

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

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

AGENDA

Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM

December 8, 2015

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

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

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

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

6:00 P.M. OPEN SESSION

A. Call to Order

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

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

D. Hearing of Public for items not on the Agenda

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

E. Reports:

1. Recognitions & Celebrations

2. President's Report

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

1. CRAF – Charles Yerxa
2. Friends of Music – Terry Bressler
3. Friends of Ag – Kathie Whitesell & Kelli Griffith-Garcia
4. SELPA – Terry Bressler & Kathie Whitesell
5. Grounds – Lincoln Forry & Terry Bressler

3. Superintendent's Report

- a. Improving Achievement *(standing item)*
 1. Federal Program Monitoring (FPM) Update
 2. Staff Survey Results

b. Management *(standing item)*

1. Bond Projects Update
2. Winter Cheerleading Request Update

- c. Budget (*standing item*)
 - 1. Enrollment
- 4. Principal's Report (*standing item*) – Rebecca Changus
- F. CSEA (California School Employees Assn.) Representative's Report
- G. CEA (Colusa Educators Association) Representative's Report
- H. Information/Discussion/Possible Action Items
 - 1. Reorganization of the Board
 - 2. Consider Approval of Budget Allocation for Music Program Department
 - 3. Approval of 2015-16 Tentative Agreement with Certificated Bargaining Unit (CEA)
 - 4. Approval of 2015-16 Retirement Incentive for Employees Paid on Certificated Salary Schedule
 - 5. Approval of 2015-16 Tentative Agreement with Unrepresented Bargaining Unit
 - 6. Warrants: Batch # 19-21
 - 7. Consider Approval of Board Policies and Administrative Regulations:
 - a. Second Reading & Possible Adoption of BP 3270 – Sale & Disposal of Books, Equipment & Supplies
 - b. Second Reading & Possible Adoption of AR 3270 – Sale & Disposal of Books, Equipment & Supplies
 - c. Second Reading & Possible Adoption of AR 3512 – Equipment
 - d. Second Reading & Possible Adoption of AR 4112.23 – Qualifications/Assignment of Special Ed. Teachers
 - e. Second Reading & Possible Adoption of AR 4119.11, 4219.11, 4319.11 – Sexual Harassment
 - f. Second Reading & Possible Adoption of BP 4154, 4254, 4354 – Health & Welfare Benefits
 - g. Second Reading & Possible Adoption of AR 4154, 4254, 4354 – Health & Welfare Benefits
 - h. Second Reading & Possible Adoption of AR 5112.2 – Exclusions from Attendance
 - i. Second Reading & Possible Adoption of BP 5141.31 – Immunizations
 - j. Second Reading & Possible Adoption of AR 5141.31 – Immunizations
 - k. Second Reading & Possible Adoption of BP 6190 – Evaluation of the Instructional Program
 - l. Second Reading & Possible Adoption of BP 0200 – Goals for the School District
 - m. Second Reading & Possible Adoption of AR 0420.4 – Charter School Authorization
 - n. Second Reading & Possible Adoption of AR 0460 – Local Control & Accountability Plan
 - o. Second Reading & Possible Adoption of BP 0500 – Accountability
 - p. Second Reading & Possible Adoption of BP 3100 – Budget
 - q. Second Reading & Possible Adoption of AR 3100 – Budget
 - r. Second Reading & Possible Adoption of AR 4161.11, 4261.11, 4361.11 – Industrial Accident/Illness Leave
 - s. Second Reading & Possible Adoption of AR 6145.2 – Athletic Competition
 - t. Second Reading & Possible Adoption of BP 6151 – Class Size
 - u. Second Reading & Possible Adoption of AR 6158 – Independent Study
 - v. Second Reading & Possible Adoption of BP 6170.1 – Transitional Kindergarten

- I. Motion to Approve Items on the Consent Action Agenda
 - 1. Consider Approval of Consent Agenda: Regular and Customary Business Items:
 - a. November 10, 2015 Board Meeting Minutes
 - b. Educator Effectiveness Funds Expenditure Plan
 - c. Government Financial Strategies - Financial Advisory Services Agreement
 - d. 2015-16 AB1200 Public Disclosure of Collective Bargaining Agreement
 - e. 2015-16 Certificated Salary Schedule
 - f. 2015-16 Certificated Extra Duty Salary Schedule
 - g. 2015-16 Superintendent's Salary Schedule
 - h. 2015-16 Administrative Salary Schedule
 - i. 2015-16 Confidential/ASES Coordinator Salary Schedule
 - j. 2015-16 Classified Management Salary Schedule
 - k. November Payroll
 - l. Personnel Assignment Order #6
 - m. Surplus Equipment – MOT Vehicles
 - n. ASB Fund Statement
- J. Hearing of Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
 - 1. Student Matters:
 - a. Out-of-School Suspensions (*Standing item-information*)
 - b. Inter-District Transfers (*Standing item-information*)
 - 2. Personnel Matters:
 - a. Public Employment
 - 1. New Hires
 - 2. Leave Requests
 - b. Public Employee Discipline/Dismissal/Release/Resignations
 - 3. Negotiations:
 - Instructions to District Negotiators (*Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives*)
- L. Reconvene Open Session
- M. Adjournment of the Meeting

Memorandum

To: Dwayne Newman, Superintendent
From: Wallace E. Browe
 CUSD Measure A Bond Program Manager
Date: December 3, 2015
Subject: Measure A Bond Program Progress Update #6
 For December 8, 2015 Board Meeting

This memorandum is to provide a progress update on Colusa Unified School District's Measure A Bond Program.

1. Measure A Bond Program Budgets

CPM continues to refine the budgets as costs expenditure begin to roll-in for the Program. Met with Dwayne to confirm details of budgets and confirmed savings from specific anticipated costs that will offset necessary hard costs from within the Program Projects.

2. Citizens' Bond Oversight Committee (CBOC)

The next CBOC meeting is TBD.

3. Prop. 39 California Clean Energy Jobs Act

The Energy Expenditure Plans (EEP) for all three sites has been approved by the California Energy Commission (CEC) on October 21st. The approved (\$561,368) EEP will need to be submitted for funding under the next funding cycle December 31, 2015 for funding in February 2016. We are planning on wrapping the EEP scope of work to be concurrent and completed with our other summer work.

4. DSA Certification

CPM is working with DSA to close 3 uncertified projects prior to DSA approval of the Summer 2016 project documents. CPM sent DSA back-up information requesting close-out for three projects. Discussions continue with DSA. CPM is leveraging the approval of the District Wide Fire Alarm Projects to confirm with the installation of the new automated fire alarm system that the District can eliminate the deferred fire alarm approvals being required from 1992. The District's new fire alarm system will supersede these old close-out requirements.

5. Single Source Manufacturers Resolution

CPM is in the process of identifying products and developing the required documentation for adoption of a single source manufacturer's resolution by the CUSD Board.

6. District-Wide Fire Alarm Replacements

The Department of State Architect has approved the District-Wide Fire Alarm Project.

The Project is scheduled to go out-to-bid in February/2016. The current 100% CD estimate has the project on-budget.

7. District-Wide Low Voltage (LV) System Replacement

CPM is setting up demonstration meetings with Dwayne, Terry & Jeremy. CPM will be assisting the District in establishing bidding/procurement documents for Cabling, Intercom, Paging, Bell and CCTV systems. All need to be finalized before January 1st 2016, per Dwayne's direction.

8. Egling Choir Portable and Paving Replacement

The Project is scheduled to go into DSA for approval on December 4th. All reviews and comments have been incorporated into the design. The current estimate indicates the project is roughly \$215,000 over budget.

9. Burchfield ADA Restroom & Paving Replacement | Colusa High Gymnasium HVAC and ADA Restroom Replacement

The Project is scheduled to go into DSA for approval on December 4th. All reviews and comments have been incorporated into the design. The current estimate indicates the project is roughly \$200,000 under budget.

10. Colusa High School Gym HVAC and Restroom ADA Modernization

Architectural Nexus has completed their 50% CD Documents is now currently scheduled to distribute their 100% CD Documents on Friday, December 4th. 100% CD Review Meeting is scheduled for December 10th with the District. The project is currently within budget.

11. Colusa High School Agricultural Support Building

The Architectural Nexus Contract for the Site Adapt component is up for Board approval. Nexus will provide site coordination tie-ins for sewer, water and electrical as well as provide architectural support for the Project. We have scheduled boring tests next week to keep the progress on-going. These tests will provide Schmidt Construction, the building installer to provide proper designs for their footing and slab placements.

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

| <u>YEAR</u> | <u>PRESIDENT</u> | <u>CLERK</u> |
|-------------|-------------------|-----------------------|
| 12/2000 | Dave Nelson | Don Bransford |
| 12/2001 | Don Bransford | Cindy Steidlmayer |
| 12/2002 | Cindy Steidlmayer | Donna Krause |
| 12/2003 | Donna Krause | Terry Bressler |
| 12/2004 | Terry Bressler | Cindy Steidlmayer |
| 12/2005 | Dave Nelson | Don Bransford |
| 12/2006 | Don Bransford | Cindy Steidlmayer |
| 12/2007 | Cindy Steidlmayer | Donna Krause |
| 12/2008 | Terry Bressler | Charles Yerxa |
| 12/2009 | Charles Yerxa | Don Bransford |
| 12/2010 | Don Bransford | Lincoln Forry |
| 12/2011 | Lincoln Forry | Cindy Steidlmayer |
| 12/2012 | Terry Bressler | Charles Yerxa |
| 12/2013 | Charles Yerxa | Don Bransford |
| 12/2014 | Lincoln Forry | Kelli Griffith-Garcia |

COLUSA UNIFIED SCHOOL DISTRICT and
COLUSA EDUCATORS ASSOCIATION

Tentative Agreement

The Colusa Unified School District Board of Trustees and the Colusa Educators Association have tentatively agreed to settle outstanding collective bargaining issues for the 2015-16 school year per the following, which will go into effect immediately upon ratification by both parties:

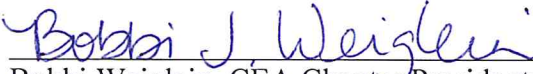
1. Approve a 4% increase to the Certificated Salary Schedule effective January 1, 2016.
2. Approve a 4% increase to the Extra Duty Salary Schedule effective July 1, 2016.
3. Add Basketball Cheer Advisor Stipend of \$2024 beginning the 15-16 school year.
4. Add 6 Burchfield Site Funded Committee Stipend Positions equal to 50% of a Cluster Leader position beginning the 15-16 school year. The Unit recognizes that if the Site Principal and District decide to eliminate these positions in the future, they have the right to do so.
5. Approve adding the CLAD Stipend of \$200 to each step on the salary schedule effective January 1, 2016: pro-rated for this year, and included in the steps on the schedule in future years.
6. Approve the Retirement Benefit Program as outlined in the attached document.

The tentative agreement is approved by the parties bargaining representatives and is subject to ratification by the bargaining unit members and the Board of Trustees.

Dated 11/12/15


Dwayne Newman, District Superintendent

Dated 11/12/15


Bobbi Weiglein, CEA Chapter President

TENTATIVE AGREEMENT
BY AND BETWEEN THE COLUSA UNIFIED SCHOOL DISTRICT
AND THE
COLUSA EDUCATORS ASSOCIATION

RETIREMENT BENEFIT PROGRAM

The Colusa Unified School District and the Colusa Educators Association have tentatively agreed to immediately implement the following Retirement Benefit Program.

Beginning September 1, 2016 and subject to the lifetime cap of \$50,000 set forth herein, the District will pay up to \$10,000 annually toward a District provided health and welfare benefit plan. No more than \$10,000 will be paid in the first fiscal year. The retiree chooses which plan(s) he/she will be covered under. If the full \$10,000 is not paid out during any fiscal year, the unpaid balance shall be carried forward to be paid toward the District provided health and welfare benefit plan in the following fiscal year. The District will not pay more than \$10,000 plus any carryover each fiscal year. The total amount paid pursuant to this program, regardless of any amount paid in any given fiscal year, shall not exceed a cumulative total of \$50,000. Payment toward the District provided health and welfare benefit package selected by the employee shall continue until the employee's death or until the District has paid the total capped amount of \$50,000, whichever occurs first. Payment shall cease upon the employee's death, regardless of whether the District has paid out the full \$50,000 cap except that if, at the time of the retiree's death, the District's health and benefit plan carrier permits continued coverage for the employee's surviving spouse, the District will continue to pay any unused portion of the \$50,000 cap amount toward the District provided health and welfare benefit plan, subject to the \$10,000 annual payment restriction. Payments will terminate upon the death of the surviving spouse or upon exhaustion of the original \$50,000 cap, whichever occurs first.

Eligibility Requirements

In order to obtain benefits pursuant to this retirement benefit program, employees must meet the following criteria.

1. The retiring employee must be at least 55 years of age and a current member of the CEA bargaining unit..
2. The employee must have 10 years of consecutive service within the District immediately preceding his/her retirement.

3. This is a one time benefit program offered only during the 2015-16 school year and employees wishing to take advantage of this early retirement Benefit program must opt in by submitting their irrevocable notice of resignation/retirement by Friday, January 8, 2016 at 3:30 pm as set forth above.
4. The employee must agree to set up an automated payment from a bank account of their choosing to cover any difference between the district's share and the total premium. The payment will be scheduled for the 25th of each month prior to the month of coverage.

DATED: 11/12, 2015

COLUSA UNIFIED SCHOOL DISTRICT

Dwayne K. Newman
Dwayne Newman, Superintendent

DATED: 11/12, 2015

COLUSA EDUCATORS ASSOCIATION

Bobbi J. Weiglein
Bobbi Weiglein, CEA President

COLUSA UNIFIED SCHOOL DISTRICT and
UNREPRESENTED EMPLOYEES BARGAINING UNIT

Tentative Agreement

The Colusa Unified School District Board of Trustees and the Unrepresented Employees Bargaining Unit have tentatively agreed to settle outstanding collective bargaining issues for the 2015-16 school year per the following, which will go into effect immediately upon ratification by both parties:

1. Approve a 4% increase effective January 1, 2016 to the following Salary Schedules:
 - Superintendent's Salary Schedule
 - Administrative Salary Schedule
 - Confidential/ASES Coordinator Salary Schedule
 - Classified Management Salary Schedule
2. Approve adding the CLAD Stipend of \$200 to each step of the Administrative Salary Schedule effective January 1, 2016

The tentative agreement is approved by the employees and is subject to ratification by the Board of Trustees.

Dated 12/3/15


Dwayne Newman, District Superintendent

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED NOVEMBER 13, 2015 | | | BATCH 1' |
|--------------------------------|-----------------------------|---|------|---------|-----------------------------------|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 509 | SUE BARRETT | \$ 220.70 | 95 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 503 | CA DEPT OF JUSTICE | \$ 196.00 | 01 | DO | FINGERPRINT FEES |
| 490 | CHICO POWER EQUIPMENT | \$ 239.43 | 01 | MOT | MAINTENANCE SUPPLIES |
| 486 | CUSD CAFETERIA FUND | \$ 132.00 | 01 | BPS/EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 494 | CRYSTAL DAIRY | \$ 3,848.51 | 13 | CAFET | FOOD |
| 492 | DANIELSENS | \$ 7,829.33 | 13 | CAFET | FOOD |
| 491 | DAVIES OIL | \$ 510.98 | 01 | MOT | FUEL FOR VEHICLES |
| 501 | DIVISION OF STATE ARCHITECT | \$ 13,482.60 | 21 | BOND | DSA FEES |
| 502 | DIVISION OF STATE ARCHITECT | \$ 10,400.10 | 21 | BOND | DSA FEES |
| 493 | FRANZ FAMILY BAKERIES | \$ 701.30 | 13 | CAFET | FOOD |
| 504 | FRONTIER | \$ 30,571.94 | 01 | ALL | PHONE/DATA LINE MONTHLY BILLS |
| 484 | GENERAL PRODUCE | \$ 4,053.00 | 13 | CAFET | FOOD |
| 495 | GOLD STAR FOODS | \$ 12,010.17 | 13 | CAFET | FOOD |
| 480 | GRIFF'S FEED AND SEED | \$ 55.54 | 01 | MOT | GROUPS SUPPLIES |
| 505 | HIGHWAY 20 SIGNWORKS | \$ 139.75 | 01 | SPORTS | BANNER |
| 487 | HYPERX | \$ 38.70 | 95 | EMS | SWEATSHIRTS |
| 488 | JODY JOHNSTON | \$ 114.80 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 479 | LIFETIME LEARNING | \$ 700.00 | 01 | HMS | ONLINE CURRICULUM FOR HOME SCHOOL |
| 499 | MITEL LEASING | \$ 1,979.32 | 01 | ALL | PHONE SYSTEM LEASE |
| 519 | NCVOA CHICO | \$ 308.00 | 01 | SPORTS | VOLLEYBALL OFFICIALS |
| 485 | O'CONNELL RANCH | \$ 129.00 | 13 | CAFET | FOOD |
| 498 | PERMABOUND | \$ 1,784.75 | 01 | BPS | LIBRARY BOOKS |
| 508 | MIKE PHENICIE | \$ 370.45 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 489 | PLATT | \$ 147.77 | 01 | MOT | MAINTENANCE SUPPLIES |
| 506 | CRAIG RICHARDS | \$ 198.71 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 500 | SPURR | \$ 1,108.05 | 01 | ALL | NATURAL GAS BILLING |
| RC29 | US BANK CALCARD VISA | \$ 21,338.47 | 01 | ALL | SEE ATTACHED |
| 481 | US FOOD SERVICE | \$ 795.02 | 95 | CHS | CONCESSION SUPPLIES |
| 483 | VALLEY TRUCK AND TRACTOR | \$ 82.56 | 01 | MOT | MAINTENANCE SUPPLIES |
| 507 | WILLOWS HIGH SCHOOL | \$ 120.00 | 01 | SPORTS | TENNIS SHIRTS |
| 482 | YUBA SAFE & LOCK | \$ 51.94 | 01 | MOT | LOCK |
| TOTAL ALL FUNDS | | \$ 57,914.65 | | | |

US BANK CALCARD VISA

Sheryl Parker

RC29

| | | | |
|--------|---------------------------|------------|---------------------------------|
| 5-Nov | QUILL CORPORATION | (\$26.11) | DO CREDIT FOR RETURN SUPPLIES |
| 4-Nov | IN *CLIMATE CONTROL, INC. | \$7,244.28 | MOT HVAC SERVICE/REPAIR/REPLACE |
| 4-Nov | AMAZON.COM AMZN.COM/BILL | \$17.92 | DO SUPPLIES |
| 3-Nov | AMAZON.COM | \$6.65 | DO SUPPLIES |
| 2-Nov | AMAZON.COM | \$6.44 | DO SUPPLIES |
| 4-Nov | HILLYARD INC SACRAMENTO | \$4,596.13 | MOT CUSTODIAL SUPPLIES |
| 4-Nov | USPS 05172809334414268 | \$26.79 | DO POSTAGE |
| 4-Nov | QUILL CORPORATION | \$5.90 | DO SUPPLIES |
| 29-Oct | QUILL CORPORATION | \$42.89 | DO |
| 29-Oct | QUILL CORPORATION | \$7.51 | DO SUPPLIES |
| 3-Nov | JW WOOD CO INC | \$1,666.33 | MOT MAINTENANCE SUPPLIES |
| 3-Nov | CLOSE LUMBER - SUTTER | \$763.21 | MOT MAINTENANCE SUPPLIES |
| 30-Oct | FLORA FRESH | \$96.91 | CHS FLORAL DESIGN SUPPLIES |

Leasa Hill

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|-------|----------------|---------|----------------|
| 2-Nov | WAL-MART #2053 | \$46.40 | CAFET SUPPLIES |
|-------|----------------|---------|----------------|

Jeremy Miller

| | | | |
|-------|--------------------------|------------|----------------------------|
| 3-Nov | NEW HORIZON COMPUTER LEA | \$2,975.00 | TECH WORKSHOP REGISTRATION |
| 2-Nov | CDW GOVERNMENT | \$930.77 | BPS TECH COMPUTER |
| 2-Nov | AMAZON.COM AMZN.COM/BILL | \$159.44 | BPS SUPPLIES |

