

# CENTER UNIFIED SCHOOL DISTRICT

www.centerusd.k12.ca.us

*Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.*

## BOARD OF TRUSTEES REGULAR MEETING

➡ Spinelli Elementary School - Cafeteria  
3401 Scotland Drive, Antelope, CA 95843

**Wednesday, October 15, 2008 - 6:00 p.m.**

### STATUS

- |            |  |                         |
|------------|--|-------------------------|
|            | <b>I. CALL TO ORDER &amp; ROLL CALL - 6:00 p.m.</b>  |                         |
|            | <b>II. FLAG SALUTE</b>   |                         |
| (6:02)     | <b>III. ADOPTION OF AGENDA</b>   | Action                  |
| (6:05)     | <b>IV. ORGANIZATION REPORTS</b>  | Info                    |
|            | 1. CUTA - Ann Neal, President  |                         |
|            | 2. CSEA - Marie Huggins, President   |                         |
| (6:15)     | <b>V. REPORTS/PRESENTATIONS</b>  | Info                    |
| Curriculum | 1. Site Student Intervention Report - Kristin Schmieder  |                         |
| !          | 2. Update on District Goals - Scott Loehr  |                         |
| (6:30)     | <b>VI. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>  | Public Comments Invited |
|            | <i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323).</i> |                         |
| (6:35)     | <b>VII. BOARD/SUPERINTENDENT REPORTS</b>   | Info                    |
| (6:45)     | <b>VIII. BOARD DEVELOPMENT</b>   | Info                    |
| Governance | 1. Board Bylaws (9000 - 9122)  |                         |

*Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]*

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

(7:00) IX. **CONSENT AGENDA** Action

*NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.*

- |                         |     |  |
|-------------------------|-----|--|
| Governance              | 1.  | Approve Adoption of Minutes from October 1, 2008 Regular Meeting   |
| Personnel               | 2.  | Approve Certificated Personnel Transactions  |
| ↓                       | 3.  | Approve Classified Personnel Transactions  |
| Curriculum              | 4.  | Approve CHS Media Communications Students to San Francisco Area  |
| ↓                       | 5.  | Approve CHS Media Communications Students to Southern California   |
| ↓                       | 6.  | Approve CHS Media Communications Students to Northern California Coast                                       |
| Facilities & Operations | 7.  | Approve Amendment #1 to Contracts for DSA Inspection Services for Dudley and Spinelli Modernization Projects |
| ↓                       | 8.  | Approve Notice of Completion for Rex Fortune Elementary Site Remediation Project #08-02                      |
| Business                | 9.  | Approve Payroll Orders: July 2008 through September 2008   |
| ↓                       | 10. | Approve Supplemental Agenda (Vendor Warrants)  |

(7:05) X. **INFORMATION ITEMS** Info

- |            |    |   |
|------------|----|---|
| Curriculum | 1. | Workshop: "AVID Path Training" - D. French (WCR)                |
| .          | 2. | Workshop: "Behavior Management" - S. Hoover & K. Leclaire (WCR) |
| Business   | 3. | Workshop: "1099 Reporting Concepts" - M. Churchill (Bus. Off.)  |

(7:06) XI. **BUSINESS ITEMS** *(5 minutes each)*

- |            |           |   |
|------------|-----------|---|
| Governance | <b>A.</b> | <b><u>Placing Times on the Agenda</u></b> <span style="float: right;">Action</span>   |
|            |           | To inform the public to the approximate time an item may be discussed, times will be added to each agenda item. Discussions will not be ended based on the time, but rather when discussion is concluded. |

**B.** **First Reading: Board Policies/Regulations/Exhibits** Action

BP 4132/4232/4332 **Publication or Creation of Materials**  
Replace. Revised policy contains new language requiring the Superintendent to oversee the development of instructional materials, computer programs, and other copyrighted materials by employees, independent contractors, and consultants and requiring any contract with a consultant or independent contractor to contain a provision regarding ownership of the copyright. Policy also requires Superintendent to negotiate district ownership of copyright when an employee develops materials during working and nonworking hours.

BP 4161/4261/4361 **Leaves**  
Replace. Renumbered policy contains material pertaining to administrative and supervisory personnel formerly in BP 4361 - Leaves. List of justifiable reasons for leave revised to include general categories of types of leaves and to delete some specific leaves duplicated in other policies or regulations. Item #6 re: disability leave moved from AR. Regulation revises section on "Return to Service After Leave" to focus on provisions specific to employees failing to return to duty after a leave and to delete material re: notification of intent to return to service which is duplicated in AR 4112.1 - Contracts.

BP/AR 5112.1 **Exemptions from Attendance**  
Replace. Updated policy adds language re: documentation of eligibility for exemption and expands legal references. Regulation revised to more directly reflect law and to add language re: exemption from continuation education for purposes of student leave of absence.

BP/AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction  
 Replace. Policy contains new section entitled "Parent/Guardian Notification" which contains material formerly included in AR and new language which clarifies that, according to the CDE, districts must use a passive consent/opt-out model for HIV/AIDS prevention instruction but may use an active consent/opt-in model for sexual health education. Reorganized, updated regulation contains new section entitled "Instruction and Materials" that is applicable to both HIV/AIDS and sexual health instruction and a new section entitled "Use of Consultants and Guest Speakers" For further information, see article in accompanying Governance and Policy Services News.

**C. Second Reading: Board Policies/Regulations/Exhibits Action**

Replace	BP	0200	Goals for the School District
Replace	BP/AR	3311	Bids
Replace	BP	3517	Facilities Inspection
Replace	BP/AR	4112.24	Teacher Qualifications Under the No Child Left Behind Act
Replace	BP/AR	4112.41/4212.41/4312.41	Employee Drug Testing
Replace	BP	4136/4236/4336	Nonschool Employment
Delete	BP	4137	Tutoring
Replace	BP	4151/4251/4351	Employee Compensation
Replace	BP/AR	5131.1	Bus Conduct
Replace	BP	6141	Curriculum Development and Evaluation
Add	AR	6141	Curriculum Development and Evaluation
Replace	BP	6141.5	Advanced Placement
Replace	BP/AR	6142.8	Comprehensive Health Education
Replace	BP/AR	6146.11	Alternative Credits Toward Graduation
Replace	BP	6162.6	Use of Copyrighted Materials
Replace	BP/AR	6163.2	Animals at School
Replace	BP/AR	6172	Gifted and Talented Student Program
Add	BP/AR	6172.1	Concurrent Enrollment in College Classes
Add	BP	6178.2	Regional Occupational Center/Program
Add	BP	7160	Charter School Facilities
Replace	AR	7160	Charter School Facilities
Replace	BB	9230	Orientation
Replace	BB	9324	Minutes and Recordings

**D. Appointment of Members of the Citizens' Oversight Committee to Oversee Bond Proceeds, Expenditures and Audits Action**

This item would allow the Board to approve members of the oversight committee.

**E. First Reading: Board Bylaw Exhibit 9323.2 Action**

It was requested at the October 1, 2008 meeting to bring this policy forward for revision.

Curriculum **F. Certification of Provision of Standards-Aligned Instructional Materials Action**

This item would certify that as of this date, each pupil in the district in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials to meet the requirements of Education Code Section 60422 (a).

