6	\$ 1,050
2. Site audit (desktop & on-site)	11	\$ 1,925
3. Create layouts & size solar systems	6	\$ 1,050
4. Solar financial modeling	16	\$ 2,800
5. Develop feasibility report	12	\$ 2,100
6. Meeting(s) to discuss project with client	3	\$ 525
Subtotal - Labor	54	\$ 9,450
Direct Expenses (Travel)		\$ 134
Grand Total		\$ 9,584

Our proposed cost estimate is based on the billing rates shown below:

ARC Alternatives Staff Rates

Classification	\$/hour
Principal	\$205
Senior Program Manager	\$189
Senior Engineer	\$179
Associate Engineer	\$135

EXHIBIT A

This proposal includes the engineering and analysis to provide the District the critical information needed to determine the potential sizes and locations for solar PV and options for implementing these projects. We will deliver a report that accounts for the size of the District and provides an unbiased guide for implementing these projects in way that ensures the District achieves real savings and meets its strategic objectives.

Please note that detailed engineering and project management support needed to procure and implement solar PV projects is not included in this proposal. Our firm provides these services and we would be happy to provide this support, if the District decides to proceed with implementation.

We are excited by the prospect of assisting the Colusa Unified School District with this important project. We believe our qualifications and experience are aligned with the District's needs and our proposed approach to the work will cost effectively deliver results of the highest quality. Please contact me at 415-420-5727 or russell@arc-alternatives.com with any questions or if you would like to discuss our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Russell Driver". The signature is fluid and cursive, with a large initial "R" and "D".

Russell H. Driver
Principal
ARC Alternatives

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth St.
Colusa, CA 95932

2018 - 2019 SCHOOL CALENDAR

S	M	T	W	Th	F	S
July						
1	2	3	/4/	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	Th	F	S
August						
			1	2	3	4
5	6	7	8	9	10	11
12	{13}	{14}	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	13

August 13-14: Preservice Days
August 15: First Day of School

S	M	T	W	Th	F	S
September						
						1
2	/3/	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

S	M	T	W	Th	F	S
October						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	{26}	27
28	29	30	31			22

September 3: Labor Day

October 26: Parent/Teacher Conf K-6
In-service 7-12

S	M	T	W	Th	F	S
November						
				1	2	3
4	5	6	7	8	9	10
11	/12/	13	14	15	16	17
18	19	20	[21]	[22]	[23]	24
25	26	27	28	29	30	18

S	M	T	W	Th	F	S
December						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<21>	22
23	/24/	/25/	[26]	[27]	[28]	29
30	[31]					15

November 11: Veterans' Day
November 12: Veterans' Day (observed)
November 21-23: Thanksgiving Break

December 21: Minimum Day
December 24 - January 4: Winter Break

S	M	T	W	Th	F	S
January						
		/1/	[2]	[3]	[4]	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	/21/	22	23	24	25	26
27	28	29	30	31		18

S	M	T	W	Th	F	S
February						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	/18/	/19/	[20]	[21]	[22]	23
24	25	26	27	28		15

January 21: Dr. Martin Luther King Day

February 18: President's Day
February 19: Lincoln's Birthday (observed)
February 18-22: No School

S	M	T	W	Th	F	S
March						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21

S	M	T	W	Th	F	S
April						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<19>	20
21	22	23	24	25	26	27
28	29	30				17

April 19: Minimum Day
April 21: Easter Sunday
April 22 - April 26: Spring Break

March 30 - May 6: State Testing Window

S	M	T	W	Th	F	S
May						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	/27/	28	29	<30>	<31>	22

S	M	T	W	Th	F	S
June						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 27: Memorial Day
May 30 & May 31: Minimum Days
May 30: CAHS, Home School, EMS Graduation
May 31: Last day of school/CHS Graduation

June 6-9: Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:

July 4: Independence Day
Sept 3: Labor Day
Nov 12: Veterans' Day Observed
Nov 21-23: Thanksgiving

Dec 24: Christmas Eve
Dec 25: Christmas Day
Dec 31: In Lieu of Admission Day
Jan 1: New Year's Day

Jan 21: Dr. Martin Luther King Day
Feb 18: President's Day
Feb 19: Lincoln's Birthday (observed)
May 27: Memorial Day

LEGEND: null

/ / Legal Holiday
[] Break
{ } Preservice Day
< > Minimum Day

End of Trimester

End of Semester

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth St.
Colusa, CA 95932

2019 - 2020 SCHOOL CALENDAR

S	M	T	W	Th	F	S
July						
	1	2	3	/4/	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
August						
				1	2	3
4	5	6	7	8	9	10
11	{12}	{13}	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 12-13: Preservice Days
August 14: First Day of School

S	M	T	W	Th	F	S
September						
1	/2/	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	Th	F	S
October						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2: Labor Day

S	M	T	W	Th	F	S
November						
					{1}	2
3	4	5	6	7	8	9
10	/11/	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	[27]	/28/	[29]	30

S	M	T	W	Th	F	S
December						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	<20>	21
22	[23]	/24/	/25/	[26]	[27]	28
29	[30]	/31/				

November 1: Parent/Teacher Conf. K-6
7-12 In-Service
November 11: Veterans' Day
November 27-29: Thanksgiving Break

December 20: Minimum Day
December 23 - January 3: Winter Break

S	M	T	W	Th	F	S
January						
			/1/	[2]	[3]	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	/20/	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	Th	F	S
February						
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9	10	11	12	13	14	15
16	/17/	/18/	[19]	[20]	[21]	22
23	24	25	26	27	28	29

January 20: Dr. Martin Luther King Day

February 17: President's Day
February 18: Lincoln's Birthday (observed)
February 17-21: No School

S	M	T	W	Th	F	S
March						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	Th	F	S
April						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 10: Minimum Day
April 12: Easter Sunday
April 13 - April 17: Spring Break

March 30 - May 6: State Testing Window

S	M	T	W	Th	F	S
May						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	/25/	26	27	<28>	<29>	30
31						

S	M	T	W	Th	F	S
June						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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Jan 1: New Year's Day

Jan 20: Dr. Martin Luther King Day
Feb 17: President's Day
Feb 18: Lincoln's Birthday (observed)
May 25: Memorial Day

LEGEND: null

/ / Legal Holiday
[] Break
{ } Preservice Day
<> Minimum Day

End of Trimester

End of Semester

**WILLIAMS UNIFORM COMPLAINT PROCEDURE
QUARTERLY REPORT
COLUSA UNIFIED SCHOOL DISTRICT**

January 1, 2019 TO March 31, 2019

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

 x No complaints have been received this quarter.

The following complaints have been received this quarter.

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

 Complaints have been received regarding insufficient instructional materials.

District Resolutions:

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

 Complaints have been received regarding insufficient textbooks.

District Resolutions:

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

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

District Resolutions:

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

 Complaints have been received regarding unqualified teachers.

District Resolutions:

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

Superintendent

Date