Clair Toth

| | | | |
|-------|-----------------|---------|--------------|
| 2-Nov | TARGET 00003186 | \$19.17 | BPS SUPPLIES |
|-------|-----------------|---------|--------------|

Nick Schantz

| | | | |
|-------|---------------------|----------|--------------------------|
| 4-Nov | THE HOME DEPOT 1019 | \$321.67 | MOT MAINTENANCE SUPPLIES |
|-------|---------------------|----------|--------------------------|

Darren Brown

| | | | |
|--------|---------------------------|----------|------------------|
| 5-Nov | VWR INTERNATIONAL INC | \$390.19 | CHS FFA SUPPLIES |
| 3-Nov | SPORTDECALS | \$512.38 | CHS ASB SHIRTS |
| 3-Nov | AMAZON MKTPLACE PMTS | \$42.89 | CHS SUPPLIES |
| 5-Nov | AMAZON MKTPLACE PMTS | \$23.07 | CHS SUPPLIES |
| 4-Nov | AMAZON MKTPLACE PMTS | \$36.85 | CHS SUPPLIES |
| 2-Nov | AMAZON MKTPLACE PMTS | \$308.92 | CHS SUPPLIES |
| 2-Nov | AMAZON MKTPLACE PMTS | \$97.12 | CHS SUPPLIES |
| 2-Nov | AMAZON MKTPLACE PMTS | \$97.11 | CHS SUPPLIES |
| 30-Oct | PBS ANIMAL HEALTHCATALOG | \$225.29 | CHS SUPPLIES |
| 30-Oct | PBS ANIMAL HEALTHCATALOG | \$516.66 | CHS SUPPLIES |
| 29-Oct | STARBUCKS #14071 YUBA CIT | \$44.85 | CHS SUPPLIES |

Bo Salazar

| | | | |
|--------|-------------|----------|--------------------------|
| 23-Oct | WW GRAINGER | \$135.84 | MOT MAINTENANCE SUPPLIES |
|--------|-------------|----------|--------------------------|

TOTAL 21338.47

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED NOVEMBER 20, 2015 | | | BATCH 20 |
|--------------------------------|-----------------------------------|---|------|--------|----------------------------------|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 523 | AZ BUS SALES | \$ 226.23 | 01 | MOT | BUS MAINTENANCE SUPPLIES |
| 526 | ARNOLDS | \$ 11.31 | 01 | MOT | MAINTENANCE SUPPLIES |
| 516 | BAUER PERFORMANCE | \$ 30.90 | 01 | SPORTS | SUPPLIES |
| 530 | BEELE TRACTOR | \$ 592.81 | 01 | MOT | MAINTENANCE SUPPLIES |
| 532 | TERRY BILADEAU | \$ 98.50 | 01 | MOT | REIMBURSE FOR MILEAGE |
| 534 | BLICK ART MATERIALS | \$ 169.08 | 01 | CHS | SUPPLIES |
| 531 | CUSD CAFETERIA FUND | \$ 60.00 | 01 | EMS | SUPPLIES |
| RC31 | CUSD EMER FD DARREN TOWNZEN | \$ 940.42 | 01 | DO | REISSUE PAYROLL CHECK |
| RC31 | CUSD EMER FD-BUTTE COLLEGE | \$ 425.00 | 01 | CHS | AG STUDENT WORKSHOP FEE |
| RC31 | CUSD EMER FD-ERIKA PEARSON | \$ 148.00 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC31 | CUSD EMER FD-CA ASSN FFA | \$ 200.00 | 01 | CGS | AG STUDENT WORKSHOP FEE |
| RC31 | CUSD EMER FD-ZACHARY VAILLANCOURT | \$ 73.50 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC31 | CUSD EMER FD-CARMEN REYES | \$ 19.95 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC31 | CUSD EMER FD-CA ASSN FFA | \$ 1,700.00 | 01 | CHS | AG STUDENT WORKSHOP FEE |
| 513 | CPM | \$ 22,197.75 | 21 | BOND | CONSULTING FEES |
| 533 | DOWNTOWN FORD | \$ 29,921.60 | 01 | MOT | NEW VAN |
| 528 | ENTEK | \$ 53,750.00 | 21 | BOND | ASBESTOS INSPECTIONS/REPORTING |
| 512 | FAN CLOTH | \$ 2,022.00 | 95 | CHS | ASB VOLLEYBALL SHIRTS/JACKETS |
| 524 | FLETCHER'S PLUMBING | \$ 750.00 | 01 | MOT | PLUMBING REPAIR |
| 517 | NCBOA | \$ 3,112.00 | 01 | SPORTS | BASKETBALL OFFICIALS |
| 525 | PLATT | \$ 700.10 | 01 | MOT | MAINTENANCE SUPPLIES |
| 522 | PLEASANT AIR | \$ 812.42 | 01 | MOT | MAINTENANCE SUPPLIES |
| 520 | REBECCA RAMIREZ | \$ 93.37 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 515 | CRAIG RICHARDS | \$ 265.00 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 511 | KIM ROPER | \$ 340.00 | 01 | CHS | REIMBURSE FOR GOLF CART RENTAL |
| 519 | SPORTSMEN DEN | \$ 396.74 | 01 | SPORTS | SUPPLIES |
| 518 | STEPAHNIE STEVER | \$ 74.99 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 514 | SYNTHESIS PARTNERS | \$ 11,646.00 | 21 | BOND | ARCHITECT FEES |
| 521 | HEATHER THOMAS | \$ 103.50 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| 529 | THREE B'S TOILET RENTALS | \$ 161.25 | 01 | ALL | PORTABLE TOILET RENTAL |
| 535 | US BANK EQUIPMENT FINANCE | \$ 2,101.63 | 01 | ALL | COPIER LEASES |
| RC30 | US BANK CAL CARD VISA | \$ 25,572.65 | 01 | ALL | SEE ATTACHED |
| 527 | VOLTAGE SPECIALISTS | \$ 1,455.00 | 01 | MOT | ELECTRICAL REPAIR |
| TOTAL ALL FUNDS | | \$ 160,171.70 | | | |

US BANK CALCARD VISA

Sheryl Parker

| | | | |
|--------|------------------------|------------|---------------------------|
| 13-Nov | USPS 05172809334414268 | \$55.47 | DO POSTAGE |
| 12-Nov | ZENNI OPTICAL | \$37.90 | GLASSES FOR NEEDY STUDENT |
| 12-Nov | CDW GOVERNMENT | \$41.04 | DO SUPPLIES |
| 12-Nov | AMAZON MKTPLACE PMTS | (\$74.91) | CREDIT FOR RETURN |
| 6-Nov | FLORA FRESH | \$167.86 | CHS SUPPLIES |
| 6-Nov | RECOLOGY BUTTE COLUSA | \$2,644.33 | ALL GARBAGE FEES |
| 6-Nov | QUILL CORPORATION | \$26.11 | DO SUPPLIES |

Leasa Hill

| | | | |
|-------|-------------|---------|----------------|
| 9-Nov | UCD CEVS-TN | \$74.00 | CAFET SUPPLIES |
|-------|-------------|---------|----------------|

Jeremy Miller

| | | | |
|-------|----------------|----------|---------------|
| 9-Nov | CDW GOVERNMENT | \$161.25 | TECH SUPPLIES |
|-------|----------------|----------|---------------|

Rosemary Hicks

| | | | |
|-------|--------------------------|-----------|-----------------------------|
| 5-Nov | LOVE AND LOGIC INSTITUTE | \$267.30 | BPS WORKSHOP FEE |
| 4-Nov | LOVE AND LOGIC INSTITUTE | (\$89.10) | BPS CREDIT FOR CANCELLATION |
| 4-Nov | AMAZON.COM | \$55.89 | BPS SUPPLIES |

Zeba Hone

| | | | |
|--------|--------------------|----------|--------------------|
| 13-Nov | OFFICE DEPOT 1135 | \$184.76 | DO OFFICE SUPPLIES |
| 12-Nov | OFFICE DEPOT 1135 | \$18.16 | DO OFFICE SUPPLIES |
| 11-Nov | OFFICE DEPOT #5125 | \$17.25 | DO OFFICE SUPPLIES |
| 11-Nov | OFFICE DEPOT 1135 | \$14.52 | DO OFFICE SUPPLIES |
| 6-Nov | STAPLES DIRECT | \$58.57 | DO OFFICE SUPPLIES |

Terry Biladeau

| | | | |
|--------|---------------------------|----------|-----------------------------|
| 13-Nov | HAMPTON INN & SUITES VACA | \$123.44 | HOTEL FOR WORKSHOP TRAINING |
| 11-Nov | CAL INC TRAINING | \$200.00 | WORKSHOP TRAINING FEE |

Nick Schantz

| | | | |
|--------|----------------------------|-------------|--------------------------|
| 11-Nov | STATEWIDE TRAFFIC & SAFETY | \$13,833.73 | SAFETY SIGNS |
| 11-Nov | THE HOME DEPOT 1019 | \$200.77 | MOT MAINTENANCE SUPPLIES |

Jody Johnston

| | | | |
|-------|----------------------|----------|--------------|
| 9-Nov | RPSI ENTERPRISES INC | \$125.00 | EMS SUPPLIES |
|-------|----------------------|----------|--------------|

Darren Brown

| | | | |
|--------|--------------------------|------------|-------------------------|
| 13-Nov | ESPN ZONE | \$1,000.00 | ASB SENIOR TRIP DEPOSIT |
| 12-Nov | VITTETOE, INC | \$4,978.81 | CHS SUPPLIES |
| 13-Nov | UBERPRINTS INC | \$829.46 | CHS SUPPLIES |
| 12-Nov | J&P*PARKSEED WAYSIDE | \$64.75 | CHS SUPPLIES |
| 12-Nov | STU*SPIRITLINE | \$153.71 | CHS SUPPLIES |
| 11-Nov | VWR INTERNATIONAL INC | \$54.58 | CHS SUPPLIES |
| 9-Nov | BASKETBALL PRODUCTS INTL | \$348.00 | CHS SUPPLIES |

TOTAL

25572.65

| COLUSA UNIFIED SCHOOL DISTRICT | | WARRANTS TO BE RELEASED DECEMBER 4, 2015 | | | BATCH 21 |
|--------------------------------|---------------------------------|--|------|--------|-----------------------------------|
| REF # | VENDOR | AMOUNT | FUND | LOC | DESCRIPTION |
| 552 | AZ BUS SALES | \$ 107.52 | 01 | MOT | BUS MAINTENANCE SUPPLIES |
| 543 | ALHAMBRA WATER | \$ 146.86 | 01 | DO/MOT | WATER |
| 542 | MALLORY ALVES | \$ 234.39 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 580 | AMERICAN FIDELITY | \$ 351.83 | 01 | DO | DISABILITY INSURANCE PREMIUMS |
| 581 | KATHY APLANALP | \$ 127.52 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 558 | ARCHITECTURAL NEXUS | \$ 46,275.62 | 21 | BOND | ARCHITECTS FEES |
| 541 | CHRISTINA BAILEY | \$ 35.78 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 557 | BAXTER AUTO PARTS | \$ 462.12 | 01 | MOT | AUTO REPAIR SUPPLIES |
| 540 | CVT | \$ 106,461.46 | 01 | ALL | HEALTH INSURANCE PREMIUMS |
| 567 | CASCADE ATHLETIC SUPPLY | \$ 209.94 | 01 | SPORTS | SUPPLIES |
| 571 | CITY OF WILLOWS | \$ 150.00 | 01 | SPORTS | EMS BASKETBALL TORNEY FEE |
| 559 | CCOE | \$ 25.00 | 01 | DO | WORKSHOP REGISTRATION FEE |
| 548 | CUSD CAFETERIA FUND | \$ 127.50 | 01 | ALL | FOOD FOR MEETINGS |
| RC32 | CUSD EMER FD-SOUTHWEST AIRLINES | \$ 2,750.00 | 95 | CHS | DEPOSIT ON SENIOR TRIP |
| RC32 | CUSD EMER FD-KELLI ARCE | \$ 646.40 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC32 | CUSD EMER FD-JIM PINGREY | \$ 130.00 | 01 | CHS | REIMBURSE FOR SUPPLIES PURCHASED |
| RC32 | CUSD EMER FD-COLUSA GOLF COURSE | \$ 400.00 | 95 | CHS | RENTAL |
| 574 | CSU CHICO RESEARCH | \$ 1,430.00 | 13 | CAFET | TRAINING FOR ALL CAFETERIA STAFF |
| 563 | DSA | \$ 11,733.58 | 21 | BOND | DSA FEES |
| 568 | GENERATIONS | \$ 2,365.28 | 95 | CHS | SHIRTS |
| 579 | GOLD STAR FOODS | \$ 5,443.00 | 13 | CAFET | FOOD |
| 576 | GOLDEN BEAR ALARMS | \$ 157.50 | 01 | ALL | ALARM MONITORING FEE |
| 539 | HAMILTON UNION HIGH SCHOOL | \$ 425.00 | 01 | SPORTS | TORNEY ENTRY FEE |
| 544 | HIGHWAY 20 SIGNWORKS | \$ 419.25 | 01 | BPS | SIGNS |
| 546 | LEASA HILL | \$ 62.54 | 13 | CAFET | REIMBURSE FOR SUPPLIES PURCHASED |
| 536 | ILLUMINATE EDUCATION | \$ 8,008.00 | 01 | ALL | SOFTWARE LICENSE FEE |
| 550 | JEFF SAVAGE PLUMBING | \$ 1,461.43 | 01 | MOT | PLUMBING REPAIRS |
| 584 | JOHNSON PRINTING | \$ 608.67 | 01 | CHS | PRINT FORMS |
| 582 | JR LIBRARY GUILD | \$ 2,147.85 | 01 | CHS | LIBRARY BOOKS |
| 585 | JW WOOD | \$ 76.01 | 01 | MOT | SUPPLIES |
| 570 | LARA KELLEHER | \$ 68.09 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 538 | MARYSVILLE HIGH SCHOOL | \$ 275.00 | 01 | SPORTS | BASKETBALL ENTRY FEE |
| 555 | NONSTOP VOLLEYBALL | \$ 2,010.26 | 01 | SPORTS | UNIFORMS TO BE REIMBURSED BY CRAF |
| 566 | NORTH STATE SCREENPRINT | \$ 633.71 | 01 | CHS | ESA SHIRTS |
| 561 | NSCIF | \$ 4,997.00 | 01 | SPORTS | PLAYOFF GATE TO NSCIF |
| 549 | PG&E | \$ 23,426.53 | 01 | ALL | ELECTRIC MONTHLY FEE |
| 562 | PIERCE HIGH SCHOOL | \$ 600.00 | 01 | SPORTS | BASKETBALL ENTRY FEE |
| 551 | PLATT | \$ 3,414.89 | 01 | MOT | MAINTENANCE SUPPLIES |
| 560 | READING OIL | \$ 237.48 | 01 | MOT | GAS FOR VEHICLES |
| 572 | BARBARA REECE | \$ 306.53 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 545 | DEBRAH REID | \$ 164.23 | 01 | BPS | REIMBURSE FOR SUPPLIES PURCHASED |
| 569 | RICHELIE'S FLORIST | \$ 177.38 | 95 | CHS | ASB SUPPLIES |
| 578 | SAM'S CLUB | \$ 1,091.61 | 95 | CHS | CONCESSION SUPPLIES |
| 553 | SIGNWORX | \$ 203.48 | 01 | MOT | SIGNS |
| 573 | MELISSA SLOCUM | \$ 24.60 | 01 | EMS | REIMBURSE FOR SUPPLIES PURCHASED |
| 575 | STANDARD INSURANCE | \$ 1,735.15 | 01 | ALL | INCOME PROTECTION PREMIUMS |
| 554 | SUBWAY SANDWICHES | \$ 2,175.00 | 95 | CHS | FFA FIELD DAY LUNCHES |
| 577 | SUPERIOR TIRE SERVICE | \$ 143.41 | 01 | MOT | TIRE REPAIR/SUPPLIES |
| 556 | SUTTER COUNTY OFFICE OF ED | \$ 330.00 | 01 | ALL | WORKSHOP REGISTRATION FEES |
| 547 | SYSO | \$ 2,625.11 | 13 | CAFET | FOOD |
| RC33 | US BANK CALCARD VISA | \$ 13,635.45 | 01 | ALL | SEE ATTACHED |
| 565 | US FOOD SERVICE | \$ 555.30 | 95 | CHS | CONCESSION SUPPLIES |
| TOTAL ALL FUNDS | | \$ 251,810.26 | | | |

US BANK CALCARD VISA

Sheryl Parker

| | | | |
|--------|--------------------------|----------|--------------------------|
| 20-Nov | ALL METALS SUPPLY | \$238.91 | CHS AG SUPPLIES |
| 20-Nov | MJB WELDING SUPPLY, INC. | \$368.11 | CHS AG SUPPLIES |
| 19-Nov | RSD - ROSEVILLE#52 | \$130.57 | MOT MAINTENANCE SUPPLIES |
| 18-Nov | FLORA FRESH | \$161.68 | CHS AG SUPPLIES |

Mike Phenicie

| | | | |
|--------|--------------|----------|------------------------|
| 19-Nov | WORLDSTRIDES | \$400.00 | MUSIC REGISTRATION FEE |
| 19-Nov | WORLDSTRIDES | \$400.00 | MUSIC REGISTRATION FEE |

Jeremy Miller

| | | | |
|--------|--------------------------|------------|---------------|
| 23-Nov | AMAZON.COM AMZN.COM/BILL | \$1,134.80 | TECH SUPPLIES |
| 23-Nov | AMAZON.COM AMZN.COM/BILL | (\$56.74) | TECH RETURN |
| 18-Nov | CDW GOVERNMENT | \$622.99 | TECH SUPPLIES |
| 17-Nov | ABCMOUSE.COM* | \$7.95 | TECH SUPPLIES |

Zeba Hone

| | | | |
|--------|--------------------|------------|-----------|
| 17-Nov | IN *STARLINE PRESS | \$5,085.13 | HMS BOOKS |
|--------|--------------------|------------|-----------|

Rosemary Hicks

| | | | |
|--------|---------------------|------------|--------------------------|
| 19-Nov | COLUSA COUNTY FAIR | \$1,795.00 | BPS PUMPKIN PATCH VISITS |
| 18-Nov | SAV-MOR FOODS#31 | \$15.60 | BPS SUPPLIES |
| 9-Nov | SAV-MOR FOODS#31 | \$8.76 | BPS SUPPLIES |
| 6-Nov | JONES SCHOOL SUPPLY | \$70.55 | BPS SUPPLIES |

Clair Toth

| | | | |
|--------|---------------------|---------|--------------|
| 23-Nov | BEL AIR #521 | \$13.98 | BPS SUPPLIES |
| 11-Nov | THE COOKIE TREE INC | \$38.80 | BPS SUPPLIES |

Nick Schantz

| | | | |
|--------|----------------------|----------|--------------------------|
| 23-Nov | THE HOME DEPOT 1019 | \$138.49 | MOT MAINTENANCE SUPPLIES |
| 23-Nov | USACD N HIGHLANDS | \$160.12 | MOT MAINTENANCE SUPPLIES |
| 16-Nov | AMAZON MKTPLACE PMTS | \$275.70 | MOT MAINTENANCE SUPPLIES |

Jody Johnston

| | | | |
|--------|-----------------|-----------|---------------------|
| 18-Nov | STORYBOARD THAT | (\$65.95) | EMS RETURN |
| 30-Oct | STORYBOARD THAT | \$65.95 | EMS CHARGE IN ERROR |

Darren Brown

| | | | |
|--------|--------------------------|----------|--------------|
| 23-Nov | AMAZON MKTPLACE PMTS | \$60.74 | CHS SUPPLIES |
| 23-Nov | QUILL CORPORATION | \$8.48 | CHS SUPPLIES |
| 23-Nov | QUILL CORPORATION | \$53.74 | CHS SUPPLIES |
| 20-Nov | SPORTSGRAPHICS/WALLPAD | \$705.00 | CHS SUPPLIES |
| 18-Nov | UNIFORMS EXPRESS CHULA V | \$500.35 | CHS SUPPLIES |
| 13-Nov | AMAZON.COM AMZN.COM/BILL | \$13.56 | CHS SUPPLIES |
| 12-Nov | AMAZON.COM | \$44.43 | CHS SUPPLIES |
| 12-Nov | AMAZON MKTPLACE PMTS | \$17.77 | CHS SUPPLIES |
| 13-Nov | PBS ANIMAL HEALTHCATALOG | \$7.28 | CHS SUPPLIES |
| 13-Nov | QUILL CORPORATION | \$670.63 | CHS SUPPLIES |
| 10-Nov | FOLLETT SCHOOL SOLUTIONS | \$167.03 | CHS SUPPLIES |
| 26-Oct | COCA-COLA REFRESHMENTS | \$376.04 | CHS SUPPLIES |

TOTAL

13635.45

Business and Noninstructional Operations

BP 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies

BP 3270(b)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

(cf. 3440 - Inventories)

Legal Reference: (see next page)

BP 3270(c)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 Equipment and supplies acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

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

Business and Noninstructional Operations

AR 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

AR 3270(b)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)
(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

AR 3270(c)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction

firm. (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

AR 3270(d)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

H.7.c.