(7:46) XII. **ADVANCE PLANNING** Info

**a. *Future Meeting Dates***

*i. Wednesday, November 5, 2008 @ 6:00 p.m. - Global Youth Charter School - Cafeteria*

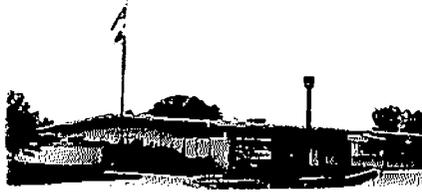
**b. *Suggested Agenda Items***

(7:50) XIII. **ADJOURNMENT** Action

# Center Unified School District

	AGENDA REQUEST FOR
DEPT./SITE: Spinelli Elementary	ACTION ITEM _____
TO: Board of Trustees	INFORMATION ITEM _____
DATE: October 1, 2008	# ATTACHED PAGES <u>3</u>
FROM: Kristin Schmieder, Principal	
PRINCIPAL'S INITIALS <u>KS</u>	

<p><b>SUBJECT:</b> Student and Staff Recognitions:</p> <p>Principal Kristin Schmieder will be giving a report outlining the intervention services available to the Spinelli students and their families.</p>
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## ***Spinelli's Intervention Programs October 2008***

Spinelli offers a variety of intervention programs designed to meet the physical, social, emotional, and academic needs of the students. We offer programs before, during and after school to ensure we develop productive members of society.

### ***How do we meet the physical needs of our students?***

- Approximately one-fourth of our students eat breakfast at school daily, and three-fourths eat school lunch.
- We have a small clothes closet for students in need.
- Through a partnership with the Antelope Mom's Club, we are able to provide school supplies and backpacks, underwear, socks, diapers and gift certificates for shoes at Payless Shoe Store for students.
- We refer families for immediate food needs.
- We host families for Thanksgiving and Christmas meals.
- We provide toys and clothing to needy families at Christmas.

### ***How do we meet the social needs of our students?***

- The social needs of our students are met through the *Second Step Violence Prevention* curriculum used in classrooms weekly. The curriculum addresses: reading facial expressions and body language to respond appropriately to peers, strategies for maintaining control of their emotions, and using words to resolve conflicts.
- We have a PIP (Primary Intervention Program) on our campus for students who may "fall through the cracks"; giving them tools for developing friendships.
- Every Friday students who received Spinelli bucks for "doing the right thing" get to shop for items in our Spinelli buck store.
- To recognize and show the importance of positive behavior choices, we have Tiger Spirit Days where we celebrate a "Student of the Month", and give them the opportunity to be team players by creating performances for the student body.
- Before and after school students have a variety of clubs in which to participate: Garden Club, Spanish Club, Spirit Team grades 2 & 3 and 4 & 5, Scrapbooking Club, Student Council, and Walking Club.
- Under the leadership of Julie Opfer, Vice Principal, we have a Peacekeeper program for our students. Students who qualify to be Peacekeepers must maintain good grades, be role models for their peers, and have the skills to help students resolve conflicts in a peaceful manner. They serve the students at all recesses by being available to talk with students to solve problems that could potentially lead to fights.
- This year, our Student Council will participate in community service projects around our campus; school beautification with a "green" focus.
- We have a partnership with Sacramento State's Physical Education Department, where we host P.E. Interns for eight week cycles as student teachers. The students learn a variety of physical fitness activities, and develop a teamwork approach to sports activities.

- The Vice Principal spends about two hours a day on the playground at lunch recess encouraging positive social behavior for students who have difficulty making good choices. She has also implemented a community service program for students who repeatedly make poor choices which lead to suspension. As a result, we have fewer suspensions, and believe we are building productive members of society.
- Our two Title 1 instructional specialists spend about an hour a day, at lunch recess, facilitating our struggling students who have a difficult time choosing appropriate positive social behavior. This has resulted in fewer suspensions, keeping students in school accessing the curriculum.

***How do we meet the emotional needs of our students?***

- Spinelli was awarded a \$400,000.00 Healthy Start Grant in June of 2000. Our Healthy Start program is still in operation today, extending the grant far beyond the initial three years of funding.
- Through the Healthy Start Grant we were able to secure a Memorandum of Understanding with Terkensha Associates, a County mental health program. Our students and their families have access to mental health services increasing the student's ability to function in school, at home, and in the community. These services are provided on the Spinelli campus.
- We are fortunate to have an Americorps worker on campus several days a week to work one-on-one with students needing emotional and/or academic support.
- Occasionally we make home visits to support students who need that connection to be successful in school.
- To support our non-English speaking parents, Spinelli offers adult English education classes during the day and the evening, with child care provided.
- Parents have access to a GED program to obtain a high school diploma equivalency. As a result, parents are gaining language skills to support their children in school.

***How do we meet the academic needs of our students?***

- At the beginning of each school year, a team of specialists: Alyson Collier (mental/physical health liaison), the RSP teacher, the Title 1 teacher, the ELRT teacher, our school psychologist and the Vice Principal hold a meeting with each classroom teacher to discuss the physical, emotional, social, and academic needs of every student in their classroom. The team determines what services, if any, each student will need to be successful in the classroom. For students needing additional support to achieve academic success, a FAST (Family and School Team) meeting is held with the parents and classroom teacher. Together they develop a plan to meet the needs of the student so he/she can achieve academic success. Every six weeks the student's FAST plan is reviewed, and revisions and/or accommodations are implemented. It may be determined that a Student Study Team meeting should be held. The Student Study Team consists of an administrator, the classroom teacher, the RSP teacher, Alyson Collier, and the parents. Together the team decides what is needed to meet the student's needs, and the student may be tested for a learning disability.
- Being a School-wide Title 1 school, we offer a variety of interventions to meet the needs of all learners. These interventions can be extra materials to support the curriculum, instructional specialists or teachers working with students, computers and computer labs, and/or Accelerated Reader books.
- Using Title 1 dollars, teachers have purchased supplemental materials to enhance the curriculum, build background knowledge, and provide visual cues for student's needing additional support. *UnitedStreaming*, an online video clip program designed to offer real-life visual and audio cues on a number of educational topics, provides students with background knowledge necessary for concept attainment.