Regulation
approved:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
October 2015
AR 3512(a)

EQUIPMENT

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 4040 - Employee Use of Technology)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5142 - Safety)
(cf. 5144 - Discipline)
(cf. 6000 - Concepts and Roles)
(cf. 6163.4 - Student Use of Technology)
(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)
(cf. 1330 - Use of School Facilities)

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

AR 3512(b)

EQUIPMENT (continued)

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 34 CFR 80.32, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Equipment Acquired with Federal Funds

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds.

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (34 CFR 80.32)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

AR 3512(c)

EQUIPMENT (continued)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (34 CFR 80.32)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87

WEB SITES

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
October 2015

Certificated Personnel

AR 4112.23(a)

SPECIAL EDUCATION STAFF**Qualifications/Assignment of Special Education Teachers**

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

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

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

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)

AR 4112.23(b)

SPECIAL EDUCATION STAFF (continued)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

AR 4112.23(c)

SPECIAL EDUCATION STAFF (continued)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

AR 4112.23(d)

SPECIAL EDUCATION STAFF (continued)

Resource Specialists

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments
3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program
6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team
7. Providing services for secondary students that emphasize academic achievement, career and vocational development, and preparation for adult life

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

AR 4112.23(e)

SPECIAL EDUCATION STAFF (continued)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference: (see next page)

AR 4112.23(f)

SPECIAL EDUCATION STAFF (continued)

Legal Reference:

EDUCATION CODE

8264.8 Staffing ratios

44250-44279 Credentials, especially:

44256 Credential types, specialist instruction

44258.9 Assignment monitoring

44265-44265.9 Special education credential

44325-44328 District interns

44830.3 District interns, supervision and professional development

56000-56865 Special education, especially:

56195.8 Adoption of policies

56361 Program options

56362-56362.5 Resource specialist program

56363.3 Maximum caseload; language, speech, and hearing specialists

56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1-3051.24 Staff qualifications to provide related services to students with disabilities

3100 Waivers of maximum caseload for resource specialists

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80023.2 Emergency permits

80025.4 Substitute teaching, special education

80026 Declaration of need for fully qualified educators

80027.1 Special education limited assignment teaching permit

80046.1 Adapted physical education specialist
 80046.5 Credential holders authorized to serve students with disabilities
 80047-80047.9 Credentials to provide instructional services to students with disabilities
 80048-80048.9.4 Credential requirements and authorizations
 80070.1-80070.6 Resource specialists
UNITED STATES CODE, TITLE 20
 1400-1482 Individuals with Disabilities Education Act, especially:
 1401 Definition of highly qualified special education teacher
 6319 Highly qualified teachers
 7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
 200.55-200.57 Highly qualified teachers
 300.8 Definition of autism
 300.18 Highly qualified special education teachers
 300.34 Related services
 300.156 Special education personnel requirements

Management Resources: (see next page)

AR 4112.23(g)

SPECIAL EDUCATION STAFF (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

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

National Association of Special Education Teachers: <http://www.naset.org>

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
October 2015

All Personnel

AR 4119.11(a)

4219.11

SEXUAL HARASSMENT

4319.11

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

AR 4119.11(b)

4219.11

4319.11

SEXUAL HARASSMENT (continued)

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

AR 4119.11(c)

4219.11

4319.11

SEXUAL HARASSMENT (continued)

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

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation

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4319.11

SEXUAL HARASSMENT (continued)

3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

Notifications

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

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

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

3. Appear in any school or district publication that sets forth the school's or district's

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4319.11

SEXUAL HARASSMENT (continued)

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

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

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

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

H.7.f.

Regulation
approved:
All Personnel

CSBA MANUAL MAINTENANCE SERVICE
October 2015
BP 4154(a)
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HEALTH AND WELFARE BENEFITS

The Governing Board recognizes that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The district shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4151/4251/4351 - Employee Compensation)

Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.

(cf. 4121 - Temporary/Substitute Personnel)

For purposes of granting benefits, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5, 300)

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HEALTH AND WELFARE BENEFITS (continued)

The district shall offer full-time employees who work an average of 30 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

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HEALTH AND WELFARE BENEFITS (continued)

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

Confidentiality

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HEALTH AND WELFARE BENEFITS (continued)

The Superintendent or designee shall not use or disclose any employee's medical information the district possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

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

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

Legal Reference continued: (see next page)

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HEALTH AND WELFARE BENEFITS (continued)

Legal Reference: (continued)

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

10604.5 Annual disclosure of fees and commissions paid

12670-12692.5 Conversion coverage

LABOR CODE

2800.2 Notification of conversion and continuation coverage

4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

4980B *COBRA continuation coverage*
 4980H *Penalty for noncompliance with employer-provided health care requirements*
 5000A *Minimum essential coverage*
 6056 *Report of health coverage provided to employees*
UNITED STATES CODE, TITLE 29
 1161-1168 *COBRA continuation coverage*
UNITED STATES CODE, TITLE 42
 300gg-300gg95 *Patient Protection and Affordable Care Act, especially:*
 300gg-16 *Group health plan; nondiscrimination in favor of highly compensated individuals*
 1395-1395g *Medicare benefits*
CODE OF FEDERAL REGULATIONS, TITLE 26
 54.4980B-1-54.4980B-10 *COBRA continuation coverage*
 54.4980H-1-54.4980H-6 *Patient Protection and Affordable Care Act*
 1.105-11 *Self-insured medical reimbursement plan*
CODE OF FEDERAL REGULATIONS, TITLE 45
 164.500-164.534 *Health Insurance Portability and Accountability Act (HIPAA)*

Management Resources: (see next page)

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HEALTH AND WELFARE BENEFITS (continued)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Health Policy: Implications of Covered California for School Boards, Districts and Personnel,
Governance Brief, January 2013
INTERNAL REVENUE SERVICE NOTICES
 2011-1 *Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans*
U.S. DEPARTMENT OF TREASURY PUBLICATIONS
Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable
Care Act (ACA) for 2015
WEB SITES
 CSBA: <http://www.csba.org>
 California Employment Development Department: <http://www.edd.ca.gov>
 Internal Revenue Service: <http://www.irs.gov>
 U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:
<http://www.cms.gov>
 U.S. Department of Labor: <http://www.dol.gov>

All Personnel

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HEALTH AND WELFARE BENEFITS

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Affordability of Health Coverage

The Superintendent or designee shall seek written assurance from the district's health insurance carrier(s) that the health plan offered to full-time district employees and their dependents meets all requirements of the federal Patient Protection and Affordable Care Act. (42 USC 300gg-300gg95; 26 USC 4980H; 26 CFR 54.4980H-1-54.4980H-6)

The Superintendent or designee also shall ensure that each employee's contribution to the employee-only health coverage does not exceed 9.5 percent of his/her modified household income, as defined in 26 USC 5000A. The Superintendent or designee shall calculate the affordability of the coverage using one or more of the following methods in a uniform and consistent basis for all employees within the same category: (26 USC 4980H; 26 CFR 54.4980H-4-54.4980H-5)

1. The district shall ensure that the lowest cost employee-only coverage does not exceed 9.5 percent of wages paid to the employee by the district for the calendar year as reported on the employee's W-2 tax form. For an employee not offered coverage for an entire calendar year, the wages shall be adjusted to reflect the period for which coverage was offered.
2. The district shall ensure that the employee's required monthly contribution for the lowest cost employee-only coverage does not exceed 9.5 percent of an amount equal to 130 hours multiplied by the employee's hourly rate of pay on the first day of the plan year or his/her lowest hourly pay during the calendar month, whichever is lower.

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HEALTH AND WELFARE BENEFITS (continued)

3. The district shall ensure that the employee's contribution does not exceed 9.5 percent of a monthly amount determined as the federal poverty line for a single individual for the applicable calendar year, divided by 12.

Retired Certificated Employees

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district under any public retirement system or was, at

the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. If he/she does not enroll during this initial enrollment period, he/she may be denied further opportunity to do so. (Education Code 7000)

COBRA/Cal-COBRA Continuation Coverage

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HEALTH AND WELFARE BENEFITS (continued)

Covered district employees and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

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

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

3. Divorce or legal separation of the covered employee
4. The covered employee becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

AR 4154(d)

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HEALTH AND WELFARE BENEFITS (continued)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 4 above, within 30 days of the event. A covered employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and federal and state law. (26 USC 4980B; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5)

However, a former employee who, prior to January 1, 2005, worked for the district for at least five years and who was age 60 or older on the date employment ended, or his/her qualified beneficiaries which includes dependent children or spouse/former spouse/domestic partner, may continue benefits until the earlier of any of the following events: (Health and Safety Code [1373.621](#); Insurance Code [10116.5](#))

1. The date the individual reaches age 65
2. The date the individual is covered under any other group health plan not maintained by the district, regardless of whether that coverage is less valuable
3. The date the individual becomes entitled to Medicare benefits
4. For a qualified beneficiary, five years from the date on which continuation coverage was scheduled to end for the qualified beneficiary
5. The date on which the district terminates its agreement with the health service plan and ceases to provide coverage for any active employees through that plan, in which case the former employee and/or his/her qualified beneficiary shall have a right to a conversion plan

The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

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

AR 4154(e)
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HEALTH AND WELFARE BENEFITS (continued)

Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, the need to provide care for any sick or injured family member, or the need

to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

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

(cf. 4161/4261/4361 - Leaves)

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

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

(cf. 4261.1 - Personal Illness and Injury Leave)

When disabled by an injury sustained from a violent act while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

H.7.h.

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
October 2015
AR 5112.2(a)

EXCLUSIONS FROM ATTENDANCE

The Superintendent or designee shall ensure that each child entering a district school at any grade level adheres to district admission requirements and enrollment procedures.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5116 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

Mandatory Exclusions

The Superintendent or designee shall not unconditionally admit any student to an elementary or secondary school, preschool, or child care and development program for the first time, nor,

after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized in accordance with Health and Safety Code 120335 and BP/AR 5141.31 - Immunizations or is exempted by law.

If a conditionally admitted student has not received required immunizations within 10 days after his/her parent/guardian has been notified of the need to do so, the student shall be excluded until he/she provides written evidence that he/she has received the vaccines due at that time. (Education Code 48216; Health and Safety Code 120335, 120370; 17 CCR 6055)

(cf. 5141.31 - Immunizations)

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall not admit a student who is reasonably suspected of having active tuberculosis. He/she shall be denied admission until the local health officer or licensed medical practitioner informs the district, in writing, that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 121485, 121495, 121505)

(cf. 5141.26 - Tuberculosis Testing)

AR 5112.2(b)

EXCLUSIONS FROM ATTENDANCE (continued)

The Superintendent or designee shall exclude a student who is infected with any contagious or infectious disease. The student shall be permitted to return to school when a medical provider informs the Superintendent or designee in writing that he/she is satisfied that the contagious or infectious disease no longer exists. (Education Code 49451; 5 CCR 202)

The Superintendent or designee shall exclude a student who resides where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed and who is subject to strict isolation or quarantine of contacts, unless written permission of the health officer is provided. (Health and Safety Code 120230)

Permissive Exclusions

A student may be excluded from attendance at a district school under either of the following circumstances:

1. If there is good cause to believe that the student has been exposed to any disease stated in Health and Safety Code 120335 and his/her documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120335, 120370)

2. If the student has not had the health screening specified in Health and Safety Code 124040 before or within the first 90 days of attending first grade, he/she may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

(cf. 5141.32 - Health Screening for School Entry)

Notifications to Parents/Guardians

The Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded for any of the following reasons: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230.
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.

AR 5112.2(c)

EXCLUSIONS FROM ATTENDANCE (continued)

3. The Superintendent or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

(cf. 5145.6 - Parental Notifications)

In all other cases, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from attendance.

Appeals from Exclusion

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent or designee to discuss the exclusion.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

Legal Reference: (see next page)

EXCLUSIONS FROM ATTENDANCE (continued)

Legal Reference:

EDUCATION CODE

48210-48216 *Persons excluded*

49076 *Access to records by persons without written consent or under judicial order*

49408 *Information of use in emergencies*

49451 *Parent's refusal to consent*

HEALTH AND SAFETY CODE

120230 *Exclusion of persons from school*

120325-120380 *Educational and child care facility immunization requirements*

121475-121520 *Tuberculosis tests for students*

124025-124110 *Child Health and Disability Prevention Program*

CODE OF REGULATIONS, TITLE 5

202 *Exclusion of students with a contagious disease*

CODE OF REGULATIONS, TITLE 17

6055 *Exclusion for failure to obtain required immunizations*

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Vaccines: SB 277, Fact Sheet, August 2015

WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

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

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Students

BP 5141.31(a)

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

BP 5141.31(b)

IMMUNIZATIONS (continued)

Each transfer student shall be requested to present his/her immunization record, if possible, upon registration at a district school.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5145.6 - Parental Notifications)

Legal Reference: (see next page)

IMMUNIZATIONS (continued)

Legal Reference:

EDUCATION CODE

44871 *Qualifications of supervisor of health*

46010 *Total days of attendance*

48216 *Immunization*

48853.5 *Immediate enrollment of foster youth*

48980 *Required notification of rights*

49403 *Cooperation in control of communicable disease and immunizations*

49426 *Duties of school nurses*

49701 *Flexibility in enrollment of children of military families*

51745-51749.6 *Independent study*

HEALTH AND SAFETY CODE

120325-120380 *Immunization against communicable disease, especially:*

120335 *Immunization requirement for admission*

120395 *Information about meningococcal disease, including recommendation for vaccination*

120440 *Disclosure of immunization information*

CODE OF REGULATIONS, TITLE 5

430 *Student records*

CODE OF REGULATIONS, TITLE 17

6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

UNITED STATES CODE, TITLE 42

11432 *Immediate enrollment of homeless children*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Child Care Programs and Schools, August 2015

Guide to Immunizations Required for Child Care

Guide to Immunizations Required for School Entry

Parents' Guide to Immunizations Required for Child Care

Parents' Guide to Immunizations Required for School Entry

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of Local Education Agencies and State Compliance Reporting, July 2015

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Department of Public Health, Shots for Schools: <http://shotsforschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

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

Students

AR 5141.31(a)

IMMUNIZATIONS**Required Immunizations**

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

(cf. 5141.22 - *Infectious Diseases*)

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

AR 5141.31(b)

IMMUNIZATIONS (continued)

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

(cf. 6170.1 - *Transitional Kindergarten*)

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances

AR 5141.31(c)

IMMUNIZATIONS (continued)

- relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)
2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (grades K-3, grades 4-6, Grades 7 – 8, and grades 9-12). (Health and Safety Code 120335)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

IMMUNIZATIONS (continued)

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

(cf. 6158 - Independent Study)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CC R 6000, 6035)

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.

(cf. 5145.6 - Parental Notifications)

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

IMMUNIZATIONS (continued)

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 6183 - Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

IMMUNIZATIONS (continued)

The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization

records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

H.7.k.

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
October 2015
BP 6190(a)

EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

(cf. 0200 - Goals for the School District)
(cf. 0500 - Accountability)
(cf. 6000 - Concepts and Roles)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for each district school and for every numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

BP 6190(b)

EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I local educational agency plan, and/or other applicable district or school plans.

Federal Program Monitoring

BP 6190(c)

EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0420 - School Plans/Site Councils)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131 - Staff Development)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5148 - Child Care and Development Programs)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6020 - Parent Involvement)
(cf. 6142.7 - Physical Education and Activity)

(cf. 6171 - Title I Programs)
(cf. 6173 - Education for Homeless Children)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6200 - Adult Education)

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

BP 6190(d)

EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake the procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other accrediting agency, shall be published not later than 60 days after the results are made available to the school.

Publication shall be by notifying each parent/guardian in writing and/or by posting the information on the district's or school's web site, as determined by the Superintendent or designee. (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status.

This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

Legal Reference: (see next page)

BP 6190(e)

EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052-52052.1 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:
<http://www.acswasc.org>

Policy
adopted:

CSBA MANUAL MAINTENANCE SERVICE
October 2015

MINOR REVISIONS

October 2015

BP 0200 - Goals for the School District

Revise 3rd paragraph to reflect Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), and 5 CCR 15497.5, as added by Register 2015, No. 2, as follows:

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, ~~and foster youth,~~ **and homeless students,** and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR ~~15497~~ **15497.5**)

AR 0420.4 - Charter School Authorization

In section on "Components of Charter Petition," revise the paragraph in item #1 to reflect Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), as follows:

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, ~~and foster youth,~~ **and homeless students.** These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

AR 0460 - Local Control and Accountability Plan

In section on "Goals and Actions Addressing State and Local Priorities," revise item #1 to reflect Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), as follows:

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, ~~and foster youth,~~ **and homeless students.** The LCAP shall identify goals for each of the following state priorities:

MINOR REVISIONS

October 2015

Page 2 of 3

BP 0500 - Accountability

Revise 4th paragraph to reflect Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), as follows:

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, ~~and foster youth,~~ **and homeless students,** when the subgroup consists of at least 30 students with a valid test score or 15 foster youth **or homeless students.** (Education Code 52052)

BP 3100 - Budget

In section "Budget Development and Adoption," revise last paragraph of section to reflect Education Code 42127, as amended by SB 78 (Ch. 19, Statutes of 2015), as follows:

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/ her recommendations at a public meeting on or before ~~September~~ **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)

AR 3100 - Budget

In section "Budget Review Committee for Disapproved Budgets," revise 4th paragraph of section to reflect Education Code 42127.3, as amended by SB 78 (Ch. 19, Statutes of 2015), as follows:

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 develops and adopts, by ~~November 30~~ **December 31**, a fiscal plan and budget that will allow the district to meet its 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)

AR 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave

Delete 7th paragraph to reflect Education Code 44984 and 45192, as amended by AB 915 (Ch. 58, Statutes of 2015), as follows:

~~Any employee receiving benefits under this leave shall, during periods of injury or illness, remain within California unless the Governing Board authorizes travel outside the state. (Education Code 44984, 45192)~~

AR 6145.2 - Athletic Competition

In section on "Parental Notifications," revise item #2 to reflect Education Code 221.8, as amended and renumbered by AB 1538 (Ch. 43, Statutes of 2015), as follows:

2. Includes a copy of the ~~Athletes' Bill of Rights~~ **students' Title IX rights** pursuant to Education Code ~~271~~-**221.8**

MINOR REVISIONS

October 2015

Page 3 of 3

BP 6151 - Class Size

Under the paragraph on page (b) regarding class size at the secondary level, add paragraph to reflect Education Code 56441.5, as amended by SB 436 (Ch. 386, Statutes of 2015), as follows:

For students who require special education and related services, the ratio of instructional adults to students in group services shall be dependent on the needs of the students. However, for children ages 3-5 years who are placed in group services, the teacher-child ratio shall be less than **1:24** and the adult-child ratio shall be less than **1:8**. For children ages 3-5 years who are identified as severely disabled, the ratio of instructional adults to children shall not exceed 1:5. (Education Code 8264.8, 56441.5)

AR 6158 - Independent Study

In section on "Assignment and Responsibilities of Independent Study Teachers," revise 2nd paragraph of section to reflect Education Code 51745.6, as amended by AB 104 (Ch. 13, Statutes of 2015), as follows:

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs ~~at the applicable grade span~~ in the district, unless a new **higher or lower** ~~grade span~~ ratio for all other educational programs offered ~~within the grade span~~ is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ~~grade span~~ ratio. (Education Code 51745.6)

BP 6170.1 - Transitional Kindergarten

In section on "Eligibility," revise last paragraph of section to reflect Education Code 48000, as amended by AB 104 (Ch. 13, Statutes of 2015), and add legal citation, as follows:

The district may, **at any time during the school year**, admit into the TK program a child whose fifth birthday is after December 2 **of that same school year**, provided that ~~the child is admitted during the school year on or after his/her fifth birthday and~~ the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. **(Education Code 48000)**

H.7.I.

CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0200(a)

GOALS FOR THE SCHOOL DISTRICT

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)
(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Note: Education Code 52060-52077 require the Governing Board to adopt a three-year local control and accountability plan (LCAP) by July 1, 2014, and to update the LCAP on or before July 1 of each subsequent year; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, the LCAP must include annual goals, aligned with eight specified state priorities and any local priorities established by the Board, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education.

5 CCR 15497.5 provides a template that the district must use to detail its actions and expenditures to support student outcomes and overall performance. Pursuant to this template, the district may organize its goals for the eight state priorities in to three categories: (1) conditions of learning, including Williams compliance (teacher qualifications, access to instructional materials, and facilities in good repair), implementation of Common Core Standards, and student access to a broad course of study; (2) student outcomes, including student achievement as measured by specified indicators and student outcomes in the course of study; and (3) engagement, including parent involvement, student engagement, and school climate. A district goal may address multiple priorities, and the district also may identify school sites and student subgroups that have the same goals and may group and describe those goals together.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497.5)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6159 - Individualized Education Program)

BP 0200(b)

GOALS FOR THE SCHOOL DISTRICT (continued)

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

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and

describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

Legal Reference: (see next page)

BP 0200(c)

GOALS FOR THE SCHOOL DISTRICT (continued)

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52050-52059 Public Schools Accountability Act, especially:
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
15497 Local control and accountability plan template
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

(7/08 4/14) 10/15

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

H.7.m.

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0420.4(a)

CHARTER SCHOOL AUTHORIZATION

Note: The following administrative regulation is **optional**.

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the

following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

Note: The following **optional** section may be revised to reflect district practice. CSBA's publication Charter Schools: A Manual for Governance Teams suggests that a petition review team is one method that may be used to obtain input on proposed charters. Such a committee might include representatives of the district's human resources, fiscal services, risk management, student services, curriculum, special education, facilities, and other departments.

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 2230 - Representative and Deliberative Groups)

AR 0420.4(b)

CHARTER SCHOOL AUTHORIZATION (continued)

Components of Charter Petition

Note: CSBA's publication Charter Schools: A Manual for Governance Teams recommends specific content that might be included in the descriptions of each component listed in items #1-16 below.

The charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

Education Code 47605 requires the charter petition to include annual goals for all students and for each subgroup of students identified pursuant to Education Code 52052 and specific actions to achieve those goals, similar to the local control and accountability plan that is required for districts and county offices of education pursuant to Education Code 52060-52077. Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education (SBE).

Education Code 47605 requires that these annual goals be aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. See B P/AR 0460 - Local Control and Accountability Plan.

Unlike districts, charter schools are exempt from the requirements to solicit public comment, hold public hearings, and have their plans approved by the county office of education.

Education Code 47606.5 requires the charter school to annually update its goals and the specific actions identified to achieve the goals; see AR/E 0420.41 - Charter School Oversight.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students.

AR 0420.4(c)

CHARTER SCHOOL AUTHORIZATION (continued)

These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

Note: Education Code 47605 requires that the petition identify student outcomes that the charter school intends to use, including those that address increases in student achievement both schoolwide and for all groups of students served by the charter school, as defined in Education Code 47607. Education Code 47607 defines "all groups of students served by the charter school" to mean all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

Note: As amended by AB 97 (Ch. 47, Statutes of 2013), Education Code 47605 requires that, to the extent practicable, the methods of measuring student outcomes for state priorities be consistent with the way information is reported on a school accountability report card pursuant to Education Code 33126.

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

AR 0420.4(d)

CHARTER SCHOOL AUTHORIZATION (continued)

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.

7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

Note: Education Code 47605 requires charter petitions to contain the declaration specified in item #15 below regarding responsibilities for collective bargaining. If the charter school is not deemed the public school employer for purposes of collective bargaining under Government Code 3540-3549.3, the district where the charter school is located shall be deemed the public school employer for these purposes, pursuant to Education Code 47611.5. Education Code 47611.5 further provides that, if the charter does not specify that the charter school shall comply with laws and regulations governing tenure or a merit or civil service system, the scope of representation for that charter school shall also include discipline and dismissal of charter school employees.

AR 0420.4(e)

CHARTER SCHOOL AUTHORIZATION (continued)

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

Note: Education Code 47605 and 5 CCR 11962 require the charter petition to include procedures to be used in the event that the charter school closes for any reason, as provided in item #16 below. Duties of the district pertaining to charter school closures include notification requirements pursuant to Education Code 47604.32 and 5 CCR 11962.1; see BP 0420.41 - Charter School Oversight.

16. The procedures to be used if the charter school closes, including, but not limited to:

(5 CCR 11962)

- a. Designation of a responsible entity to conduct closure-related activities
- b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - (1) The effective date of the closure
 - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law

AR 0420.4(f)

CHARTER SCHOOL AUTHORIZATION (continued)

- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33

i. Identification of funding for the activities identified in item #16a-h above

Note: Education Code 47605 requires that petitioners provide to the Governing Board the information listed in items #1-4 below. The Board may require additional information. For example, U.S. Department of Education nonregulatory guidance, The Impact of New Title I Requirements on Charter Schools, suggests that districts may, at their discretion, choose to incorporate in the charter the state's definition of "adequate yearly progress" to assist charter schools in understanding their accountability requirements; see the accompanying Board policy and BP/AR 0520.2 - Title I Program Improvement Schools.

As outlined in CSBA's publication Charter Schools: A Manual for Governance Teams, some districts request a school calendar, information regarding transportation arrangements, staff development plans, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information that will assist the Board in understanding the proposal. Districts that wish to require additional information in the charter may list those items below.

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

Note: Education Code 47605 requires that information on school facilities, listed in item #1 below, must specify where the school intends to locate. Unless otherwise exempted, the school must be located within the geographic boundaries of the chartering district; see section "Location of Charter School" below.

1. The facilities to be used by the school, including where the school intends to locate
(*cf.* 7160 - Charter School Facilities)
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

AR 0420.4(g)

CHARTER SCHOOL AUTHORIZATION (continued)

Location of Charter School

Note: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school granted by either the County Board of Education or the SBE following initial denial by the district also must locate within the geographic boundaries of the district that denied the petition.

The Attorney General has opined, in 89 Ops.Cal.Att'y.Gen. 166 (2006), that online charter schools are subject to the restrictions and conditions placed upon independent study programs, including the requirement that students reside in the charter school's home county or an adjacent county.

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

(11/12 10/13) 10/15

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

H.7.n.

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about plan development and monitoring.

Goals and Actions Addressing State and Local Priorities

Note: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state

priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the State Board of Education (SBE).

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy.

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3517 - Facilities Inspection)
 (cf. 4112.2 - Certification)
 (cf. 4113 - Assignment)
 (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

AR 0460(b)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)
 (cf. 6174 - Education for English Language Learners)

- c. Parent/guardian involvement, including efforts the district makes to seek

parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement
- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

AR 0460(c)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 6146.1 - High School Graduation Requirements)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

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| Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. Optional item #2 below may be revised to reflect local priorities. |
|--|

- 2. Any goals identified for any local priorities established by the Board.

AR 0460(d)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

(cf. 0200 - Goals for the School District)

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

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| Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may |
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consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

Note: The following section is for use by districts that receive LCFF supplemental and/or concentration funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students; see BP 3100 - Budget. 5 CCR 15494-15496, as amended by Register 2015, No. 2, specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate how the district will increase or improve 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. (5 CCR 15494-15496)

AR 0460(e)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Note: Whenever a district chooses to expend supplemental or concentration funds on a districtwide or schoolwide basis, it is required pursuant to 5 CCR 15496, as amended by Register 2015, No. 2, to include the following components in its LCAP.

When the district expends supplemental and/or concentration funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or

schoolwide basis

2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CC R 15496)

Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template in 5 CCR 15497.5 and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

Note: Pursuant to Education Code 52061, the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. Education Code 52061 requires that the expenditures specified in items #3-4 below be classified in accordance with the California School Accounting Manual.

AR 0460(f)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

Note: Education Code 52065 requires the district to post its LCAP and annual update or revisions to the LCAP on the district web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

(10/13 4/15) 10/15

Policy Reference UPDATE Service

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CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0500(a)

ACCOUNTABILITY

Note: The following **optional** policy may be revised to reflect district practice.

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 3460 - Financial Accountability and Reports)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9400 - Board Self-Evaluation)

Note: California's accountability system is based on both state and federal requirements, including the calculation of an Academic Performance Index (API) pursuant to Education Code 52052-52052.1 and a determination as to whether schools and districts make "adequate yearly progress" (AYP) pursuant to 20 USC 6311. Both the API and AYP incorporate multiple measures, including, but not limited to, student performance on statewide assessments. However, as amended by AB 484 (Ch. 489, Statutes of 2013), Education Code 52052 authorizes the State Board of Education to suspend the API in the 2013-14 and 2014-15 school years while the state assessment system is transitioning from the Standardized Testing and Reporting program to the California Measurement of Academic Performance and Progress.

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

ACCOUNTABILITY (continued)

Note: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all numerically significant student subgroups, as defined below. AB 104 (Ch. 13, Statutes of 2015) amended Education Code 52052 to add homeless students to the list of student subgroups.

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and **homeless students**, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth **or homeless students**. (Education Code 52052)

Note: The following **optional** paragraph may be revised to reflect district practice. AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 52056, which had required an annual discussion of the results of each school's API ranking at a regularly scheduled Governing Board meeting. Nevertheless, reporting to the public and receiving input from the public are key components of accountability.

Education Code 52060, as added by AB 97 and amended by SB 97 (Ch. 357, Statutes of 2013), requires that the district consult with parents/guardians, students, teachers, principals, administrators, other school personnel, and employee bargaining units in the development of the district's local control and accountability plan (LCAP); see BP 0460 - Local Control and Accountability Plan.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Note: A school or district that receives federal Title I funds may be identified for program improvement if it does not meet AYP criteria for two consecutive years within specific areas; see BP/AR 0520.2 - Title I Program Improvement Schools and BP/AR 0520.3 - Title I Program Improvement Districts.

Pursuant to Education Code 52071, as added by AB 97 (Ch. 47, Statutes of 2013), a district will receive technical assistance whenever the County Superintendent of Schools does not approve the district's LCAP or annual update to the LCAP, the district fails to improve student achievement across more than one state priority identified in Education Code 52060, or the district requests technical assistance. AB 97 also added Education Code 52072 which provides that, under specified conditions, the Superintendent of Public Instruction may intervene to revise the district's LCAP or budget and/or to stay or rescind any district action that is preventing the district from improving outcomes for all student subgroups and is not required by a collective bargaining agreement. See BP/AR 0460 - Local Control and Accountability Plan.

ACCOUNTABILITY (continued)

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 4141/4241 - Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability
33400-33407 California Department of Education evaluation of district programs
44660-44665 Evaluation of certificated employees
51041 Evaluation of the educational program
52052-52052.1 Academic Performance Index
52055.57-52055.59 Districts identified or at risk of identification for program improvement
52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments
15440-15463 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress
6312 Local educational agency plan
6316 School and district improvement

CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 Adequate yearly progress
200.30-200.53 Program improvement

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>
U.S. Department of Education: <http://www.ed.gov>

(3/06 10/13) 10/15

CSBA Sample

Board Policy

H.7.p.

Business and Noninstructional Operations

BP 3100(a)

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with 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

Note: AB 2585 (Ch. 309, Statutes of 2014) amended Education Code 42127 to eliminate the "dual budget" adoption process, whereby the Governing Board could elect to hold a second public hearing and adopt a September 8 budget that would formally replace its July 1 adopted budget. Thus, district budgets for 2015-16 and beyond must be developed in accordance with the "single budget" 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.

Note: Education Code 42103 and 42127 require the district to hold a public hearing prior to adoption of the budget; see the accompanying administrative regulation for requirements pertaining to the public hearing. A public hearing on the district's local control and accountability plan (LCAP) must occur at the same meeting; see BP 0460 - Local Control and Accountability Plan.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

BUDGET (continued)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

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

Note: Pursuant to Education Code 42126, the district budget must be in a format prescribed by the Superintendent of Public Instruction (SPI). The SPI has established a requirement that districts use the Standardized Account Code Structure (SACS). SACS ensures that districts meet state and federal reporting guidelines and comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). The California Department of Education's (CDE) California School Accounting Manual provides guidance regarding coding of revenues and expenditures.

At its discretion, the district may use a different format for communicating the budget to the Board, staff, and public but, according to the CDE, the budget that the Board formally adopts must be in the SACS format.

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (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.

Note: Education Code 42127 requires the district to file the adopted budget with the County Superintendent of Schools as described below. If the district fails to submit a budget by July 1, the County Superintendent will, at district expense, develop a budget by September 15 and transmit that budget to the Board.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file 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)

Note: Pursuant to Education Code 42127, as amended by SB 78 (Ch. 19, Statutes of 2015), on or before September 15, the County Superintendent must approve, conditionally approve, or disapprove the district's adopted budget. Education Code 42127 requires that this determination be based on a consideration of whether the district's adopted budget complies with state standards and criteria, will allow the district to meet its current and future financial obligations, satisfies all conditions established by the County

BUDGET (continued)

Superintendent in the case of a conditionally approved budget, will enable the district to satisfy its multiyear financial commitments, includes the expenditures necessary to implement the LCAP or the annual update to the LCAP, and, when applicable, complies with the requirements pertaining to ending fund balances that exceed the state minimum recommended reserve. Education Code 42127 also requires the County Superintendent to consider other studies, reports, evaluations, or audits that may indicate that the district is in fiscal distress; see the Fiscal Crisis and Management Assistance Team's Fiscal Oversight Guide and BP 3460 - Financial Reports and Accountability.

SB 78 amended Education Code 42127 to require the Board to review and respond to the County Superintendent's recommendations by October 8. The County Superintendent must then either approve or disapprove the revised budget by November 8.

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a 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 Advisory Committee

Note: The following **optional** section is for use by districts that choose to establish a budget advisory committee to provide input during the budget development process. The committee may be appointed by the Superintendent or designee (Option 1), by the Board (Option 2), or may be a Board subcommittee composed exclusively of Board members (Option 3). Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees. Districts should delete or modify the following options as appropriate. See the accompanying administrative regulation for optional language regarding the committee's composition and duties.

This committee is different from the budget review committee that is required in the event that the County Superintendent disapproves the district's budget; see the accompanying administrative regulation.

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

Note: The following paragraph is for use by districts that selected either Option 1, 2, or 3 above.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)

BUDGET (continued)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

Note: Education Code 33129 requires the district to develop its budget and manage its expenditures in accordance with criteria and standards adopted by the State Board of Education pursuant to Education Code 33127-33128. These criteria and standards, along with certain other required supplemental information, are specified in 5 CCR 15440-15451, which, as amended by Register 2013, No. 49, reflect the requirements of the local control funding formula (LCFF) applicable to district budgets starting in 2014-15.

While 5 CCR 15450 establishes a minimum local reserve balance for economic uncertainties based on the district's average daily attendance (ADA), Education Code 42127.01, as added by SB 858 (Ch. 32, Statutes of 2014), limits the amount of the reserve if certain conditions are met. In a fiscal year immediately after a fiscal year in which the state makes a deposit of any amount into the state Public School System Stabilization Account created by Proposition 2 in November 2014, the reserve balance is limited to two times the minimum recommended reserve for districts with an ADA of 400,000 or less, or three times the minimum recommended reserve for districts with an ADA over 400,000. The County Superintendent may grant an exemption of this requirement for up to two consecutive fiscal years within a three-year period to any district that provides documentation of extraordinary fiscal circumstances (e.g., multiyear infrastructure or technology projects) that substantiate the need for a reserve in excess of the limit specified in Education Code 42127.01.

The Superintendent or designee shall develop a district budget 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 revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she 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)

Note: The following paragraph is for use by districts that receive supplemental and concentration funding within the LCFF based on the number and concentration of "unduplicated students" (i.e., students who are eligible for free or reduced-price meals, English learners, and foster youth) pursuant to Education Code 42238.02 and 42238.03. 5 CCR 15494-15496, as amended by Register 2015, No. 2, address the method of determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number

BUDGET (continued)

and concentration of unduplicated students. *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 Language 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

Note: The following **optional** section should be revised to reflect district practice. Governmental Accounting Standards Board (GASB) Statement 54 addresses the way fund balances (i.e., the gross differences between assets and liabilities reflected on the balance sheet) in governmental funds are reported in external financial reports. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions; also see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may modify the following section to reflect its fund balance policy or may adopt a formal resolution containing the required components.

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.

Note: For purposes of the committed fund balance, GASB 54 requires that the Board commit funds no later than the end of the reporting period. In New Requirements for Reporting Fund Balance in Governmental Funds, the CDE clarifies that for districts the end of the reporting period is June 30.

3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

BUDGET (continued)

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 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.

Note: Although not required by GASB 54, the Government Finance Officers Association (GFOA) recommends that public agencies adopt a minimum fund balance policy that establishes an appropriate level of unrestricted fund balance that will be maintained in the general fund. The GFOA's Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund describes a variety of factors that should be considered when developing a minimum fund balance policy, such as the predictability of its revenue and volatility of its expenditures, perceived exposure to significant one-time outlays, potential drain upon the general fund from other funds as well as the availability of resources in other funds, liquidity of resources, and portion of unrestricted fund balance already committed or assigned for a specific purpose.

Pursuant to Education Code 42127.01, as added by SB 858 (Ch. 32, Statutes of 2014), in any fiscal year following a transfer of funds by the state into the Public School System Stabilization Account, the district cannot have a combined assigned and unassigned ending fund balance that exceeds the amount specified in Education Code 42127.01. In order to prevent Board policy from being outdated in the event that these provisions become effective, the following paragraph expresses Board intent to maintain a sufficient unassigned fund balance, but does not include a specific amount or percentage.

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.

Note: The GFOA recommends that the minimum fund policy address both the circumstances under which the unrestricted fund balance can be spent down and the procedure for replenishing deficiencies. The district may revise the following **optional** paragraph to specify the rate at which the district will attempt to recover the fund balance (e.g., the Board shall develop a plan to recover the fund balance at a rate of at least one percent each year).

BUDGET (continued)

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.

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)

Note: The following two **optional** paragraphs are for use by districts that provide "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits to retired employees or Board members) and should be revised to reflect district practice; see BP/AR 4154/4254/4354 - Health and Welfare Benefits and BB 9250 - Remuneration, Reimbursement and Other Benefits. CSBA recommends that districts adopt a specific funding strategy for addressing their OPEB obligations. The district may pay the premiums as they fall due ("pay-as-you-go"), but in such a case the district would then accrue a deficit with respect to future retirees which can be expected to grow as a result of an increasing retiree population and increases in benefit costs. Therefore, it is recommended that the district prefund the debt to the extent possible using a method and level to be determined by the Board. For example, the district may contribute a set amount or percentage of the actuarially determined "annual required contributions" to an irrevocable trust or designated fund each year.