- For a struggling student the typical day would begin with before school intervention, where the student would work on reading and/or math skills. Some of the intervention work is done on the computer using an array of computer programs designed to meet the individual needs of students. Before school intervention also utilizes one-on-one sessions with a teacher or instructional specialist. This program is offered five days a week for forty minute sessions.
- Our Title I program offers academic support throughout the school day using a push-in or pull-out model of instruction. The Title I teacher and two instructional specialists work one-on-one, in pairs, or in small groups with students on activities targeted to meet their individual needs.
- Students receive daily math instruction in grades K-2, and math and reading in grades 3-5 using an individualized computer program, *SuccessMaker*, in one of our two state of the art computer labs. (Primary Lab updated Fall of 2007, Intermediate Lab to be updated Fall of 2008)
- We have been building our school library for the past 3 years, spending over \$40,000.00 to enhance our Accelerated Reading program for grades K-5.
- We have a *SmartBoard* in the Kindergarten classroom to facilitate the teaching of concepts, and enhance the curriculum.
- Our English Learners receive thirty minutes of daily instruction in English Language via the *Avenues Curriculum*, while English Only students participate in writing enrichment or reading remediation activities based on their specific needs. This group rotation is provided by the classroom teachers, the ELRT teacher, the Title I teacher and two instructional specialists.
- Last year, several classroom teachers implemented *Focus 2 Learn*, a program created by our district Occupational Therapist, Michael Pullman, to address neurological/brain function as it relates to learning and attention. The program gets the students physically moving by completing a variety of brain vs. body and eye/hand coordination activities designed to focus the brain and prepare it for learning.
- To increase school attendance, we have implemented weekly recognition certificates for classrooms with perfect attendance. We also honor students with perfect attendance at our Tiger Days. We make daily phone calls home for every student absence.
- We work with our site Child Development Center (on-site daycare) to bridge the gap between school and home by providing grade level textbooks so their staff can help students complete homework during "homework club" at CDC.
- In addition to our computer labs, every classroom has a bank of 3-5 computers in the classroom for student use. These computers can be used for completing work, remedial games in reading and/or math, and enrichment activities to extend the curriculum.
- At Spinelli we offer staff development to improve and strengthen our teacher's ability to deliver a quality education to all students. We provide in-services on behavior management via Fred Jones and Jim Fay, strategies and techniques for reaching the reluctant learner, curriculum delivery, and technology to extend learning beyond the classroom doors.
- Our focus this year is to maintain a positive work environment. We are implementing the principles of the *No Complaining Rule*, by Jon Gordon. Since more productivity is lost in the workplace due to negativism than any other factor, we are making a concerted effort to minimize complaining by focusing on all the good, positive things we do for the staff and students at Spinelli.



# APPORTIONMENT REPORT BY MONTH IN PERCENTAGE

September

	2007/2008		2008/2009		DIFFERENCE	
	ENROLLMENT	PRIOR YEAR	MONTH 2			
DUDLEY	684	97.05%	97.04%		-0.01%	
NORTH COUNTRY	500	96.20%	97.01%		0.81%	
OAK HILL	745	96.74%	97.46%		0.72%	
SPINELLI	323	96.48%	96.77%		0.29%	
WILSON RILES	1224	97.02%	96.60%		-0.42%	
CENTER HIGH	1458	96.56%	96.08%		-0.48%	
MCCLELLAN	100	92.16%	86.14%		-6.02%	
WR RILES (OPPORTUNITY)	33	89.95%	88.25%		-1.70%	
CENTER HIGH 10 ACADEMY	20	N/A	85.36%			
GLOBAL YOUTH	79	93.61%	95.50%		1.89%	
ANTELOPE VIEW	165	93.67%	100.00%		6.33%	
			<b>Weighted</b>	<b>Weighted</b>	<b>Weighted Difference Two Years</b>	
<b>DISTRICT AVERAGE-w/o charters</b>	<b>5087</b>	<b>95.09%</b>	<b>95.09%</b>	<b>93.41%</b>	<b>96.42%</b>	<b>1.33%</b>
<b>DISTRICT AVERAGE</b>	<b>5331</b>	<b>94.94%</b>	<b>94.94%</b>	<b>94.20%</b>	<b>96.52%</b>	<b>1.57%</b>

# CUSD Progress Report

15-Sep

		Dudley	Spin	O.H.	NoCo	WCR	CHS	McC	Global	A-View	District	
Goal		Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	
<b>Walkthroughs</b>	15-Sep	100	100	100	100	100	75	100	100	100	8	
	20-Oct											
	<b>Min. 2 x Monthly</b>	17-Nov										
		5-Jan										
		2-Feb										
		2-Mar										
		30-Mar										
		4-May										
	Last Day of School											
<b>Standards</b>	Average/Best	82	67	82	61	69	76	73	72	83	9	
	15-Sep	82	67	82	61	69	76	73	72	83	9	
	<b>80/80</b>	20-Oct										
		17-Nov										
		5-Jan										
		2-Feb										
		2-Mar										
		30-Mar										
	4-May											
	Last Day of School											
<b>Totals</b>		2	2	2	2	2	1	2	2	2	17 of 18	

\* Listed date represents week it is due to Scott. Window closes the week before.

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	Superintendent's Office	<b>Action Item</b> _____
<b>To:</b>	Board of Trustees	<b>Information Item</b> _____
<b>Date:</b>	October 15, 2008	<b># Attached Pages</b> _____
<b>From:</b>	Dr. Kevin J. Jolly, Superintendent	
<b>Principal/Administrator Initials:</b>	_____	

<b>SUBJECT: Board Development</b>
<p>The Board of Trustees will be reviewing and discussing Board Bylaws 9000 - 9122.</p>
<b>RECOMMENDATION: information only</b>

# **Board Bylaw**

## **BB 9000 Board Bylaws**

### **Role Of The Board**

The Governing Board is elected by the community to provide leadership and citizen oversight of the district's schools. The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the district
2. Providing a basic organizational structure for the district by establishing policies
3. Ensuring accountability
4. Providing community leadership on behalf of the district and public education

(cf. 9005 - Governance Standards)

(cf. 9200 - Members)

(cf. 9400 - Board Self-Evaluation)

5. Providing support to the Superintendent and staff as they carry out the Board's direction by:

- a. Establishing and adhering to standards of responsible governance

(cf. 9005 - Governance Standards)

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

(cf. 9200 - Limits of Board Member Authority)

(cf. 9270 - Conflict of Interest)

- b. Making decisions and providing resources that support district priorities and goals

- c. Upholding Board policies

- d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons

(cf. 9240 - Board Development)

(cf. 9400 - Board Self-Evaluation)

To fulfill these basic responsibilities, the Board shall:

1. Involve the community, parents/guardians, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress

(cf. 0500 - Accountability)

(cf. 6010 - Goals and Objectives)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.5 - Student Assessment)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

4. Hire and support the Superintendent so that the vision, goals and policies of the district can be implemented

(cf. 2121 - Superintendent's Contract)

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

5. Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the district, and ensure that the Superintendent holds district personnel accountable

(cf. 2123 - Evaluation of the Superintendent)

(cf. 4000 - Concepts and Roles)

(cf. 4111 - Recruitment and Selection)

(cf. 4115 - Evaluation/Supervision)

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

(cf. 4211 - Recruitment and Selection)

(cf. 4215 - Evaluation/Supervision)

(cf. 4311 - Recruitment and Selection)

(cf. 4315 - Evaluation/Supervision)

6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

7. Ensure that a safe and appropriate educational environment is provided to all students

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 7110 - Facilities Master Plan)

(cf. 7150 - Site Selection and Development)

(cf. 7210 - Facilities Financing)

8. Establish a framework for the district's collective bargaining process and adopt responsible agreements

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels

(cf. 0510 - School Accountability Report Card)

(cf. 1020 - Youth Services)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)

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

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 9010 - Public Statements)

10. Convene as a judicial and appeals body and serve as the final decision-maker in accordance with law, Board policies and negotiated agreements

(cf. 1312 - Complaints Concerning the Schools)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4117.3 - Personnel Reduction)

(cf. 4117.4 - Dismissal)

(cf. 4144/4244/4344 - Complaints)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)  
(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5125.3 - Challenging Student Records)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)  
(cf. 6164.6 - Identification and Education Under Section 504)