Regardless of the funding strategy used by the district, GASB Statement 45 requires the district to report the annual expense of OPEBs and, to the extent that the OPEBs are not prefunded, to report them as a liability on the district's financial statements; see AR 3460 - Financial Reports and Accountability.

CSBA's GASB 45 Solutions program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information.

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.

BUDGET (continued)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, 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)

Note: The following **optional** paragraph is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See AR 3460 - Financial Reports and Accountability for provisions related to reporting the estimated accrued but unfunded cost of workers' compensation claims based on an actuarial report.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, 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

Note: The following section is **optional** and should be revised to reflect district practice.

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.

BUDGET (continued)

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 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

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, 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, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

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

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

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>

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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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Business and Noninstructional Operations

AR 3100(a)

BUDGET

Budget Advisory Committee

Note: The following **optional** section is for use by districts that have established a budget advisory committee and have selected either Option 1 or 2 in the "Budget Advisory Committee" section of the accompanying Board policy.

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 9130 - Board Committees)

Note: The remainder of this section details the duties of the budget advisory committee and is for use by districts that selected either Option 1, 2, or 3 in the "Budget Advisory Committee" section of the accompanying Board policy.

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued

BUDGET (continued)

3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Public Hearing

Note: Pursuant to Education Code 52062, the public hearing on the budget must be at the same meeting as the public hearing on the local control and accountability plan (LCAP) as described below; see the accompanying Board policy and BP 0460 - Local Control and Accountability Plan.

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)

Note: Pursuant to Education Code 42103, the County Superintendent of Schools must publish the location, dates, and times at which the district's proposed budget may be inspected, as well as the location, date, and time of the public hearing described above. This notice must be published in a newspaper of general circulation 10-45 days before the hearing.

The Superintendent or designee shall notify the County Superintendent of Schools of the location, 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.

Note: Pursuant to Education Code 42127, as amended by AB 2585 (Ch. 309, Statutes of 2014), if the proposed budget for 2015-16 or a subsequent year includes a combined assigned and unassigned ending fund balance in excess of the minimum recommended reserve for economic uncertainties adopted by the State Board of Education and contained in 5 CCR 15450, the public hearing must provide the information specified below for public review and discussion.

BUDGET (continued)

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 speak 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

Note: Pursuant to Education Code 42127, as amended by SB 78 (Ch. 19, Statutes of 2015), if the County Superintendent conditionally approves or disapproves the district's initial budget, the district must respond to the County Superintendent's recommendations by October 8; see the accompanying Board policy. If the County Superintendent then disapproves that revised budget, Education Code 42127 and 42127.1 require him/her to call for the formation of a budget review committee unless the Board and the County Superintendent agree to waive the committee requirement and the California Department of Education agrees to the waiver. See BP 1431 - Waivers. The formation, convening procedures, and timelines of the budget review committee are set forth in Education Code 42127.1-42127.3.

Education Code 42127 provides that the County Superintendent cannot call for the formation of a budget review committee if his/her sole reason for disapproving the district's budget is that he/she has not approved the district's LCAP or the annual update to the LCAP.

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)

Note: Pursuant to Education Code 42127.2, if the Governing Board fails to select the budget review committee from a list of candidates provided by the Superintendent of Public Instruction (SPI) within five working days of receiving the list, as provided in item #1 below, the SPI will select and convene the committee no later than 10 working days after the district's receipt of the candidate list.

BUDGET (continued)

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 convened by the County Superintendent with the approval of the Board

Note: Pursuant to Education Code 42127.2, as amended by SB 78 (Ch. 19, Statutes of 2015), the budget review committee is required to submit, by November 30, its recommendation as to whether the district's budget should be approved or disapproved and, if the recommendation is for disapproval, its recommended revisions to the budget. The SPI may extend this deadline for up to 15 working days. SB 78 also extends until December 31 the date by which the County Superintendent, in consultation with the district and SPI, must adopt a fiscal plan and budget for the district.

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 develops and adopts, by **December 31**, a fiscal plan and budget that will allow the district to meet its 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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CSBA Sample

Administrative Regulation

H.7.r.

All Personnel

AR 4161.11(a)

4261.11

INDUSTRIAL ACCIDENT/ILLNESS LEAVE

4361.11

Note: Education Code 44984 and 45192 **mandate** that the Governing Board adopt rules and regulations providing industrial accident and illness leave for certificated and classified employees. The following regulation is subject to collective bargaining agreements.

For information about employees' rights related to workers' compensation benefits for industrial accidents or illnesses, see BP 4157.1/4257.1/4357.1 - Work-Related Injuries.

An eligible employee shall be entitled to a leave of absence for an industrial accident or illness arising in the course of his/her assigned duties. (Education Code 44984, 45192)

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

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

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

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161/4261/4361 - Leaves)

Note: Education Code 44984 and 45192 **mandate** that district rules and regulations specify the amount of allowable leave as provided in the following paragraph. **The district should fill in the blank in the following paragraph to specify the maximum amount of leave allowed by the district which, pursuant to Education Code 44984 and 45192, must not be less than 60 working days in any one fiscal year for the same industrial accident or illness.** In the absence of district rules and regulations, employees shall be entitled to industrial accident or illness leave, but without limitation as to the number of days of such leave.

For such leave, the employee shall be granted no more than _____ working days in any one fiscal year for the same industrial accident or illness.

Note: Pursuant to Education Code 45192, the Board may require that classified employees serve a specified period of time, not to exceed three years, before being eligible for industrial accident or illness leave. In addition, Education Code 45192 allows the Board, at its discretion, to require that the time be served continuously. The following **optional** paragraph should be revised to reflect district practice.

To be eligible for industrial accident or illness leave, a classified employee shall have served in the district continuously for at least three years.

Note: Education Code 44984 and 45192 **mandate** that district rules and regulations include the provisions in the following paragraph and items #1-4.

Allowable industrial accident or illness leave shall not be accumulated from year to year. (Education Code 44984, 45192)

When an employee is absent from his/her duties because of an industrial accident or illness:

(Education Code 44043, 44044, 44984, 45192)

AR 4161.11(b)

4261.11

4361.11

INDUSTRIAL ACCIDENT/ILLNESS LEAVE (continued)

1. The leave shall start on the first day of absence.
2. During the period of absence, the employee shall be paid such portion of his/her wage or salary that, when added to the award granted under state workers' compensation laws, will not exceed his/her normal wage or salary.
3. The leave shall be reduced by one day for each day of authorized absence, regardless of an award granted under workers' compensation laws.
4. When the leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury.

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| <p>Note: Pursuant to Education Code 44043, a certificated or classified employee who uses a paid leave of absence while receiving temporary disability benefits under state workers' compensation laws must endorse his/her workers' compensation check payable to the district, and the district shall then issue a salary warrant to the employee after deducting retirement contributions and other appropriate deductions (see Option 1 below). However, Education Code 44044 authorizes the district to waive this requirement, thereby allowing an employee to retain the workers' compensation check and receive a salary payment from the district with the equivalent amount of the workers' compensation check deducted (see Option 2 below).</p> |
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OPTION 1: During any paid leave of absence, the employee shall endorse to the district any workers' compensation checks received on account of an industrial accident or illness. The Superintendent or designee shall then issue payment of the employee's normal wage or salary less any appropriate deductions, including, but not limited to, employee retirement contributions. (Education Code 44043)

OPTION 2: During any paid leave of absence, the employee shall retain any workers' compensation check received on account of an industrial accident or illness. The employee shall notify the Superintendent or designee that he/she has received such check. The Superintendent or designee shall then issue payment of the employee's normal wage or salary less an amount equivalent to the face amount of the workers' compensation check and other appropriate deductions, including, but not limited to, employee retirement contributions. Employee benefits shall be computed on the basis of the employee's regular wage or salary prior to the deduction of any amounts for temporary disability payments. (Education Code 44044)

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| <p>Note: Education Code 45192 specifies that classified employees may return to their position during the leave of absence without suffering any loss of status or benefits and that the absence will not be considered a break in service. The law does not expressly provide this benefit to certificated employees. The following paragraph extends these provisions to all employees and should be revised by districts that choose to limit these provisions to classified employees. If the district chooses to limit these provisions to classified employees, it is recommended that the district consult legal counsel regarding potential legal risks.</p> |
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AR 4161.11(c)
4261.11
4361.11

INDUSTRIAL ACCIDENT/ILLNESS LEAVE (continued)

Absence for industrial accident or illness shall not be considered a break in service of the employee. An employee using such leave shall retain all status and benefits to which he/she would otherwise be entitled.

(cf. 4116 - Probationary/Permanent Status)

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

(cf. 4216 - Probationary/Permanent Status)

Note: Education Code 45192 requires the district to notify classified employees in writing when their industrial accident or illness leave has been exhausted and to offer them an opportunity to request additional leave. Education Code 44984 authorizes certificated employees to use personal illness and injury leave upon expiration of the industrial accident or illness leave, but does not specifically require notification of the employee. The following paragraph extends this notification to all employees and should be revised by districts that choose to limit such notification to classified employees. If the district chooses to limit these provisions to classified employees, it is recommended that the district consult legal counsel regarding potential legal risks.

When available industrial accident or illness leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request any additional paid or unpaid leave available to the employee. (Education Code 45192)

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

Upon expiration of allowable leave for an industrial accident or illness, the employee may use personal illness and injury leave provided pursuant to Education Code 44977, 44978, 44983, or 45191, as applicable, provided that such leave, when added to any continuing workers' compensation award, does not result in a payment to the employee of more than his/her full wage or salary. (Education Code 44984, 45192)

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

(cf. 4261.1 - Personal Illness/Injury Leave)

If a certificated employee is unable to resume the duties of his/her position after exhausting all accumulated sick leave, including the consecutive five-month period provided by Education Code 44977, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 24 months if he/she is a probationary employee or 39 months if he/she is a permanent employee. If the employee becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

AR 4161.11(d)
4261.11
4361.11

INDUSTRIAL ACCIDENT/ILLNESS LEAVE (continued)

Note: While the Education Code allows probationary certificated employees to be placed on a 24-month reemployment list, there is no equivalent 24-month reemployment list for probationary classified employees. Pursuant to Education Code 45192, all classified employees, whether permanent or probationary, are placed on a 39-month reemployment list.

If a classified employee has exhausted all available leaves of absence, paid or unpaid, and is not medically able to resume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. If he/she becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be employed in a vacant position in the class of his/her previous assignment over all other candidates except those on a reemployment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with seniority regulations. If the employee is medically released to return to duty but fails to accept an appropriate assignment, he/she shall be dismissed. (Education Code 45192)

(cf. 4217.3 - Layoff/Rehire)

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

Legal Reference: (see next page)

AR 4161.11(e)
4261.11
4361.11

INDUSTRIAL ACCIDENT/ILLNESS LEAVE (continued)

Legal Reference:

EDUCATION CODE

44043 Temporary disability

44044 Temporary disability checks; waiver of endorsement to district

44977 Salary deductions during absence from duties

44978 Provisions for certificated employee sick leave

44978.1 Inability of certificated employee to return to duty; placement in another position or on reemployment list

44983 Exception to sick leave

44984 Industrial accident and illness leave, certificated employees

45191 Personal illness and injury leave, classified employees

45192 Industrial accident and illness leave, classified employees

LABOR CODE

3200-6002 Workers' compensation

Management Resources:

WEB SITES

Department of Industrial Relations: <http://www.dir.ca.gov>

(10/98 8/13) 10/15

CSBA Sample

Administrative Regulation

Instruction

AR 6145.2(a)

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note: The following section reflects pertinent provisions of federal and state law regarding nondiscrimination (Title IX, 20 USC 1681-1688; Education Code 200-262.4; 5 CCR 4900-4965). The Office for Civil Rights (OCR) in the U.S. Department of Education oversees complaints regarding violations of Title IX.

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: 5 CCR 4921 and 34 CFR 106.41 authorize the establishment of separate teams for males and females where the selection of teams is based on competitive skills. 34 CFR 106.41 also authorizes single-sex teams for contact sports, as defined. Because state regulations do not address single-sex teams for contact sports, districts should consult legal counsel prior to establishing any such single-sex team for a contact sport for which selection is not based on competitive skills.

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

Note: Pursuant to Education Code 221.5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with his/her gender identity, regardless of the gender listed in the student's records; see BP/AR 5145.3 - Nondiscrimination/Harassment. The California Interscholastic Federation's (CIF) bylaws and [Guidelines for Gender Identity Participation](#) contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports. Also see CSBA's [Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities and Facilities](#). Districts should consult legal counsel about applicable standards for determining a student's gender identity.

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

(cf. 5125 - Student Records)

ATHLETIC COMPETITION (continued)

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

Note: 5 CCR 4922 and 34 CFR 106.41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. The CIF's A Guide to Equity in Athletics provides suggested actions that districts can take for each of the factors to help the district meet its equivalence goals. Any district with questions about equivalent athletic opportunities for its students should consult legal counsel.

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

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

Note: Education Code 230 provides the following three-part test to determine if a district has effectively accommodated the interests and abilities of both sexes in athletics. This test is the same three-part test that is used by OCR for helping to determine equivalent opportunities under Title IX.

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

Note: CIF's A Guide to Equity in Athletics advises that, in order to meet the criterion specified in item #a below, the ratio of male/female athletes should be within five percent of the ratio of male/female district enrollment.

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

Note: OCR issued a letter in April 2010 withdrawing its earlier guidance which relied on a single survey instrument to demonstrate that an institution is accommodating student interests and abilities in compliance with item #c below. Although OCR's letter applies to intercollegiate athletic programs, OCR's web site clarifies that the general principles also apply to interscholastic and intramural programs at elementary and secondary schools.

ATHLETIC COMPETITION (continued)

In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport, OCR considers (1) whether an institution uses nondiscriminatory methods of assessment when determining the athletic interests and abilities of its students, (2) whether a viable team for the underrepresented sex was recently eliminated, (3) multiple indicators of interest, (4) multiple indicators of ability, and (5) frequency of conducting assessments. Thus, a student survey is one of multiple indicators that may be used. The OCR letter provides information that the district might consider in developing its own survey. In addition, CIF's A Guide to Equity in Athletics provides sample surveys.

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

Note: 5 CCR 4922 clarifies that unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams shall not by itself constitute a failure to provide equivalent opportunities. However, the provision of necessary funding for teams of both sexes is a factor in the determination, as specified below.

- 11. Provision of necessary funds

Note: Education Code 221.9, as added by SB 1349 (Ch. 258, Statutes of 2014), requires each school that offers competitive athletics (i.e., any sport that has a coach and a governing organization, practices and competes during a defined season, and has competition as its primary goal) to post the following information on its school web site beginning in the 2015-16 school year and every year thereafter. If the

ATHLETIC COMPETITION (continued)

school does not have its own web site, then the district must post that information on the district web site, disaggregated by school site. The following paragraph may be revised to reflect district practice.

Beginning with the 2015-16 school year and every year thereafter, each school that offers competitive athletics shall post the following information on its school web site, or on the district web site if the school does not have a web site, at the end of the school year: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

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

(cf. 3580 - District Records)

Health and Safety

Note: Education Code 49475 requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention, available on CIF's web site, or other resources to develop the information sheet.

The requirements of Education Code 49475 apply to any district that offers an athletic program at any grade level and for any sport. These requirements do not apply to students engaging in an athletic activity during the regular school day or as part of a physical education course.

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

(cf. 5145.6 - Parental Notifications)

Note: Education Code 49475 requires that an athlete at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care

ATHLETIC COMPETITION (continued)

provider provides written clearance. CIF's web site includes an Acute Concussion Evaluation form which may be used to provide injured students and their parents/guardians with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports.

As amended by AB 2127 (Ch. 165, Statutes of 2014), Education Code 49475 requires that, if the health care provider determines that the athlete sustained a concussion or head injury, the athlete must complete a graduated return-to-play protocol as described below.

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

Note: The following **optional** paragraph may be revised to reflect district practice.

The Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

Note: Education Code 35179.1 encourages the establishment of a California High School Coaching Education and Training Program for coaches' training including, but not limited to, CPR and a basic understanding of the signs and symptoms of concussions and appropriate response to them. CIF makes a free, online course available through its web site.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response.

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

Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district. AB 2127 (Ch. 165, Statutes of 2014) added Education Code 35179.5 to limit full-contact practices by a middle school or high school football team, as follows.

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

ATHLETIC COMPETITION (continued)

Parental Notifications

Note: Education Code 33353 requires CIF to provide information to students and parents/guardians about procedures for discrimination complaints arising from interscholastic athletic activities. Education Code 33354 allows a complainant to file a discrimination complaint directly with the California Department of Education (CDE).

The following **optional** section lists notices that the district may send to parents/guardians of students participating in interscholastic athletics. This section should be revised to reflect district practice.

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Education Code 221.6 and 221.8, as amended and renumbered pursuant to AB 1538 (Ch. 43, Statutes of 2015), require the CDE to post on its web site a list of student rights based on Title IX.

2. Includes a copy of **students' Title IX rights** pursuant to Education Code 221.8

Note: In Kahn v. East Side Union High School District, the California Supreme Court analyzed the liability of a coach for an injury to a member of a high school diving team. The court acknowledged that some risk of injury is inherent in sports and part of a coach's job is to "push" a student athlete to advance his/her skill level and to undertake more difficult tasks. According to the court, a coach could be found liable only when he/she intentionally injures the student or engages in conduct that is so reckless that it is outside of the ordinary activity involved in teaching or coaching the sport.

The district may or may not wish to seek a waiver of liability for accidents or injuries resulting from participation in athletic activities. Whether a liability waiver is legally effective is likely to be determined on a case-by-case basis, and it is questionable whether a student's right to participate in extracurricular activities could be made contingent upon the submission of a waiver. Legal counsel should be consulted when addressing the complex issues related to liability waivers.

3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

Note: Education Code 32221.5 requires the district to provide information about insurance protection to each student participating on a school athletic team. For specific language that must be contained in this statement, see AR 5143 - Insurance.

ATHLETIC COMPETITION (continued)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

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| Note: Pursuant to Education Code 48900, a student may be subject to suspension or expulsion if he/she engages, or attempts to engage, in hazing. |
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6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline)

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

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

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| Note: As required by Education Code 49033, CIF bylaws require any student participating in athletics and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition. See BP/AR/E 5131.63 - Steroids. |
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8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

CSBA Sample

Board Policy

Instruction

BP 6151(a)

CLASS SIZE

Note: The following **optional** policy should be revised to reflect the grade levels offered by the district and any related provisions found in collective bargaining agreements.

AB 97 (Ch. 47, Statutes of 2013) eliminated the Class Size Reduction program for grades K-3 (Education Code 52120-52128) and the Morgan-Hart Class Size Reduction program for grades 9-12 (Education Code 52080-52090) and redirected the funding for both programs into the local control funding formula (LCFF).

In place of the K-3 Class Size Reduction program, AB 97 added Education Code 42238.02 which creates what is now referred to as the K-3 Grade Span Adjustment (GSA) program. The GSA program requires districts, as a condition of receiving an additional adjustment to the K-3 base grant under the LCFF, to make progress toward maintaining an average class size of 24 students in those grades and achieve that level by the time the LCFF is fully implemented (estimated by the Department of Finance to be the 2020-21 fiscal year). An exception exists for districts that have negotiated a different ratio for each school site. Pursuant to Education Code 42238.02, the average class enrollment requirement cannot be waived by the Superintendent of Public Instruction.

Districts that choose to reduce class size in any of grades 4-12 may do so at their discretion and may establish priorities for smaller class size aligned with the goals in their local control and accountability plan developed pursuant to Education Code 52060-52077, as added by AB 97.

The Governing Board recognizes that smaller classes may contribute to student learning by allowing teachers to better identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, the Board shall establish class size limits appropriate for each grade level or subject taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

Note: As noted above, Education Code 42238.02, as added by AB 97 (Ch. 47, Statutes of 2013), requires districts to make progress each year toward maintaining an average class enrollment of not more than 24 students by the time the LCFF is fully implemented. Average class enrollment must be determined and annual progress must be made pursuant to 5 CCR 15 498-15498.3, as added by Register 2014, No. 14. Failure to make annual progress at every school site will result in the loss of the adjustment for the entire district, unless the district has negotiated an alternative average class size enrollment. If the district has negotiated an alternative average class enrollment, it may revise the following paragraph accordingly.

CLASS SIZE (continued)

For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

Note: According to the California Department of Education, transitional kindergarten classes are also subject to class size requirements under the LCFF and will be included in kindergarten class size calculations.

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

(cf. 6170.1 - Transitional Kindergarten)

Note: The following **optional** paragraph is for use by districts that maintain secondary grades and should be revised to reflect district priorities for class size reduction.

At the secondary level, district priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the district's LCAP.

Note: Education Code 56441.5 addresses appropriate ratios of instructional adults to students for students who are receiving group services for special education or related services. As amended by SB 436 (Ch. 386, Statutes of 2015), Education Code 56441.5 provides that, for special education students ages 3-5 years, this ratio must be lower than the ratio for children in a regular preschool program as set forth in Education Code 8264.8. Education Code 8264.8 sets the teacher-student ratio as 1:24 and the adult-student ratio as 1:8.

For students who require special education and related services, the ratio of instructional adults to students in group services shall be dependent on the needs of the students. However, for children ages 3-5 years who are placed in group services, the teacher-child ratio shall be less than 1:24 and the adult-child ratio shall be less than 1:8. For children ages 3-5 years who are identified as severely disabled, the ratio of instructional adults to children shall not exceed 1:5. (Education Code 8264.8, 56441.5)

(cf. 4112.23 - Special Education Staff)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - Graduation Requirements)

(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall provide the Board with an analysis of staffing and school facilities needs and other costs related to class size reduction proposals.

(cf. 3100 - Budget)

(cf. 6117 - Year-Round Schedules)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall annually report to the Board regarding the impact of the class size reduction program on student achievement and other outcomes such as changes in school climate and student engagement.

CLASS SIZE (continued)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

42238.02 Local control funding formula, including adjustment for class size reduction

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

GOVERNMENT CODE

3543.2 Scope of representation

Management Resources:

WEB SITES

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

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

CSBA Sample Administrative Regulation

Instruction

AR 6158(a)

INDEPENDENT STUDY

Educational Opportunities

Note: The following section is **optional**. Education Code 51745 lists educational opportunities that may be provided through independent study. The district may revise or expand items #1-5 below to reflect district practice.

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
(*cf. 6143 - Courses of Study*)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

(*cf. 5112.3 - Student Leave of Absence*)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

(*cf. 0420.4 - Charter School Authorization*)

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

(*cf. 6181 - Alternative Schools/Programs of Choice*)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(*cf. 5113 - Absences and Excuses*)

Note: The following paragraph is for use by districts maintaining high schools.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

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

INDEPENDENT STUDY (continued)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

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| Note: The following optional paragraph may be revised to reflect district practice. |
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Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

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| Note: The following paragraph limits eligibility for independent study to those students for whom state apportionments can be claimed. Education Code 46300.2 provides that districts will receive state funding for independent study for students who are residents of the county or an adjacent county. Pursuant to Education Code 51747.3, students whose residency status is based on parent/guardian employment within district boundaries (Education Code 48204(b)) are not eligible for funds apportioned for average daily attendance (ADA). |
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A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

INDEPENDENT STUDY (continued)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Note: Education Code 46300.1 provides that the district may not receive apportionments pursuant to Education Code 42238 for independent study for students age 21 or older, or for students 19 or older who have not been continuously enrolled in grades K-12 since their 18th birthday. However, pursuant to Education Code 46300.4, these students may be eligible for independent study through the adult education program for courses required for high school graduation; see BP/AR 6200 - Adult Education.

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

Note: The following paragraph limits enrollment in independent study to those students for whom state apportionments can be claimed. Pursuant to Education Code 51745, no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study. A pregnant student or a parenting student who is the primary caregiver for his/her child(ren) are not included in this cap.

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

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

(cf. 6184 - Continuation Education)

Master Agreement

Note: Education Code 51747 **mandates** that, in order for the district to receive apportionments for independent study, the district must adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Because apportionments are provided only for independent study of five or more consecutive school days pursuant to Education Code 46300, written agreements are required only in such instances.

INDEPENDENT STUDY (continued)

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student

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| Note: Pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. See the accompanying Board policy. |
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4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study

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| Note: SB 858 (Ch. 32, Statutes of 2014) amended Education Code 51747 to change the maximum duration of the agreement from one semester to one school year. |
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5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

INDEPENDENT STUDY (continued)

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

Note: Education Code 46300.7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian, before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. Since all these components are included in the written agreement which the parent/guardian must sign, the parent/guardian's signature on the agreement satisfies the requirement to obtain his/her written permission.

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Note: Education Code 51747, as amended by SB 858 (Ch. 32, Statutes of 2014), provides that the agreement may be maintained on file electronically.

The signed, dated agreement may be maintained on file electronically. (Education Code 51747)

Course-Based Independent Study

Note: Education Code 51749.5-51749.6, as added by SB 858 (Ch. 32, Statutes of 2014), establish a course-based independent study option that may be offered beginning with the 2015-16 school year if certain requirements are met, as described below. As a condition of offering this option, Education Code 51749.5 **mandates** that the district adopt policy or regulations that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential, meet the requirements for highly qualified teachers pursuant to 20 USC 6301, and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

INDEPENDENT STUDY (continued)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.
3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.
4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.

INDEPENDENT STUDY (continued)

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.
8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above

INDEPENDENT STUDY (continued)

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

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| Note: The following optional section may be revised to reflect district practice. |
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The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

INDEPENDENT STUDY (continued)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Note: The CDE, in its Frequently Asked Questions available on its web site, clarifies that students in independent study are not subject to truancy laws. The determination of excused and unexcused absences is irrelevant because independent study students may complete assignments at any time and attendance is not the basis for credit.

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

Note: The following **optional** section may be revised to reflect district practice.

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students in to and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Note: The federal No Child Left Behind Act (20 USC 6319, 7801; 34 CFR 200.55-200.57; 5 CCR 6100-6126) requires teachers to demonstrate subject matter competency for each core academic subject they teach. Thus, middle and high school independent study programs may choose to assign subject matter specialists to oversee student work related to their subject, while assigning supervising teachers to oversee matters of student attendance, work samples, parent/guardian communications, and other duties of "homeroom" teachers. Districts that implement such a model may revise the following section to specify the duties of both supervising teachers and subject matter specialists assigned to work with independent study students.

INDEPENDENT STUDY (continued)

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

Note: Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study ADA would not be funded. AB 104 (Ch. 13, Statutes of 2015) amended Education Code 51745.6 to eliminate grade span as a factor in the computation of the ratios.

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new **higher or lower** ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

Note: The remainder of this section is **optional** and may be revised to reflect district practice.

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress

Note: Pursuant to Education Code 51747.5, the district may only claim apportionment credit for independent study based on the time value of student work products as personally judged in each instance by a certificated teacher. SB 858 (Ch. 32, Statutes of 2014) amended Education Code 51747.5 to clarify that the teacher is not required to sign and date the work products.

7. Determining the time value of assigned work or work products completed and submitted by the student

INDEPENDENT STUDY (continued)

8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

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CSBA Sample

Board Policy

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, any child whose birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

For guidance on implementing TK programs, see the [Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers](#), published by the California Department of Education (CDE).

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program (Education Code 48000).

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

Note: Pursuant to Education Code 48200, each person between the ages of 6 and 18 years is subject to compulsory full-time education, unless otherwise exempted by law. Thus, parents/guardians are not required to enroll children in TK or kindergarten but, if they do so, are subject to the age criteria specified below.

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Note: The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

TRANSITIONAL KINDERGARTEN (continued)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: The following paragraph is **optional**. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child continue in kindergarten the following year; see section "Continuation in Kindergarten" below.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

Note: The following paragraph is **optional**. Pursuant to Education Code 48000, as amended by AB 104 (Ch. 13, Statutes of 2015), the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after December 2. Such students may be admitted at any time during the school year, including at the beginning of the year.

The district may, **at any time during the school year**, admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the **Superintendent** or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. **(Education Code 48000)**

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

TRANSITIONAL KINDERGARTEN (continued)

Note: As amended by SB 858 (Ch. 32, Statutes of 2014), Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by the CDE. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 37202 requires that all elementary schools in the district be maintained for an equal length of time during the school year. In its "Transitional Kindergarten FAQs," the CDE has interpreted this to mean that the district's annual instructional minutes offered to TK students should be the same as the number of instructional minutes offered to kindergarten students, as reflected in its annual audit. Pursuant to Education Code 46111 and 46117, at the kindergarten level the minimum school day is three hours (180 minutes) and the maximum school day is four hours (240 minutes), unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, it may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, taught on the same day by the same teacher. Also see AR 6112 - School Day.

The Board shall fix the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Note: The following **optional** paragraph may be revised to reflect district practice. According to the CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early child education credential issued by the Commission on Teacher Credentialing (CTC) authorizing instruction in TK. As amended by SB 876 (Ch. 687, Statutes of 2014), Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.

TRANSITIONAL KINDERGARTEN (continued)

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Note: The following section is consistent with guidance in the CDE's "Transitional Kindergarten FAQs."

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

Note: The following **optional** paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see section "Eligibility" above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

Note: The following section may be revised to reflect district practice. One assessment resource for TK students is the CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

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Policy Reference UPDATE Service

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COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

UNOFFICIAL MINUTES
Board of Trustees Board Meeting

November 10, 2015

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| CALL TO ORDER | The meeting was called to order at 6:02 p.m. in the District Office Board Room by Board President Lincoln Forry, who established a quorum was present. Attending were Charles Yerxa, Terry Bressler, Kelli Griffith-Garcia and Kathie Whitesell. Also in attendance was Superintendent Dwayne Newman, Colusa County Office of Education Superintendent Mike West, members of the Fire Department, staff, and community members. |
| PLEDGE OF ALLEGIANCE | Jill Boeger led the Pledge of Allegiance. |
| HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA | No information was presented. |
| HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA | No information was presented. |
| STUDENT REPORT | No student representative was present. |
| RECOGNITIONS & CELEBRATIONS | Jody Johnston recognized the Colusa Fire Department for providing an engaging presentation to EMS students. Mark Abbay was also recognized by Jody Johnston for his hard work in serving as the interim Vice Principal as well as his role as the Athletic Director. Clair Toth recognized Kathy Aplanalp, Ellen Cenami and Rosemary Hicks for their efforts with BPS students. Mrs. Toth also recognized the Kindergarten teachers for their hard work and their welcoming nature. |
| PRESIDENT'S REPORT | <p>CRAF – None.</p> <p>Friends of Music – None.</p> <p>Friends of Ag – Kathie Whitesell reported that Colusa FFA will be hosting the North Valley competition on November 18th at the Colusa Fairgrounds.</p> <p>SELPA – None.</p> <p>Grounds – None.</p> |
| SUPERINTENDENT'S REPORT IMPROVING ACHIEVEMENT | <p><u>15-16 LCAP Activities Update</u></p> <ul style="list-style-type: none"> • Curriculum Implementation – Mr. Newman provided an update on the LCAP. • Parent & Staff Surveys – Mr. Newman reported that surveys are in place for both parents and CUSD staff members. • Professional Development Plan – A professional development plan has been created. Mr. Newman is seeking feedback from teachers to ensure that the professional development offered is one that will benefit the district as a whole. • Community Meetings – As part of the LCAP process, community meetings will be scheduled. |

Board of Trustees Meeting
November 10, 2015

SUPERINTENDENT'S REPORT
MANAGEMENT

- Bond Projects Update – Bond work is progressing nicely. The Citizens' Bond Oversight Committee met in late October and approved of the upcoming projects. Currently, 15% of the funds are being held as contingency funds.
- District Management Software Update – CUSD has been transitioning to a new data and assessment software called Illuminate. This is replacing the OARS software. Additionally, Infinite Campus will be replacing the Aeries software that is currently our student information system. Both programs will aide in efficiency throughout the district.
- Winter Cheerleading Request – Mr. Newman asked the Board for their direction in adding a winter cheerleading position. CEA will need to negotiate the stipend before the board can approve it.

SUPERINTENDENT'S REPORT
BUDGET

Enrollment – Mr. Newman reported that our enrollment numbers are holding steady. ADA is up slightly from this time last year.

PRINCIPAL'S REPORT

Clair Toth reported that the parent teacher conferences are complete and went very well. She also reported that teachers are working well with the new math adoption. On November 5th, BPS hosted a Parent Math Night that was very well attended.

Trish Haugh, Jill Boeger and Cristina Rodriguez gave a demonstration on a few of the strategies they learned at the Las Vegas iTeachK conference held over the summer.

CSEA REPORT

Rosemary Hicks reported that CSEA will be meeting again to go over job descriptions.

CEA REPORT

Bobbi Weiglein reported that CEA is looking forward to negotiations.

PUBLIC HEARING &
DISCUSSION ON EDUCATOR
EFFECTIVENESS FUNDS
EXPENDITURE PLAN

Board President, Lincoln Forry opened the public hearing at 7:10 PM. Mr. Newman explained that teachers are currently being asked for their input in what they feel is needed. This agenda item will be brought back at a future meeting for final approval. No public comments were made. The hearing closed at 7:15 PM.

**INFORMATION/DISCUSSION/
POSSIBLE ACTION ITEMS**
ACTION ITEM #151679

Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to approve the 2014-15 Audit Report.

Whitesell – Aye
Yerxa – Aye
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye

Vote: (Unanimous)

Board of Trustees Meeting
November 10, 2015

- NO ACTION TAKEN No action was taken on agenda item I.2. - Potential for a Second Bond Election.
- Lori Raineri of Government Financial Strategies (GFS) presented information on the potential for a second bond election. The needs of the district far outweigh the amount of money received for the Measure A Bond, leaving a substantial need for an additional bond in 2016.
- NO ACTION TAKEN No action was taken on agenda item I.3 – William Settlement Visits & CCOE Activities.
- Colusa County Office of Education Superintendent, Mike West, reported on the Williams Settlement Visits within CUSD and indicated that all of our sites were in compliance with the required regulations.
- ACTION ITEM #151680 Motion was made by Terry Bressler, seconded by Kelli Griffith-Garcia to approve the Substitute Teacher Pay to be Increased from \$110/day to \$140/day effective 11/2/15.
- Whitesell – Aye
Yerxa – Abstain
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye
- Vote: (4 Ayes, 1 Abstain)
- NO ACTION TAKEN No action was taken on agenda item I.5 – Budget Allocation for Music Program Department.
- The board would like the district to review the budget and determine what has been spent in the past on instructional material as well as the expenses involved with various trips in an effort to establish the greatest needs is for the Music Program.
- ACTION ITEM #151681 Motion was made by Charles Yerxa, seconded by Kelli Griffith-Garcia to approve the Warrants: Batch #15-18.
- Whitesell – Abstain
Yerxa – Aye
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye
- Vote: (4 Ayes, 1 Abstain)
- ACTION ITEM #151682 Motion was made by Terry Bressler, seconded by Kathie Whitesell to approve the First Reading of Board Policies and Administrative Regulations as listed on the agenda.

Board of Trustees Meeting
November 10, 2015

Whitesell – Aye
Yerxa – Aye
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye

Vote: (Unanimous)

ACTION ITEM #151683

Motion was made by Charles Yerxa, seconded by Kathie Whitesell to approve the following consent agenda items:

- a. October 13, 2015 Meeting Minutes
- b. October 27, 2015 Meeting Minutes
- c. Approval of 2015-16 Interim Report
- d. Approval of 2015-16 General Fund 01 Budget Revision
- e. October Payroll
- f. Personnel Assignment Order #5
- g. ASB Fund
- h. Resolution #2015-16.03 – Application for Modernization Funds

Whitesell – Aye
Yerxa – Aye
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye

Vote: (Unanimous)

HEARING OF THE PUBLIC FOR
MATTER ON CLOSED SESSION
AGENDA

None.

The Board adjourned to Closed Session at 9:02 PM to consider and/or take action upon any of the following items:

1. Student Matters:

- a. Out of School Suspensions
- b. Inter-District Transfers
- c. Consider Approval of AHP Recommendation for EH #2015-16.03

2. Personnel Matters:

- a. Public Employment
 1. 2015-2016 New Hires
- b. Public Employee Discipline/ Dismissal/Release/Resignations

3. Negotiations

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

Board of Trustees Meeting
November 10, 2015

The Board reconvened from Closed Session at 10:05 PM. Board President, Lincoln Forry reported out that the Board reviewed the Out of School Suspensions and Inter-District Transfers.

ACTION ITEM #151684

Motion was made by Terry Bressler, seconded by Kathie Whitesell to approve the recommendation of the Administrative Hearing Panel for EH #2015-16.03.

Whitesell – Aye
Yerxa – Aye
Forry – Aye
Bressler – Aye
Griffith-Garcia – Aye

Vote: (Unanimous)

ADJOURNMENT

The meeting adjourned at 10:05 PM

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant

APPROVED BY:

Educator Effectiveness Spending Plan For the 2015-16, 2016-17 and 2017-18 Fiscal Years

Background

On September 22, 2015, Governor Brown signed SB103, the Education Trailer Bill, into law, which contained revised appropriation language for the \$490 million to be disbursed to local educational agencies for purposes of enhancing the effectiveness of teachers and administrators. There are a number of activities that we have already undertaken, and continue to undertake, to improve teacher and administrator effectiveness. This new funding is provided specifically to support these activities:

- ☐ Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code.
- ☐ Professional Development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies
- ☐ Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.08, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the Education Code.
- ☐ To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

The funds must be spent by July 1, 2018. As a condition of receiving the funds, a spending plan for the funds must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board. What follows is the proposed spending plan for the Educator Effectiveness funding that we will be receiving.

Funding

The estimated amount of one-time funds to be received for this purpose is \$111,740

Uses

We plan to use the funds to:

- ☐ Provide training on mentoring and coaching certificated staff
- ☐ Training certificated staff and para-professional support staff to support effective teaching and learning.
- ☐ Provide beginning teacher and administrator support and mentoring
- ☐ Provide professional development for teachers and administrators that is aligned with the state content standards.



**GOVERNMENT FINANCIAL STRATEGIES
FINANCIAL ADVISORY SERVICES AGREEMENT**

THIS AGREEMENT ("Agreement") is made this October 29, 2015, between Government Financial Strategies inc., a financial advisory firm ("Government Financial Strategies") and Colusa Unified School District ("Client") who agree as follows:

1. Scope of Work. Government Financial Strategies shall perform the services described in the scope(s) of work attached hereto as Exhibit A (the "Work"). Modifications, deletions and additions to the Work described in Exhibit A may be made, from time to time, upon the subsequent written agreement by both parties.

2. Payment.

a. In consideration for the Work to be provided by Government Financial Strategies under this Agreement, Client agrees to pay fees and expenses as set forth in Exhibit A.

b. For Work performed on a time and materials basis, Government Financial Strategies shall submit invoices to the Client on a monthly basis. For Work performed for a fixed fee, Government Financial Strategies shall submit invoices to the Client upon the completion of the Work or as otherwise identified in Exhibit A.

c. Government Financial Strategies is required to provide written disclosure to all financial advisory clients about the actual or potential conflicts of interest presented by the form of compensation contemplated under this Agreement. Exhibit B sets forth the potential conflicts of interest associated with various forms of compensation. Client acknowledges receipt of Exhibit B, and Client has been given the opportunity to discuss such matters with Government Financial Strategies.

3. Term.

a. This Agreement shall terminate upon the later of the completion of the Work or June 30, 2020, unless earlier terminated as provided in subsection (b).

b. This Agreement may be terminated by either party upon thirty (30) days advance written notice to the other party.

c. Upon termination of this Agreement by either party, Client shall compensate Government Financial Strategies for all Work performed prior to termination. If the compensation identified in Exhibit A was on a time and materials basis, such compensation shall be based on time and materials incurred prior to termination. If the compensation identified in Exhibit A was on a fixed fee basis, such compensation shall be the greater of: 1) the percentage of services completed through the termination date multiplied by the fixed fee, or 2) the amount based on a time and materials basis, not to exceed the fixed fee. "Payment," "Ownership of Documents," "Indemnification," "Severability," "Governing Law and Venue," and "Entire Agreement" shall survive the termination of this Agreement.