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

**Legal Reference:**

**EDUCATION CODE**

5304 Duties of governing board (re school district elections)  
12400-12405 Authority to participate in federal programs  
17565-17592 Board duties re property maintenance and control  
33319.5 Implementation of authority of local agencies  
35000 District name  
35010 Control of district; prescription and enforcement of rules  
35020-35046 Officers and agents  
35100-35351 Governing boards, especially:  
35160-35185 Powers and duties  
35291 Rules

**Management Resources:**

**CSBA PUBLICATIONS**

Maximizing School Board Governance

Professional Governance Standards, November 2000

School Board Leadership: The Role and Function of California's School Boards, 1996

**NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

The Key Work of School Boards, 2000

**WEB SITES**

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

CSBA Governance Institute: <http://www.csba.org/gi>

National School Boards Association: <http://www.nsba.org>

**Bylaw CENTER UNIFIED SCHOOL DISTRICT**  
adopted: October 18, 2006 Antelope, California

# **Board Bylaw**

BB 9005

## **Board Bylaws**

### **Governance Standards**

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

(cf. 9000 - Role of the Board)

(cf. 9270 - Conflict of Interest)

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education

(cf. 9010 - Public Statements)

3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community

4. Act with dignity, and understand the implications of demeanor and behavior

5. Keep confidential matters confidential

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

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

(cf. 9240 - Board Development)

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and

staff

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

8. Understand that authority rests with the Board as a whole and not with individuals

(cf. 9200 - Members)

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students

2. Communicate a common vision

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within Board-adopted policies and procedures

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

6. Take collective responsibility for the Board's performance

7. Periodically evaluate its own effectiveness

(cf. 9400 - Board Self-Evaluation)

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

(cf. 1220 - Citizen Advisory Committees)

(cf. 9323 - Meeting Conduct)

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

**GOVERNMENT CODE**

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

**Management Resources:**

**CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

**WEB SITES**

CSBA: [www.csba.org](http://www.csba.org)

**Bylaw CENTER UNIFIED SCHOOL DISTRICT**  
adopted: September 5, 2001 Antelope, California

# **Board Bylaw**

BB 9010

## **Board Bylaws**

### **Public Statements**

All public statements in the name of the Governing Board shall be issued by the Board president or, if appropriate, by the Superintendent or designee at the direction of the Board president. No individual Board member shall make public statements in the name of the Board.

Before voting on any issue, all Board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Board makes its decision.

Once a Board decision has been reached, all Board members shall support that decision until amended or rescinded by Board action. Any Board member who disagrees with any specific Board action, has a right to voice his/her own views.

No member of the Board shall release information from a closed session.

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

### **Legal Reference:**

**EDUCATION CODE**

**35010 - Control of district; prescription and enforcement of rules**

Bylaw  
adopted: October 26, 1994

**CENTER UNIFIED SCHOOL DISTRICT**  
Antelope, California

# **Board Bylaw**

BB 9011

## **Board Bylaws**

### **Disclosure Of Confidential/Privileged Information**

The Governing Board recognizes the importance maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

### **Disclosure of Closed Session Information**

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

## Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

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

(cf. 5125 - Student Records)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)

### Legal Reference:

#### EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35146 Closed session

#### EVIDENCE CODE

1040 Privilege for official information

#### GOVERNMENT CODE

1098 Public officials and employees re confidential information

3549.1 Meeting and negotiating in public educational employment

6250-6270 Inspection of public records

54950-54963 Brown Act, especially:

54956.8 Open meeting laws

54956.9 Closed meeting for pending litigation

54957 Closed session; "employee" defined; exclusion of witnesses

54957.1 Subsequent public report and rollcall vote; employee matters in closed session

54957.5 Public records

54957.6 Closed session; representatives with employee organization

54957.7 Reasons for closed session

54963 Confidential information in closed session

#### ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 231 (1997)

### Management Resources:

#### CSBA PUBLICATIONS

Professional Governance Standards, November 2000

Maximizing School Board Leadership, 1996

#### WEB SITES

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

**Bylaw CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: May 7, 2003      Antelope, California**

# **Board Bylaw**

BB 9100

## **Board Bylaws**

### Organization

The legal basis for education in the Center Unified School District, in Sacramento and Placer Counties, California, is vested in the will of the people as expressed in the Constitution of the State of California, the statutes pertaining to education, Board interpretation of those laws and the powers implied in them.

Center Unified School District is classified as a joint school district because its territory is inclusive in two (2) counties.

Bylaw adopted  
by the Board: April 16, 1986

CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California

# **Board Bylaw**

BB 9100.1

## **Board Bylaws**

### **Organization**

#### **Annual Organizational Meeting**

The Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members.
2. Appoint a secretary to the Board.
3. Authorize signatures.
4. Develop a schedule of regular meetings for the year.
5. Develop a Board calendar for the year.
6. Designate Board representatives.

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings)

#### **Election of Officers**

The Board shall each year elect its entire slate of officers.

#### **Legal Reference:**

##### **EDUCATION CODE**

35143 Annual organizational meeting date, and notice

35145 Public meetings

##### **GOVERNMENT CODE**

54953 Meetings to be open and public; attendance

68 OPS. CAL. ATTY. GEN. 65 (1985) 59 OPS. CAL. ATTY. GEN. 619, 621-622 (1976)

Bylaw  
adopted: February 3, 1993

CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California

# **Board Bylaw**

BB 9110

## **Board Bylaws**

### **Terms Of Office**

The Governing Board of the Center Unified School District shall consist of five members elected at large to collectively represent the electorate and the State of California as trustees of the property and programs of the schools therein. Each member serves for a period of four years unless completing the unexpired term of a former member.

Members shall be elected in a biennial election on the first Tuesday after the first Monday in November in each even-numbered year.

The term of office shall commence on the first Friday in December next succeeding their election. (Education Code 5017)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360; Education Code 5017)

As amended by AB 3543 (Ch. 1162, Statutes of 1990), Education Code 5000 provided that Board member terms expire on the first Friday in December following the election.

(cf. 9220 - Elections)

(cf. 9223 - Filling Vacancies)

(cf. 9224 - Oath or Affirmation)

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

### **Legal Reference:**

#### **EDUCATION CODE**

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

#### **GOVERNMENT CODE**

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

Bylaw  
adopted:

CENTER UNIFIED SCHOOL DISTRICT  
October 4, 1993  
Antelope, California

# **Board Bylaw**

BB 9120

## **Board Bylaws**

### **Officers and Auxiliary Personnel**

#### **Officers**

The Governing Board shall elect from its membership a president and a clerk. It shall appoint the Superintendent as secretary. These elections and appointment shall take place annually at the organizational meeting of the Board.