4. Professional Ability and Loyalty. Government Financial Strategies represents that it possesses the skill to competently perform the Work, that it shall perform that Work in a manner equal to or

exceeding generally accepted professional practices and standards for firms performing similar work, and that it will act in a manner it believes to be in the best interest of the Client rather than any third party.

5. Ownership of Documents. Every report, study, memo, letter, spreadsheet, worksheet, plan, graph, diagram, map, photograph, computer model, computer disk, computer software and other document or item prepared by Government Financial Strategies under this Agreement and provided to and paid for by the Client (the "Work Product") shall be the property of Client, and Client shall have the right to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Government Financial Strategies. Government Financial Strategies may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Government Financial Strategies shall not provide any Work Product not previously made available to the public to any third party without Client's prior approval, unless compelled to do so by legal process. If Client reuses or modifies any Work Product for a use or purpose other than that intended by the Work under this Agreement, then Client shall hold Government Financial Strategies harmless against all claims, damages, losses and expenses arising from such reuse or modification.

6. Indemnification. Both parties shall indemnify, defend, protect, and hold harmless the other party, its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney's fees) directly arising from any negligent act or omission, willful misconduct or violation of law of the other party.

7. Insurance.

a. Government Financial Strategies, at its sole cost and expense, shall procure and maintain for the duration of this Agreement workers compensation insurance in the amount required by statute, comprehensive general liability insurance with coverage of at least one million dollars (\$1,000,000) per occurrence and aggregate, automobile liability insurance with coverage of at least one million dollars (\$1,000,000) per accident, and professional errors and omissions insurance with coverage of at least one million dollars (\$1,000,000) per occurrence and aggregate.

b. Upon request, Government Financial Strategies shall provide to Client the evidence of such insurance.

8. Municipal Advisor Registration. Government Financial Strategies is a municipal advisor registered with the Securities and Exchange Commission (registration number 867-00775) and the Municipal Securities Rulemaking Board (registration number KO127).

9. Conflicts of Interest.

a. Except as expressly described in Section 2(c) above and Section 9(b) below, Government Financial Strategies has no material conflicts of interest that might impair its fiduciary duty to the Client. Client acknowledges that Government Financial Strategies may have other governmental clients with overlapping jurisdictions with Client.

b. Reserved

10. Independent Contractor. Government Financial Strategies shall be an independent contractor in performing the Work and shall not act as an agent or employee of Client. The employees of Government Financial Strategies and its subcontractors are not employees of Client within the meaning or application of any federal or state unemployment insurance laws, social security law or any worker's compensation, industrial accident law or other industrial or labor law.

11. Non-Discrimination. Government Financial Strategies will not discriminate in any way against any person on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, physical handicap, medical condition or marital status in connection with, or related to, the performance of this Agreement.

12. Successors and Assigns. This Agreement shall bind and inure to the benefit of the successors and assigns of the parties; however, Government Financial Strategies shall not assign its rights and obligations under this Agreement without the prior written consent of Client, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, Government Financial Strategies may subcontract a portion of the Work to its wholly-owned subsidiary, GFS Australia Pty. Ltd, and its sole employee, Jonathan Edwards.

13. No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

14. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity, and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired.

15. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where the Client's main office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

16. Notice. All notices that are required or permitted to be given under this Agreement shall be in writing and sent by either personal delivery, nationally recognized overnight courier service or prepaid, first class United States postal mail. Notices shall be sent to the addresses listed below, or to such other address as either party may specify in writing:

Government Financial Strategies:

Government Financial Strategies
Attn: Lori Raineri, President
1228 N Street, Suite 13
Sacramento, CA 95814-5609

Colusa Unified School District:

Colusa Unified School District
Attn: Dwayne Newman, Superintendent
745 Tenth Street
Colusa, CA 95932

17. Entire Agreement. This Agreement represents the sole, final, complete, exclusive and integrated expression and statement of the terms between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by written agreement by both parties.

IN WITNESS HEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives.

Government Financial Strategies inc.

By: 

Lori Raineri
President

Colusa Unified School District

By: _____

Dwayne Newman
Superintendent

EXHIBIT A

SCOPE(S) OF WORK

Government Financial Strategies will provide general financial planning and advisory services to Colusa Unified School District which include but are not limited to the following: a review of facilities needs and costs, a review of short term and long term cash flow schedules, identification and classification of existing and potential revenue sources, assistance with the production of a comprehensive financial plan, financial advisory services in connection with any debt issues, participation in real estate negotiations, general background information on real estate acquisition and lease agreements, allocation of revenues to expenditures, development of financial strategies, reviews of documents, and presentations to the governing board. Such services will be provided as requested by Colusa Unified School District.

In consideration of the services provided, Colusa Unified School District will pay Government Financial Strategies hourly fees of \$225 for services, plus out-of-pocket expenses (such as mileage, meals, etc.). For travel time, Colusa Unified School District will pay Government Financial Strategies hourly fees of \$112.50.



MEMORANDUM

To: Sheryl Parker
From: Rich Malone *RM*
Date: November 12, 2015
Re: Scope of Work to Provide Continuing Disclosure Services

Sheryl, as you know, at the time a school district issues municipal securities such as bonds, certificates of participation, notes or other debt in the public markets, the school district enters into an agreement with the underwriter to continue to provide certain information to the public as long as such debt is outstanding. Federal law prohibits an underwriter from purchasing or selling municipal securities unless the underwriter has reasonably determined that the issuer of municipal securities has undertaken, in a written agreement, to provide certain information to the public. This agreement is typically referred to either as a continuing disclosure agreement or continuing disclosure certificate. In this agreement, the issuer agrees to provide 1) an annual report containing financial reports and other operating information, and 2) notices of significant events (as identified by the Securities and Exchange Commission or SEC) as they occur. The required contents and due date of the annual report as well as the events requiring notice to the public as they occur are specified in the agreement.

Below is a scope of work to assist the District with meeting its continuing disclosure obligations with respect to its outstanding publically issued debt. Note that the District currently has the following debt with continuing disclosure obligations:

1. General Obligation Bonds, Election of 2014, Series 2015

Preparation and Filing of Annual Report. We will perform the following services each year to assist the District in satisfying its annual continuing disclosure filing requirements:

- Review the continuing disclosure agreements for the District's outstanding debt.
- Determine the information required to be included in the annual disclosure filing along with the filing due date(s).
- Collect information from the District, the County, and other information sources to meet the annual disclosure requirements.
- Prepare the annual report, as required.
- File the annual report on the EMMA system¹.
- Prepare a memo for your records confirming the filing of the annual report, identifying the contents of the report, and including the receipt(s) proving submission of the report.

¹ As of July 1, 2009, all continuing disclosure filings are required by law to be provided to the public in an electronic format through the Electronic Municipal Market Access system, or "EMMA." EMMA was established to provide free public access to disclosure and increase transparency of information in the market, replacing for-profit vendors that used to resell such information. EMMA is operated by the Municipal Securities Rulemaking Board, or "MSRB". The MSRB regulates municipal securities underwriters and municipal advisors and is subject to oversight by the SEC.

Preparation and Filing of Significant Event Notices. As necessary, we will perform the following services to assist the District in satisfying its significant event filing requirements, including but not limited to filings due to credit rating changes:

- Monitor ratings of bond insurers insuring the District's debt.
- Prepare significant event notices (whether through your communication with our office or from other sources), with the goal to complete each filing within 10 business days of the occurrence of such event as required under continuing disclosure certificates signed after December 1, 2010.
- File significant event notices on EMMA.
- Prepare a memo for your records confirming the filing of each significant event notice and including the receipt(s) proving submission of the notice.

Annual Review. We will conduct due diligence annually to confirm compliance with disclosure requirements during the past year, and to ensure complete and accurate disclosure of material information.

District Responsibilities. Even though we will actively monitor for rating changes, in order to provide for timely disclosure to the market, we ask that you please notify us as soon as possible (ideally within five business days) of any of the events listed on the attached Exhibit A.

As always, we will provide District staff with education and support to enable the District to achieve maximum value from this scope of work.

Our fees to provide continuing disclosure services are based on the number of outstanding issues at the beginning of the calendar year. Our current fees are \$2,500 per year for up to four debt issuances, with each additional debt issuance \$500, payable at the beginning of the calendar year. The District currently has one debt issuance outstanding; consequently, the annual fee for continuing disclosure services is \$2,500, plus any out-of-pocket expenses for data provided by third parties (billed at cost as incurred). An invoice for continuing disclosure services for the rest of 2015 and 2016 (totaling \$2,500) will be provided to the District upon acceptance of this scope of work; thereafter, invoices will be provided annually in December for services for the following calendar year. This scope of work automatically renews at our then current rates each year unless terminated by either party upon 30 days written notice.

Sheryl, as always, our commitment to our clients is "100 percent satisfaction guaranteed, 100 percent of the time." It is our goal to provide the best services in the most economical fashion. We look forward to continuing to provide the District with this same high level of service. Please let us know if you have any questions or comments.

REM:abm

Exhibit A – Events Requiring Notification

We ask that you please notify us as soon as possible (ideally within five business days) of the occurrence of any of the events listed on the following table. Note that many of the events listed below are as specified by the Securities and Exchange Commission. While we have provided examples of these events in order to aid in your understanding, the examples are not meant to be comprehensive, and some of the items may not be relevant for the District. If you have any question as to whether an event occurs that may require notification to the public market, we ask that you err on the side of caution and contact us.

| Event | Description / Example |
|--|---|
| A rating agency contacts the District for a rating review. | One of the three major rating agencies (Standard & Poor's, Moody's and Fitch) contacts the District for the purpose of updating its rating(s) on the District's debt. |
| The credit rating on any of the District's outstanding debt changes. | One of the three major rating agencies notifies the District of a change in the rating of the District's debt. |
| There is a debt service payment delinquency. | The District does not make a debt service payment on any of the District's outstanding debt when due. |
| There is an unscheduled draw on a debt service reserve or credit enhancement (such as bond insurance). | The District does not make payment a debt service payment when due on any of the District's debt, and the paying agent or trustee bank notifies the District that a draw is made from the bond insurer or the debt service reserve fund in order for the investors to receive funds in a timely manner. |
| There is a substitution of a credit or liquidity provider, or their failure to perform. | The District replaces the provider of the surety bond used to fund a reserve fund, or the provider of a letter of credit associated with variable rate debt. |
| The District defeases, refinances or completes a tender offer of any of the District's debt. | The District issues bonds to refinance any of its outstanding debt or pays debt prior to its due date with cash on hand. |
| The District considers a State loan due to insolvency or has a fiscal advisor appointed. | The District is in fiscal distress. The District may be evaluating a need for a State loan or has a fiscal advisor appointed by the county office of education. |
| There is an adverse tax opinion, the issuance by the Internal Revenue Service of Notices of Proposed Issue (IRS Form 5701-TEB) or other notices regarding the tax status of the District's debt. | The District is contacted by the Internal Revenue Service regarding any of the District's debt. |
| The rights of the District's debt holders are modified (usually through an amendment of the financing documents). | The Board is asked to consider a resolution modifying the trust agreement or lease agreement(s) related to its certificates of participation. |
| The property securing repayment of any of the District's debt is released, substituted, or sold. | The District changes the property used as the basis for lease agreements related to its certificates of participation. |
| The District's boundaries are changed, or the District sells all or substantially all of its assets. | The boundaries of the entire District are changed (not a change in the determination of which areas attend which schools). |
| The District appoints a successor or additional trustee, or the name of a trustee changes. | The District changes trustee bank on its outstanding certificates of participation. |
| The District issues private placement debt such as lease-purchase financing. | The District issues a lease-purchase financing or other debt not using an underwriter. |
| There is any other event that may be material to investors. | |

EXHIBIT B

DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION

Government Financial Strategies is required to provide written disclosure to all financial advisory clients about the actual or potential conflicts of interest presented by the form of compensation contemplated under this Agreement. Set forth below are the potential conflicts of interest as provided by the Municipal Securities Rulemaking Board (MSRB) associated with various forms of compensation which are anticipated to be used under this Agreement. There are other forms of compensation that Government Financial Strategies believes create conflicts of interest that can not be overcome and are therefore not contemplated under this Agreement. For more information, please refer to www.msrb.org.

Forms of compensation; potential conflicts. The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee. Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing.

Hourly fee. Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest.

Summary of Agreement with the Certificated, Classified and Unrepresented Bargaining Units

**Public Disclosure of Collective Bargaining Agreement
Colusa Unified School District**

To be acted upon by the Governing Board at its meeting on December 8, 2015

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB1200 as well as the Salary Settlement Notification requirements of SB1677 when Teacher's Salary/Benefits Negotiations are finalized after the final budget is adopted.

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS FOR 2015-16

The current status (whether settled or pending settlement) of the employee units:

| | |
|---------------|--------------------------------|
| Certificated | Tentative Agreement |
| Classified | Negotiations Still in Progress |
| Unrepresented | Tentative Agreement |

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period ending June 30, 2016. A one year agreement for 2015-16.

Section 3: PERCENTAGE INCREASE IN SALARIES IN PROPOSED

AGREEMENT: The proposed agreement includes the following costs in salaries and Statutory Benefits (UI, WC, FICA, PERS)

4% increase effective January 1, 2016 for the following: (attached):

Certificated Salary Schedule
Confidential/ASES Coordinator Salary Schedule
Classified Management Salary Schedule
Administrative Salary Schedule
Superintendent's Salary Schedule

4% increase effective July 1, 2016 to the Certificated Extra Duty Salary Schedule

**Section 4: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND
BUDGET IN CURRENT YEAR (Reflects total of both Restricted and Unrestricted
Amounts)**

\$200,780

Section 5: IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS:

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years:

See Attached Multiple Year Projection Summary. The costs of this proposal have been included in the current year and the future years.

Section 6: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE FUNDING: The District's proposed increase in funding for the Local Control Funding Formula is approximately 12.68% over the prior year.

CERTIFICATION

The information provided in this document summarizes the financial implications of the proposed agreement in accordance with the requirement of AB1200 and GC 3547.5.

Signed Dwayne K Newman
Dwayne Newman, Superintendent

Date 12/7/15

Signed Sheryl Parker
Sheryl Parker, Chief Business Official

Date 12/8/15

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on December 8, 2015 took action to approve the proposed Agreement with the Certificated, Classified and Unrepresented Bargaining Units.

Signed Rolla Angelle Garcia
President, Board of Trustees

Date 12/8/15

Illustrating 4% COLA Effective 1/1/16

| RECOMMENDED RESERVE 3% Plus one Year LCFF Growth | | | | | | | | | | | | |
|--|----|---------|----|-----------|----|-----------|----|----------|----|---------|----|---------|
| LCFF Growth Amount over Prior Year | \$ | 483,946 | \$ | 1,062,836 | \$ | 1,340,577 | \$ | 551,669 | \$ | 463,603 | \$ | 252,129 |
| Plus 3% Reserve | \$ | 353,360 | \$ | 388,198 | \$ | 445,047 | \$ | 418,561 | \$ | 424,938 | \$ | 429,368 |
| Total Recommended Reserve | \$ | 837,306 | \$ | 1,451,034 | \$ | 1,785,624 | \$ | 970,230 | \$ | 888,541 | \$ | 681,497 |
| AMOUNT ABOVE (-BELOW) RECOMMENDED RESERVE | \$ | 283,407 | \$ | (249,862) | \$ | (804,066) | \$ | (44,192) | \$ | 195,848 | \$ | 628,503 |

NOTE:13-14 Deficit Sending \$214,393 does not reflect above due to accounting for Common Core and Prop 39 funds

Colusa Unified School District
745 10th Street, Colusa, CA 95932
(530) 458-7791

15-16 Certificated Salary Schedule

4% Added effective 1/1/16 +\$200 per step, Presented for Adoption 12/8/15

| STEP | CLASS I | CLASS II | CLASS III | CLASS IV | CLASS V |
|----------|---------|----------|-----------------|---------------------|---------------------|
| 186 Days | BA +15 | BA +30 | BA +45 or MA | BA +60 or MA +15 | BA +80 or MA +30 |
| STEP 1 | 48,331 | 49,746 | 50,100 | 50,453 | 50,806 |
| STEP 2 | 49,746 | 50,100 | 50,453 | 50,806 | 52,374 |
| STEP 3 | 50,100 | 50,453 | 50,806 | 52,374 | 53,992 |
| STEP 4 | 50,453 | 50,806 | 52,374 | 53,992 | 55,661 |
| STEP 5 | 50,806 | 52,374 | 53,992 | 55,661 | 57,379 |
| STEP 6 | 52,374 | 53,992 | 55,661 | 57,379 | 59,151 |
| STEP 7 | 53,992 | 55,661 | 57,379 | 59,151 | 60,981 |
| STEP 8 | | 57,379 | 59,151 | 60,981 | 62,864 |
| STEP 9 | | 59,151 | 60,981 | 62,864 | 64,808 |
| STEP 10 | | | 62,864 | 64,808 | 66,810 |
| STEP 11 | | | 64,808 | 66,810 | 68,873 |
| STEP 12 | | | | 68,873 | 71,003 |
| STEP 13 | | | | 71,003 | 73,198 |
| STEP 16 | | | | 75,464 | 77,796 |
| STEP 19 | | | | 80,205 | 82,686 |
| STEP 22 | | | | 85,246 | 88,122 |

1. \$2000/year Bilingual Credential
2. \$800 /year Masters Degree
3. \$1000 /year for Doctorate Degree

All Stipends paid cumulatively (Maximum of \$3,800 /year)

SALARY RELATED BENEFITS

Credit for Experience: A maximum of 15 years of teaching experience shall be granted for salary placement of a new employee on a one for one year of allowable service credit.

Health Care: Plan Year is 10-1-15 to 9-30-16

Employee and dependent health insurance, dental, vision plan. Employee can choose from 7 medical plans.

Premiums range from \$23.13/month to \$965.67 monthly (11 month pay)

Dental Care: (Employee and Dependents) Full dental coverage through the Delta Dental Plan is provided.

70% coverage first year and 100% after 3 years.

Vision Care: (Employee and Dependents) The insurance covers eye care for employees and dependents.

The plan provides for examinations and for the purchase of glasses, if needed.

Salary Protection: A salary protection insurance plan is provided for employees. The carrier is CTA approved.

Extra Duty Schedule: Colusa provides a comprehensive extra duty schedule. (See Separate Extra Duty Schedule)

Work Days/year: 186

Nurse work year: 206 days (186 contract plus 20 days)

Ag Teacher work year: 186 contract days plus 20% summer work

Professional Hourly Rate: \$43.31

Colusa Unified School District

15-16 Extra Duty Salary Schedule

I.1.f.

7% Effective 7/1/14, Adopted 3/17/15

Presented for Adoption 12/8/15 to add Basketball Cheer, BPS Site Funded Positions, 4% to be added 7/1/16

| Colusa High School | Stipend |
|--|---------|
| ATHLETIC DIRECTOR (2 RELEASE PERIODS) OR | 2,042 |
| ATHLETIC DIRECTOR (1 RELEASE PERIODS) | 4,537 |
| Athletic Director plus 2 days before school at their daily rate | |
| FOOTBALL VARSITY HEAD | 3,143 |
| FOOTBALL VARSITY ASST. | 2,471 |
| FOOTBALL VARSITY ASST. | 2,471 |
| FOOTBALL JV HEAD | 2,471 |
| FOOTBALL JV ASST. | 2,023 |
| FOOTBALL JV ASST. | 2,023 |
| SOCCER BOYS | 2,697 |
| SOCCER GIRLS | 2,697 |
| BASKETBALL BOYS VARSITY HEAD | 2,923 |
| BASKETBALL BOYS JV HEAD | 2,245 |
| BASKETBALL GIRLS VARSITY HEAD | 2,923 |
| BASKETBALL GIRLS HEAD | 2,245 |
| TRACK VARSITY HEAD | 2,923 |
| TRACK VARSITY ASST. | 2,245 |
| BASEBALL VARSITY HEAD | 2,923 |
| BASEBALL JV HEAD | 2,245 |
| SOFTBALL VARSITY HEAD | 2,923 |
| SOFTBALL JV HEAD | 2,245 |
| TENNIS BOYS | 2,697 |
| TENNIS GIRLS | 2,697 |
| CROSS COUNTRY TRACK | 2,697 |
| GOLF | 2,697 |
| VOLLEYBALL VARSITY HEAD | 2,923 |
| VOLLEYBALL JV HEAD | 2,245 |
| WRESTLING COACH | 2,471 |
| CHEERLEADER ADVISOR FOOTBALL | 2,024 |
| CHEERLEADER ADVISOR BASKETBALL* | 2,024 |
| YEARBOOK | 1,797 |
| CLUSTER LEADER SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION | 1,431 |
| ACTIVITY DIRECTOR (1 RELEASE PERIOD) | 1,837 |
| MUSIC DIRECTOR | 2,020 |
| DRAMA DIRECTOR | 1,122 |
| FBLA DIRECTOR | 2,020 |
| LEAD 12th GRADE ADVISOR | 716 |
| ESA Stipend | 2,408 |

| Egling Middle School | Stipend |
|--|---------|
| INTRAMURAL GIRLS BASKETBALL 7/8 | 537 |
| INTRAMURAL BOYS BASKETBALL 7TH | 537 |
| INTRAMURAL BOYS BASKETBALL 8TH | 537 |
| INTERSCHOLASTIC BOYS BASKETBALL 7TH | 1,636 |
| INTERSCHOLASTIC BOYS BASKETBALL 8TH | 1,636 |
| INTERSCHOLASTIC GIRLS BASKETBALL 7TH | 1,636 |
| INTERSCHOLASTIC GIRLS BASKETBALL 8TH | 1,636 |
| INTERSCHOLASTIC BOYS FOOTBALL 7TH | 1,636 |
| INTERSCHOLASTIC BOYS FOOTBALL 8TH | 1,636 |
| INTERSCHOLASTIC GIRLS SOCCER 7/8TH | 1,636 |
| INTERSCHOLASTIC BOYS SOCCER 7/8TH | 1,636 |
| INTERSCHOLASTIC VOLLEYBALL 7TH | 1,636 |
| INTERSCHOLASTIC VOLLEYBALL 8TH | 1,636 |
| ATHLETIC DIRECTOR | 1,636 |
| ACTIVITY DIRECTOR | 1,636 |
| YEARBOOK ADVISOR | 1,224 |
| MUSIC DIRECTOR | 1,836 |
| CLUSTER LEADER SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION | 1,431 |
| GATE COORDINATOR Site Funded | 1,188 |
| SHADY CREEK ADVISOR can be divided by multiple staff | 1,202 |
| SHADY CREEK TEACHERS each attending teacher | 667 |

| Burchfield Primary School | Stipend |
|--|---------|
| CLUSTER LEADER SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION | 1,431 |
| SITE FUNDED COMMITTEE POSITIONS 6 X \$715.50** | 4,293 |
| MUSIC COORDINATOR | 816 |

| Districtwide | Stipend |
|--|---------|
| BTSA SUPPORT PROVIDERS * | 2,000 |
| BTSA Stipend does not increase without separate Board Action | |

*CHEERLEADER ADVISOR BASKETBALL ADDED 12/8/15

** BPS SITE FUNDED POSITIONS ADDED 12/8/15 POSITIONS
EQUAL TO 50% OF A CLUSTER STIPEND

Colusa Unified School District

15-16 Extra Duty Salary Schedule (with 4% Effective 7/1/16)

Presented for Adoption 12/8/15 to add Basketball Cheer, BPS Site Funded Positions, 4% to be added 7/1/16

| Colusa High School | Stipend |
|---|----------------|
| ATHLETIC DIRECTOR (2 RELEASE PERIODS) OR | 2,124 |
| ATHLETIC DIRECTOR (1 RELEASE PERIODS) | 4,718 |
| Athletic Director plus 2 days before school at their daily rate | |
| FOOTBALL VARSITY HEAD | 3,269 |
| FOOTBALL VARSITY ASST. | 2,570 |
| FOOTBALL VARSITY ASST. | 2,570 |
| FOOTBALL JV HEAD | 2,570 |
| FOOTBALL JV ASST. | 2,104 |
| FOOTBALL JV ASST. | 2,104 |
| SOCCER BOYS | 2,805 |
| SOCCER GIRLS | 2,805 |
| BASKETBALL BOYS VARSITY HEAD | 3,040 |
| BASKETBALL BOYS JV HEAD | 2,335 |
| BASKETBALL GIRLS VARSITY HEAD | 3,040 |
| BASKETBALL GIRLS HEAD | 2,335 |
| TRACK VARSITY HEAD | 3,040 |
| TRACK VARSITY ASST. | 2,335 |
| BASEBALL VARSITY HEAD | 3,040 |
| BASEBALL JV HEAD | 2,335 |
| SOFTBALL VARSITY HEAD | 3,040 |
| SOFTBALL JV HEAD | 2,335 |
| TENNIS BOYS | 2,805 |
| TENNIS GIRLS | 2,805 |
| CROSS COUNTRY TRACK | 2,805 |
| GOLF | 2,805 |
| VOLLEYBALL VARSITY HEAD | 2,981 |
| VOLLEYBALL JV HEAD | 2,335 |
| WRESTLING COACH | 2,570 |
| CHEERLEADER ADVISOR FOOTBALL | 2,105 |
| CHEERLEADER ADVISOR BASKETBALL* | 2,105 |
| YEARBOOK | 1,869 |
| CLUSTER LEADER <small>SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION</small> | 1,488 |
| ACTIVITY DIRECTOR (1 RELEASE PERIOD) | 1,910 |
| MUSIC DIRECTOR | 2,101 |
| DRAMA DIRECTOR | 1,167 |
| FBLA DIRECTOR | 2,101 |
| LEAD 12th GRADE ADVISOR | 745 |
| ESA Stipend | 2,504 |

| Egling Middle School | Stipend |
|---|----------------|
| INTRAMURAL GIRLS BASKETBALL 7/8 | 558 |
| INTRAMURAL BOYS BASKETBALL 7TH | 558 |
| INTRAMURAL BOYS BASKETBALL 8TH | 558 |
| INTERSCHOLASTIC BOYS BASKETBALL 7TH | 1,701 |
| INTERSCHOLASTIC BOYS BASKETBALL 8TH | 1,701 |
| INTERSCHOLASTIC GIRLS BASKETBALL 7TH | 1,701 |
| INTERSCHOLASTIC GIRLS BASKETBALL 8TH | 1,701 |
| INTERSCHOLASTIC BOYS FOOTBALL 7TH | 1,701 |
| INTERSCHOLASTIC BOYS FOOTBALL 8TH | 1,701 |
| INTERSCHOLASTIC GIRLS SOCCER 7/8TH | 1,701 |
| INTERSCHOLASTIC BOYS SOCCER 7/8TH | 1,701 |
| INTERSCHOLASTIC VOLLEYBALL 7TH | 1,701 |
| INTERSCHOLASTIC VOLLEYBALL 8TH | 1,701 |
| ATHLETIC DIRECTOR | 1,701 |
| ACTIVITY DIRECTOR | 1,701 |
| YEARBOOK ADVISOR | 1,273 |
| MUSIC DIRECTOR | 1,909 |
| CLUSTER LEADER <small>SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION</small> | 1,488 |
| GATE COORDINATOR Site Funded | 1,236 |
| SHADY CREEK ADVISOR can be divided by multiple staff | 1,250 |
| SHADY CREEK TEACHERS each attending teacher | 694 |

| Burchfield Primary School | Stipend |
|---|----------------|
| CLUSTER LEADER <small>SCHOOL HAS DISCRETION OF USING FUNDING 1 POSITION</small> | 1,488 |
| SITE FUNDED COMMITTEE POSITIONS 6 X \$744** | 4,464 |
| MUSIC COORDINATOR | 849 |

| Districtwide | Stipend |
|--|----------------|
| BTSA SUPPORT PROVIDERS * | 2,000 |
| BTSA Stipend does not increase without separate Board Action | |

COLUSA UNIFIED SCHOOL DISTRICT

745 10th Street
Colusa, CA 95932
(530) 458-7791

15-16 SUPERINTENDENT SALARY SCHEDULE

4% Added effective 1/1/16 , Presented for Adoption 12/8/15

| | | | |
|---------------|----|---------|----------|
| Year 1 | \$ | 142,624 | |
| Year 2 | \$ | 142,624 | |
| Year 3 | \$ | 142,624 | |
| Year 4 | \$ | 146,902 | 224 Days |

Health Benefit Cap \$876.98/month

Master's Degree - \$800 Doctorate Degree - \$1,000

COLUSA UNIFIED SCHOOL DISTRICT

745 10th Street
Colusa, CA 95932
(530) 458-7791

15-16 ADMINISTRATIVE SALARY SCHEDULE

4% Added effective 1/1/16 +\$200 per step, Presented for Adoption 12/8/15

| STEPS | PRIMARY SCHOOL | MIDDLE SCHOOL | | HIGH SCHOOL | | 9-12 | K-8 |
|------------|----------------|---------------|----------------|--------------------------------|----------------|------------|------------|
| | PRINCIPAL | PRINCIPAL | VICE-PRINCIPAL | PRINCIPAL Incl Home School* | VICE-PRINCIPAL | COUNSELOR | COUNSELOR |
| 1 | \$ 90,231 | \$ 95,195 | \$ 78,627 | \$ 104,367 | \$ 84,062 | \$ 76,855 | \$ 71,352 |
| 2 | \$ 92,893 | \$ 98,003 | \$ 80,947 | \$ 107,446 | \$ 86,542 | \$ 79,123 | \$ 73,456 |
| 3 | \$ 95,633 | \$ 100,894 | \$ 83,335 | \$ 110,616 | \$ 89,095 | \$ 81,457 | \$ 75,623 |
| 4 | \$ 98,454 | \$ 103,870 | \$ 85,793 | \$ 113,879 | \$ 91,724 | \$ 83,860 | \$ 77,854 |
| 5 | \$ 101,358 | \$ 106,935 | \$ 88,324 | \$ 117,239 | \$ 94,429 | \$ 86,333 | \$ 80,151 |
| 7 | \$ 105,342 | \$ 111,137 | \$ 91,795 | \$ 121,846 | \$ 98,141 | \$ 89,726 | \$ 83,301 |
| 10 | \$ 110,504 | \$ 116,583 | \$ 96,293 | \$ 127,816 | \$ 102,949 | \$ 94,123 | \$ 87,383 |
| 13 | \$ 115,918 | \$ 122,295 | \$ 101,012 | \$ 134,079 | \$ 107,994 | \$ 98,735 | \$ 91,664 |
| 16 | \$ 121,598 | \$ 128,288 | \$ 105,961 | \$ 140,649 | \$ 113,286 | \$ 103,573 | \$ 96,156 |
| 19 | \$ 127,557 | \$ 134,574 | \$ 111,153 | \$ 147,541 | \$ 118,837 | \$ 108,648 | \$ 100,868 |
| TOTAL DAYS | 210 | 215 | 200 | 220 | 200 | 195 | 195 |

Master's Degree = \$800 Doctorate Degree = \$1,000 Health Benefit Cap \$876.98/monthly

*\$2000 Added to High School Principal Step 1 for Home School Principal Responsibilities

Colusa Unified School District

745 10th Street
Colusa, CA 95932
(530) 458-7791

15-16 Confidential/ASES Coordinator Salary Schedule

4% Added effective 1/1/16 , Presented for Adoption 12/8/15

| Executive Administrative Assistant | | |
|---|---------------|---------------|
| Payroll/Personnel Technician | | |
| Year | Annual | Hourly |
| 1 | \$43,138 | \$20.64 |
| 2 | \$45,311 | \$21.68 |
| 3 | \$47,568 | \$22.76 |
| 4 | \$49,951 | \$23.90 |
| 5 | \$52,438 | \$25.09 |
| 6 | \$55,072 | \$26.35 |
| 7 | \$57,809 | \$27.66 |
| 11 | \$60,715 | \$29.05 |
| 14 | \$63,745 | \$30.50 |
| 17 | \$66,943 | \$32.03 |
| 20 | \$70,287 | \$33.63 |

Work Days 261.25

Annual Based upon 8 hours/day

| After School Education Coordinator | | |
|---|---------------|---------------|
| Year | Annual | Hourly |
| 1 | \$23,368 | \$20.02 |
| 2 | \$24,536 | \$21.02 |
| 3 | \$25,761 | \$22.07 |
| 4 | \$27,057 | \$23.18 |
| 5 | \$28,399 | \$24.33 |
| 6 | \$29,823 | \$25.55 |
| 7 | \$31,317 | \$26.83 |
| 11 | \$32,881 | \$28.17 |
| 14 | \$34,527 | \$29.58 |
| 17 | \$36,255 | \$31.06 |
| 20 | \$38,064 | \$32.61 |

Work Days 190 + 13 Holidays = 203

Annual Based upon 5.75 hours/day

Health Benefit Cap \$876.98

Employee must work 6+ hours per day to qualify for Health Benefits

Colusa Unified School District

745 10th Street
Colusa, CA 95932
(530) 458-7791

15-16 Classified Management Salary Schedule

4% Added effective 1/1/16 , Presented for Adoption 12/8/15

| Chief Business Official | | |
|-------------------------|-----------|---------|
| Step | Annual | Hourly |
| 1 | \$82,973 | \$39.70 |
| 2 | \$87,111 | \$41.68 |
| 3 | \$91,479 | \$43.77 |
| 4 | \$96,036 | \$45.95 |
| 5 | \$100,843 | \$48.25 |
| 6 | \$105,879 | \$50.66 |
| 7 | \$111,188 | \$53.20 |

| Director of Maintenance, Operations & Transportation | | |
|---|----------|---------|
| Director of Food Service | | |
| Director of Technology | | |
| Step | Annual | Hourly |
| 1 | \$58,457 | \$27.97 |
| 2 | \$61,362 | \$29.36 |
| 3 | \$64,435 | \$30.83 |
| 4 | \$67,653 | \$32.37 |
| 5 | \$71,039 | \$33.99 |
| 6 | \$74,592 | \$35.69 |
| 7 | \$78,333 | \$37.48 |

12 Month employees exempt from Overtime

Annual Salary is based upon 2090 hours per year

Employees on this schedule receive 20 days vacation annually

Health Benefit Cap \$876.98

COLUSA UNIFIED SCHOOL DISTRICT

l.1.k.

TRUSTEES:
MR. LINCOLN FORRY
MR. TERRY BRESSLER
MR. CHARLES YERXA
MRS. KELLI GRIFFITH-GARCIA
MRS. KATHIE WHITESELL

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

DWAYNE NEWMAN
DISTRICT SUPERINTENDENT



Payroll totals for the month of: November 2015

Issued 11/10/2015: (SUP) \$ 50,552.83

Issued 11/30/2015: (EOM) \$ 733,194.44

Monthly total \$ 783,747.27

Colusa Unified School District
Personnel Assignment Order
2015-2016 #6

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

Employment / Appointments:

| <u>Name</u> | <u>Position</u> | <u>Status</u> | <u>Salary</u> | <u>Date</u> |
|-----------------|--------------------|---------------|---------------|-------------|
| Retirement: | | | | |
| Resignation: | | | | |
| Daniel Kalisuch | Girls Tennis Coach | | | 11/10/2015 |

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

| <u>Name</u> | <u>Position</u> | <u>Date</u> |
|---------------------|----------------------------|-------------|
| Jennifer Bacon | Cafeteria Assistant I-CHS | 11/9/2015 |
| Maria Delia Casorla | Cafeteria Assistant II-CHS | 11/13/2015 |
| Doris Gomez | Custodial Sub | 11/23/2015 |
| Rebecca Rader | Custodial Sub | 11/23/2015 |
| Nancy Montejano | EMS ASES Paraeducator | 11/23/2015 |

Leaves:

| | | |
|------------------|------------------|-----------|
| Rhondda Landreth | Attendance Clerk | 12/4/2015 |
|------------------|------------------|-----------|

Resignation:

| | | |
|--------------------|-----------------------|------------|
| Gumeriendo Salazar | Assistant Track Coach | 11/4/2015 |
| Perry Taylor | JV Softball Coach | 11/24/2015 |

Retirement:

Increase of Hours:

Job transfer:

Termination:

Colusa Unified School District
Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 11-30-15 Site MOT Bus Yard

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

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

| Description | Recommended Disposition |
|---|-------------------------|
| (1.) 1999 CHEVY VENTURE VAN KBB \$700.00 IF IN FAIR CONDITION HAS ENGINE + TRANSMISSION PROBLEMS | SELL OR SALVAGE |
| (2.) 2004 FORD FREESTAR VANS KBB \$1,500.00 FOR FAIR CONDITION VAN #8 - AC IS GOING OUT VAN #9 - TRANSMISSION IS OUT | SELL |
| | |
| | |
| | |

_____ For additional items, check here and attach list.

Site Administrator Approval *Vern Bradeau* 11-30-15
Signature Date

.....

Superintendent/Board Approval *Dawn K. Munson* 12/7/15
Signature Date

Disposition:

Associated Student Body Fund

Egling Middle School and Colusa High School

as of December 1, 2015

Colusa High School

| Account | Name of Club | Balance |
|-----------------------------|------------------------------|---------------------|
| 800 | Colusa HS ASB | \$ 5,620.63 |
| 801 | ASB Football Concessions | \$ 10,806.49 |
| 802 | ASB Student Store | \$ 1,554.65 |
| 811 | Art Club | \$ 937.44 |
| 812 | Ashland Shakespeare Trip | \$ 401.53 |
| 820 | Block C - Other | \$ - |
| 821 | Block C - Baseball | \$ 9,253.63 |
| 822 | Block C - Boys Basketball | \$ 2,122.90 |
| 823 | Block C - Boys Soccer | \$ 176.30 |
| 824 | Block C - Boys Tennis | \$ 929.77 |
| 825 | Block C - Cross Country | \$ (83.62) |
| 826 | Block C - Football | \$ (380.14) |
| 827 | Block C - Girls Basketball | \$ 189.62 |
| 828 | Block C - Girls Soccer | \$ (127.21) |
| 829 | Block C - Girls Tennis | \$ 126.98 |
| 830 | Block C - Golf | \$ (42.46) |
| 832 | Block C - Softball | \$ 816.24 |
| 833 | Block C - Track and Field | \$ 1,590.47 |
| 834 | Block C - Volleyball | \$ 4,924.17 |
| 835 | Block C - Wrestling | \$ 25.00 |
| 835 | Block C - Weight Room | \$ 5.00 |
| 836 | Block C - JV Boys Basketball | |
| 847 | Class of 2016 | \$ 4,897.97 |
| 848 | Class of 2017 | \$ (240.18) |
| 849 | Class of 2018 | \$ 65.94 |
| 850 | Class of 2019 | \$ - |
| 860 | COLUS Yearbook | \$ 12,631.97 |
| 863 | CSF | \$ 1,496.74 |
| 865 | FBLA | \$ 2,466.27 |
| 870 | FFA | \$ 4,965.71 |
| 876 | Drama Club | \$ 7,678.72 |
| 885 | Friday Night Live | \$ (182.90) |
| 887 | Spanish Club | \$ 241.31 |
| 888 | Spirit Club | \$ 2,298.21 |
| 890 | Cooking Club | \$ 54.73 |
| 892 | Science Club | \$ 91.52 |
| TOTAL CHS | | \$ 75,313.40 |
| Egling Middle School | | |
| 950 | Egling MS ASB | \$ 2,289.35 |
| 955 | Club Live | \$ 974.75 |
| 960 | Kids Can Save | \$ 75.00 |
| 965 | Library | \$ 385.15 |
| 985 | Sweatshirts | \$ 922.13 |
| 990 | Yearbook | \$ 458.44 |
| 995 | 8th Grade | \$ 1.30 |
| TOTAL EMS | | \$ 5,106.12 |
| TOTAL FUND 95 ASB | | \$ 80,419.52 |