#### **Legal Reference:**

##### **EDUCATION CODE**

35022 President of board

35025 Secretary and bookkeeper

35034 District superintendent of certain unified districts (acts as secretary of board)

35036 Powers and duties of clerk in certain districts

35037 Clerk must be board member

35039 Dismissal of clerk

35040 Duties of clerk

35041.5 Legal counsel; relieving duties of county counsel and district attorney

35143 Annual organizational meeting - date and notice

35121 Appointment of clerk (city school districts)

35160 Powers of governing board after Jan. 1, 1976

35250 Duty to keep certain records and reports

Bylaw adopted  
by the Board: April 16, 1986

CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California

# **Board Bylaw**

BB 9121

## **Board Bylaws**

### **President**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

(cf. 9323 - Meeting Conduct)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Superintendent or designee on the preparation of the Board's agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Working with the Superintendent to ensure that Board members have necessary materials and information

4. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

6. Representing the district as governance spokesperson, in conjunction with the Superintendent

(cf. 1112 - Media Relations)

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

(cf. 9123 - Clerk)

**Legal Reference:**

**EDUCATION CODE**

35022 President of the board

35143 Annual organizational meetings; dates and notice

**GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

**Management Resources:**

**CSBA PUBLICATIONS**

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

**WEB SITES**

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

Bylaw CENTER UNIFIED SCHOOL DISTRICT  
adopted: October 1, 2003 Antelope, California

# **Board Bylaw**

BB 9122

## **Board Bylaws**

Secretary

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

(cf. 9322 - Agenda/Meeting Materials)

2. Record, distribute and maintain the Board minutes

(cf. 9324 - Minutes and Recordings)

3. Maintain Board records and documents

4. Conduct official correspondence for the Board

5. As directed by the Board, sign and execute official papers

6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

### **Legal Reference:**

#### **EDUCATION CODE**

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

#### **GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

### **Management Resources:**

#### **CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

#### **WEB SITES**

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

Bylaw CENTER UNIFIED SCHOOL DISTRICT  
adopted: October 1, 2003 Antelope, California



# CENTER UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Spinelli Elementary School - Cafeteria  
3401 Scotland Drive, Antelope, CA 95843

Wednesday, October 1, 2008

### MINUTES

**CALL TO ORDER** - President Friedman called the meeting to order at 5:50 p.m.

#### **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. Student Expulsions/Readmissions (G.C. §54962)

**CLOSED SESSION** - the Board adjourned into closed session at 5:50 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson, Mr. Blenner, Mr. Friedman  
Mrs. Williams, Mr. Wilson

Administrators Present: Dr. Jolly, Superintendent  
Scott Loehr, Assist. Supt., Curriculum & Instruction  
Craig Deason, Assist. Supt., Operations & Facilities  
George Tigner, Director of Personnel  
Jeanne Bess, Director of Fiscal Services

**OPEN SESSION** - called to order by Mr. Friedman at 6:05 p.m.

**FLAG SALUTE** - led by Scott Loehr

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** - President Bender announced that the Board had met in closed session, and in the matter of:

1. **Student Expulsions/Readmissions (G.C. §54962)**  
**Student Expulsion #08-09.01** - Recommendation approved.

**Motion:** Anderson                      **Vote:** General Consent  
**Second:** Blenner

**Student Expulsion #08-09.02** - Recommendation approved.

**Motion:** Blenner                      **Vote:** General Consent  
**Second:** Wilson

**Student Expulsion #08-09.03** - Recommendation approved.

**Motion:** Anderson                      **Vote:** General Consent  
**Second:** Blenner

**Student Expulsion #08-09.04** - Recommendation approved.

**Motion:** Wilson                      **Vote:** General Consent  
**Second:** Williams

**ADOPTION OF AGENDA** - approved adoption of agenda as amended: pulling Consent Agenda items 9 & 10

**Motion:** Blenner                      **Vote:** General Consent  
**Second:** Williams

**STUDENT / STAFF RECOGNITIONS**

1. Spinelli Elementary School Student Recognition Awards – Julie Opfer, Vice Principal, recognized student who received advanced scores in Math and Language Arts on the STAR test.
2. Spinelli Elementary School Staff Recognitions – Julie Opfer, Vice Principal, recognized Mrs. Wall for her excellence in teaching.

**STUDENT BOARD REPRESENTATIVE REPORTS**

1. **Center High School** - Sandy Hoang
  - Club Day will be
  - Welcome Back week was held 8/11-15, with the theme "Las Vegas"
  - in September there was a Blood Drive, which had the most donors ever in CHS history
  - a Car Wash was held in honor of Brandon Baker, which raised \$2,000 towards a scholarship
  - last Wednesday there was a Rally and Powder Puff game
  - Friday was Homecoming, with the theme "Board Games"; there was a Homecoming dance as well
2. **McClellan High School** - Anthony Bell was not available to report.
3. **Antelope View Charter School** - Yuliya Didovich
  - this year the students are seeing teachers twice a week
  - this year they will be participating in sports with Global Youth High School
4. **Global Youth Charter School** - Samantha McCurdy
  - their site has acquired a new science teacher
  - they are working on a new library/student lounge room
  - they are working on a music/drama room
  - they are working on landscaping around the classrooms
  - since AVCS will be joining them for sports, they will now be offering volleyball for girls and soccer for boys
  - dance committee is planning a dance

**X. REPORTS/PRESENTATIONS**

1. **Williams Uniform Complaint Quarterly Reporting** - Scott Loehr, Assistant Superintendent of Curriculum & Instruction, reported that there were no complaints to report for July 2008 - September 2008.

2. **Transportation Report** - Craig Deason, Assistant Superintendent of Operations & Facilities, reported on the CHS athletic transportation. Mr. Deason also reported on the possibility of transportation of intradistrict students. Deborah Chase shared information on the bus routes and their capacities at this time.

**PUBLIC COMMENTS**

Jeanne Bess, Director of Fiscal Services, shared with the Board what was learned at her meeting on Monday regarding the State Budget.

**BOARD/SUPERINTENDENT REPORTS**

**Mrs. Anderson**

- nothing to report

**Mr. Blenner**

- thanked the people at Global Youth Charter School for the tour yesterday  
- thanked the staff in the AVCS main office for their assistance

**Mr. Wilson**

- attended homecoming last Friday  
- there will be a class reunion next June for students who graduated in 1986, 1987, 1988, and 1989 from CHS. Alumni can go to [www.classencounters.com](http://www.classencounters.com)

**Mrs. Williams**

- visited Dudley, looked at the modernization  
- attended homecoming Friday night  
- glad to say that there will be a new stadium for next year.  
- noted the possibility that the football players from past would like to have an alumni game in the new stadium during opening

**Dr. Jolly**

- tours were great  
- also toured the DO with Donald  
- shared an article with the Board regarding the MOM's Club donating supplies to Spinelli

**Mr. Friedman**

- toured Spinelli a couple of weeks ago  
- congratulations to Spinelli on the modernizations that were completed this summer  
- great year so far

**BOARD DEVELOPMENT**

1. Board Bylaws (9322 - 9400)

These policies were reviewed and discussed. Trustee Wilson asked that Board Bylaw Exhibit 9323.2 be brought back to vote with a change.

**CONSENT AGENDA**

1. Approved Adoption of Minutes from September 13, 2008 Board Workshop
2. Approved Adoption of Minutes from September 17, 2008 Regular Meeting
3. Approved Certificated Personnel Transactions
4. Approved Classified Personnel Transactions
5. Approved Professional Services Agreement: Mad Science of Sacramento Valley (NoCo, Dudley, Spinelli, OH)
6. Approved 2008/2009 Individual Service Agreements:  
2008/09-88 & 89 Bright Futures  
2008/09-90 Aldar Academy
7. Approved Professional Services Agreement: Jorgensen Sports Service (Global)
8. Ratified Wilson C. Riles Field Events Upgrade Project - Change Order #1
9. *This item was pulled for separate consideration*
10. *This item was pulled for separate consideration*

**Motion:** Blenner                      **Vote:** General Consent  
**Second:** Anderson

The Board took a break from 8:02 – 8:11 p.m.

**CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION**

9. Approved Resolution #6/2008-09: Adopting Plans and Specifications for the Center High School Athletic Facilities Upgrades Project and Ratified the Site Lease and Facilities Lease

**Motion:** Williams                      **Ayes:** Anderson, Blenner, Friedman,  
**Second:** Blenner                      Williams  
**Noes:** Wilson

10. Approved Contract for DSA Inspection Services for Center High School Athletic Facilities Upgrade Project

**Motion:** Blenner                      **Vote:** General Consent  
**Second:** Anderson

Item #9 was reopened for discussion about assessed valuation.

**Motion:** Blenner                      **Vote:** General Consent  
**Second:** Anderson

**INFORMATION ITEMS**

1. 40 Fully Developmental Assets

The Board would like to go through the book; Dr. Jolly will provide further information; item will come back on the 2<sup>nd</sup> meeting in November as an Action Item as to whether it is to be offered as a staff development item in this district.

2. Conference: "Aeries Eagle Software" - C. Domalakes (Bus Off) & M. Lord (Comp Serv)

At 9:00 p.m. there was a motion to extend the meeting until 9:30 p.m.

**Motion Failed**

**Motion:** Williams

**Ayes:** Friedman, Williams

**Second:** Friedman

**Noes:** Anderson, Blenner, Wilson

**ADJOURNMENT** - Because the motion failed, the meeting was declared adjourned at 9:00 p.m.

Respectfully submitted,

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Dr. Kevin J. Jolly, Superintendent  
Secretary to the Board of Trustees

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Donald E. Wilson, Clerk  
Board of Trustees

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Adoption Date

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** X

**Date:** October 15, 2008

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

**From:** George Tigner, Director of Personnel

**Subject: Certificated Personnel Transactions**

**New Hire**

Mary Bono, Spinelli Elementary Adult Education Program

**Resignation**

Diana Conley, Antelope View Charter School

**Recommendation:** Approve Certificated Personnel Transactions as Submitted

**CONSENT AGENDA**

### **New Hire**

Mary Bono has been hired as an Adult Education Teacher, Spinelli Elementary School, effective September 26, 2008.

### **Resignation**

Diana Conley has resigned her position as Sixth Grade Teacher, Antelope View Charter School, effective September 26, 2008.

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Personnel Department</b>	
<b>Date:</b>	<b>October 15, 2008</b>	<b>Action Item</b> <u>  X  </u>
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b> <u>      </u>
<b>From:</b>	<b>George Tigner, Director of Personnel</b>	<b># Attached Pages</b> <u>  1  </u>

**SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS**

**RESIGNATION: Terry Johnson, Wilson Riles Middle School**

**NEW HIRE: Adam Zeissler, Wilson Riles Middle School**

**RECOMMENDATION: Approve Classified Personnel Transactions as Submitted**

**CONSENT AGENDA**

Terry Johnson has resigned from his position as Custodian, Wilson Riles Middle School, effective October 3, 2008.

Adam Zeissler has been hired as an Instructional Specialist,PH/Autism, Wilson Riles Middle School, effective September 30, 2008.

# Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Center High School

**Date:** September 25, 2008

**To:** CUSD Board of Trustees

**From:** Steve Thiessen

**Principal's Initials** ST

**Action Item** X

**Information Item** \_\_\_\_\_

**# Attached Pages** 2

**SUBJECT:**

## **CHS MEDIA COMMUNICATIONS STUDENTS TO SAN FRANCISCO BAY AREA**

**Matt Chamberlain, MCA Department Chair, is requesting to take sophomore students to the San Francisco Bay Area, November 13-14, 2008.**

**The list of potential student participants is attached for your reference. Mr. Chamberlain (916) 690-5329 along with staff members Rob McInnes, Amy Chaney, Kristen Clements, Susan Radi and Deanna Frazee will serve as chaperones.**

**Transportation is provided by charter bus. Funding for this trip is provided by the MCA Grant and student body funds. The group will stay at the Marriott Courtyard, Emeryville. The itinerary includes the Jelly Belly Factory, Alcatraz tour, Chinatown, Golden Gate Bridge, Golden State Warriors basketball game and the Exploratorium.**

**This annual trip provides sophomore students an opportunity to participate in real-world experiences related to life after high school, as well as media related fields.**

**CONSENT AGENDA**

**RECOMMENDATION: Approve MCA trip to San Francisco Bay Area.**

**MCA San Francisco Trip 2008  
Proposed Itinerary**

The purpose of the trip to expose the MCA sophomores to real-world experiences related to life after high school and media related fields.

**Thursday, November 13**

3PM leave CHS

430 PM arrive at Jelly Belly Factory

7PM arrive @ Oakland Coliseum Golden State Warriors

Check in at Marriott Courtyard

**Friday, November 14**

8am leave Marriott

9am arrive at Pier 9

930 depart for Alcatraz Tour

noon to 1PM Tour Chinatown

2PM t 4PM Tour Exploratorium

4PM to 5PM walk across Golden Gate Bridge

6PM Dinner @ Cordelia

8PM arrive at Center

The goals of this trip are many. We hope to provide a real-world experiences by showing students job opportunities, local colleges, cultural and historic events.

# Sophomore Trip

MCA ~~is asking for a~~ debt of \$25 - please bill

Juniors  
Kara Kazos  
Monique Murphy  
Julia Cohoat  
Jesse Thompsen  
Chelsey Mulady  
Sammy O'Connell  
Ariel Ampania  
Arthur Pristupa  
Pete Ramirez  
Ashleah Miller  
John Salinas  
Brittany Harris- Jackson  
Arielle Rose  
DeVaughn Alexander  
Tyler James  
James Leveron  
Monjan Hay  
Kyle McGee  
Crissona tennison  
Kristina Pena  
Mishelei Byrd  
Patrisha Trujillo  
Tonysha Luke  
Alexis Conyers  
Garret Southwick  
Tyler Barnett  
Heather Clements  
Max Katkonov  
Taylor Hadaway  
Megan Gilbert  
Stephanie Howton  
Jennifer Ortega  
Melanie Moon  
Steven Condemarin  
Kristen Gauthier  
Connor Haysbert  
Jennifer Knapp  
Alex Lamb  
Stephanie Martinez  
Nikolay Ghentu  
Robert Nathans  
Carlos Almanza  
Vitaly Yaroshevich

Sophomores  
Chris Lesly  
Melissa Wilson  
Nichole Whittington  
Kenya Stark  
Daniel Smith  
Nate Mondragon  
Kelsey Peters  
Mariah Rivera  
Jenna Oropeza  
Breanne Miller  
Falesha McCarthy  
Scott Larish  
Kayleigh Lepape  
Nick Maklhonuk  
Margarita Kravchuk  
Chad Haysbert  
Jonathan Jackson  
Alison Karr  
Maribel Gutierrez  
Ashlea Grabach  
Mollie Gillman  
Jeff Coleman  
Simona Dejeu  
Gagan Aujla  
Cassy Brown  
Austin Tresh  
Sileni Vehikite  
Andy Vo  
Janida Penn  
Kayla Sant  
Salina Saechao  
Nicole Keena  
Jasnil Prasad  
Matt Mene  
Marika Macawile  
Branden Brown  
Samantha Grace  
Nicolette Harter  
Lexie Oliphant  
Jerny Georgerian  
Miriah Faupula  
Asheigh Garcia  
Amber Bishop  
Shelby Andrews

Seniors  
Jared Almanza  
Patrick Wiseman  
Daniel Smith  
Yanni Street  
Krystal Small  
Dwijesh/Sheth  
Cassie Robinson  
Yain Saechao  
Stephanie Santos  
Kevin Matre  
Daniel Levy  
Matt Johnston  
Calai Brown  
Carter Herrmann  
Dani Brown  
Tabetha Homan  
Chantel Hodge  
Megan Brucklacher  
Amber Berekeley

# Center Unified School District

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Center High School	
Date: September 25, 2008	Action Item <input checked="" type="checkbox"/>
To: CUSD Board of Trustees	Information Item <input type="checkbox"/>
From: Steve Thiessen	# Attached Pages 2
Principal's Initials <u>ST</u>	

**SUBJECT: CENTER HIGH SCHOOL MCA TO SOUTHERN CALIFORNIA**

**Matt Chamberlain, Media Communications Academy Department Chair, is requesting approval to take approximately 40-50 students to Southern California, March 12-15, 2009. A list of possible students is attached; the exact list of student participants will be determined as the trip gets closer.**

**Chaperones for this trip are CHS teachers Matt Chamberlain (916) 690-5329, Digol J'Beily, Rob McInnes, Kristen Clements and Lisa Miller. Participants will travel via commercial airline, and utilize public transportation while in Southern California. Participants will stay at the Sheraton Universal City (866) 716-8130. Funding for this trip will be provided through private payment, fundraising, and the MCA Grant.**

**The proposed itinerary is attached for your reference. Students will have the opportunity to tour the Ronald Reagan Museum, Warner Brothers Studio, Museum of Tolerance, UC Los Angeles, Universal Studios and Back Lot. They will go on the Universal Walk, visit Santa Monica Pier, Hollywood Walk and Disneyland. They will also have dinner at Medieval Times.**

**CONSENT AGENDA**

**RECOMMENDATION: Approve MCA field trip to Southern California.**

Proposed MCA Junior Field Trip  
2009

**Thursday, March 12**

7am Depart Sac Airport – Southwest Airlines  
830am Arrive Burbank Airport  
10am Tour the Reagan Museum  
Noon lunch  
2PM Warner Brothers VIP Tour  
6PM Check in Sheraton Hotel- Universal City  
7PM Dinner Universal Walk

**Friday, March 13**

7am Breakfast at hotel  
9am Tour Museum of Tolerance  
noon Tour UCLA  
2PM Santa Monica Pier  
4PM Hollywood Walk  
7PM Dinner at Universal Walk

**Saturday, March 14**

7am Check out of Sheraton Universal City  
8am Breakfast  
9am Universal Studios and Back Lot Tour  
6PM Depart Universal Studios  
9PM Medieval Times Dinner Theatre  
11PM Check in Anaheim Sheraton

**Sunday, March 15**

7am Check out of Sheraton  
9am Disneyland  
6PM Depart Disneyland  
7PM arrive at John Wayne Airport  
9PM Depart Orange County  
1030 Arrive at Sacramento Airport

# Junior Trip

~~MCATS~~ ~~Feb 1-4~~ \$25 - please bill

## Juniors

Kara Kazos  
Monique Murphy  
Julia Cohoat  
Jesse Thompsen  
Chelsea Mulady  
Sammy O'Connell  
Ariel Ampania  
Arthur Pristupa  
Pete Ramirez  
Ashleah Miller  
John Salinas  
Brittany Harris- Jackson  
Arielle Rose  
DeVaughn Alexander  
Tyler James  
James Leveron  
Monjan Hay  
Kyle McGee  
Crissona tennison  
Kristina Pena  
Mishel Byrd  
Patrisa Trujillo  
Tonysha Luke  
Alexis Conyers  
Garret Southwick  
Tyler Barnett  
Heather Clements  
Max Katkonov  
Taylor Hadaway  
Megan Gilbert  
Stephanie Howton  
Jennifer Ortega  
Melanie Moon  
Steven Condemarin  
Kristen Gauthier  
Connor Haysbert  
Jennifer Knapp  
Alex Lamb  
Stephanie Martinez  
Nikolay Ghent  
Robert Nathans  
Carlos Almanza  
Vitaly Yaroshevich

## Sophomores

Chris Lesly  
Melissa Wilson  
Nichole Whittington  
Kenya Stark  
Daniel Smith  
Nate Mondragon  
Kelsey Peters  
Mariah Rivera  
Jenna Oropeza  
Breanne Miller  
Falesha McCarthy  
Scott Larish  
Kayleigh Lepape  
Nick Maklhonuk  
Margarita Kravchuk  
Chad Haysbert  
Jonathan Jackson  
Alison Karr  
Maribel Gutierrez  
Ashlea Grabach  
Mollie Gillman  
Jeff Coleman  
Simona Dejeu  
Gagan Aujla  
Cassy Brown  
Austin Tresh  
Sileni Vehikite  
Andy Vo  
Janida Penn  
Kayla Sant  
Salina Saechao  
Nicole Keena  
Jasnil Prasad  
Matt Mene  
Marika Macawile  
Branden Brown  
Samantha Grace  
Nicolette Harter  
Lexie Oliphant  
Jenny Georgerian  
Miriah Faupula  
Asheigh Garcia  
Amber Bishop  
Shelby Andrews

## Seniors

~~Jared Almanza  
Patrick Wiseman  
Daniel Smith  
Yanni Street  
Krystal Small  
Dwijesh Sheth  
Cassie Robinson  
Yain Saechao  
Stephanie Santos  
Kevin Matre  
Daniel Levy  
Matt Johnston  
Calai Brown  
Carter Herrmann  
Dani Brown  
Tabetha Homan  
Chantel Hodge  
Megan Brucklacher  
Amber Berekeley~~

# Center Unified School District

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Center High School	
Date: September 25, 2008	Action Item <input checked="" type="checkbox"/>
To: CUSD Board of Trustees	Information Item <input type="checkbox"/>
From: Steve Thiessen	# Attached Pages 2
Principal's Initials 	

**SUBJECT: CHS MEDIA COMMUNICATIONS STUDENTS TO THE NORTHERN CALIFORNIA COAST**

Matt Chamberlain, MCA Department Chair, is requesting to take senior students to the Northern California coast, March 19-22, 2009. The list of potential student participants is attached for your reference. The exact list of student participants will be determined as the trip gets closer.

Chaperones for this trip are CHS teachers Matt Chamberlain, (916) 690-5329, Vernon Bisho, Digol J'Beily, Amy Chaney and Kristen Clements. Transportation is provided by charter bus and the group will stay at the San Jose Sheraton. Funding for this trip will be provided through private payment, fundraising and the MCA Grant.

The proposed itinerary is attached for your reference. Students will have the opportunity to tour the Monterey Bay Aquarium, Cannery Row, San Jose State University, Winchester Mystery House and Hearst Castle. Students will also enjoy a San Jose Sharks hockey game and Paramount's Great America.

This trip provides senior students an opportunity to participate in real-world experiences related to life after high school.

**CONSENT AGENDA**

**RECOMMENDATION: Approve MCA field trip to the Northern California coast.**

**MCA Senior Proposed Field Trip  
2009**

**Thursday March 19**

3PM Depart Center High  
6PM Arrive San Jose Arena – San Jose Sharks  
10PM Check in San Jose Sheraton

**Friday, March 20**

7am breakfast  
Noon lunch  
9am Monterrey Bay Aquarium  
11am Historic Cannery Row tour and lunch  
2PM arrive at San Jose State University  
5PM arrive for Winchester Mystery House tour  
7PM Dinner  
9PM Curfew at hotel

**Saturday, March 21**

7am breakfast  
9am Arrive at Paramount's Great America  
6PM depart the park  
7PM Dinner  
9PM curfew at hotel

**Sunday, March 22**

7am check out of hotel  
8am depart for Hearst Castle San Simeon  
10PM arrive for Hearst Castle tour  
2PM depart for Antelope  
6PM arrive in Antelope



[Logout](#) | [User Options](#) | [Home](#)  
**Center High School**

Welcome Chamberlain, Jos

9/23/2008 12:11:11 PM

Attendance

Grades **A+**

Student Info

Resources

Take Attendance by Photo

Seating Chart

Reports

View: Period 2

Attendance for 9/23/2008  [Change Date](#)

(Last Updated: 9/23/2008 8:45:06 AM)

**Submit Attendance - Even if all students are present**

						9/23	
1	<u>35</u>	Albrecht, Katelyn Anne	12	19788	.	.	.
2	<u>112</u>	Aujla, Arkinder	12	26606	.	.	M
3	<u>199</u>	Berkery, Amber	12	27387	.	.	W
4	<u>221</u>	Blatnick, Lacey	12	27412	.	.	A
5	<u>279</u>	Brown, Calai	12	21204	.	.	.
6	<u>282</u>	Brown, Danielle Nicole	12	22418	.	.	M
7	<u>291</u>	Brucklacher, Megan	12	26607	.	.	.
8	<u>309</u>	Burke, Matthew	12	27483	.	.	.
9	<u>385</u>	Castillo, Andrew Jared	12	27536	.	.	.
10	<u>725</u>	Eckles, Brandi K	12	13838	.	.	.
11	<u>746</u>	Elmer, Kayla M.	12	18551	.	.	.
12	<u>965</u>	Green, Wesley	12	27052	.	.	.
13	<u>1098</u>	Herrmann, Carter	12	22851	.	.	.
14	<u>1114</u>	Hodge, Chantel Denae	12	17420	.	.	.
15	<u>1126</u>	Homan, Tabetha Rose	12	22437	.	.	I
16	<u>1154</u>	Huston, Kayla	12	18499	.	.	.
17	<u>1223</u>	Johnston, Matthew	12	27317	.	.	.
18	<u>1436</u>	Levy, Daniel R	12	26819	.	.	.
19	<u>1600</u>	Matre, Kevin	12	27448	.	.	I
20	<u>4061</u>	Morgia, Federica	12	37749	.	.	.
21	<u>2117</u>	Riley, Whitney	12	27477	.	.	.
22	<u>2132</u>	Robinson, Cassandra	12	19334	.	.	I I I
23	<u>2212</u>	Saechao, Yain On	12	12476	.	.	.
24	<u>2263</u>	Santos, Stephanie	12	27358	.	.	I
25	<u>3357</u>	Sedin, Lauren	12	28728	.	.	.
26	<u>2326</u>	Shepherd, Matthew	12	14211	.	.	.
27	<u>2337</u>	Sheth, Dwijesh	12	19535	Verified Activity	V	U
28	<u>2408</u>	Small, Krystal	12	18885	.	.	.
29	<u>2417</u>	Smith, Daniel C	12	27693	.	.	.
30	<u>2430</u>	Smith, Zachary	12	18837	.	.	A
31	<u>2485</u>	Street, Yanni Deja Dajour	12	19781	.	.	.
32	<u>2742</u>	Wells, Ryan M	12	24361	.	.	I I
33	<u>2798</u>	Wiseman, Patrick	12	27366	.	.	U U

*Seniors who might go on Coast Trips*

**Submit Attendance - Even if all students are present**

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# *Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	Facilities & Operations Department	
<b>Date:</b>	October 15, 2008	Action Item <input checked="" type="checkbox"/>
<b>To:</b>	Board of Trustees	Information Item <input type="checkbox"/>
<b>From:</b>	Craig Deason, Assist. Supt.	# Attached Pages <u>2</u>
<b>Assist.Supt. Initials:</b>	_____	

<b>SUBJECT:</b>	<b>Amendment #1 to Contracts for DSA Inspection Services for Dudley and Spinelli Modernization Projects</b>
<p>On June 4, 2008 the DSA inspection services contracts for Frank Presley, DSA Inspector, were approved for the Dudley and Spinelli Modernization Projects. Amendment #1 extends the DSA IOR contract due to extended closeout duration.</p>	
<b>RECOMMENDATION:</b> That the Board of Trustees approve Amendment #1 to each of the contracts for Frank Presley for the Dudley and Spinelli Modernization Projects.	

**CONSENT AGENDA**

**AMENDMENT # 1 TO THE AGREEMENT BY AND BETWEEN PRESLEY & ASSOCIATES AND CENTER UNIFIED SCHOOL DISTRICT DATED JUNE 4, 2008, FOR PROJECT INSPECTION SERVICES FOR THE DUDLEY ELEMENTARY SCHOOL MODERNIZATION PROJECT**

This Amendment modifies the Agreement by and between Presley & Associates and Center Unified School District Dated June 4, 2008, for Project Inspection Services for the Dudley Elementary School Modernization Project (the "Agreement") as follows:

- The original text of Article 3, section 2 reads:  
  
3.2. Total compensation due and to be paid for Basic Services and Reimbursable Expenses under this Agreement shall not exceed \$15,750 unless modified by written change order.
  
- The following text is hereby inserted at Article 3, section 2 in place of the original text:  
  
3.2. Total compensation due and to be paid for Basic Services and Reimbursable Expenses under this Agreement shall not exceed \$19,350 unless modified by written change order.
  
- The Effective Date of this Amendment is October 3, 2008.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to the Agreement to be executed by their respective duly authorized officers, as of the Effective Date.

CENTER UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
Dr. Kevin J. Jolly, Superintendent

PRESLEY & ASSOCIATES

By: \_\_\_\_\_  
Frank Presley, President

Approved as to form:

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

By: \_\_\_\_\_  
Patrick A. Gunn, Legal Counsel for  
Center Unified School District

**AMENDMENT # 1 TO THE AGREEMENT BY AND BETWEEN PRESLEY & ASSOCIATES AND CENTER UNIFIED SCHOOL DISTRICT DATED JUNE 4, 2008, FOR PROJECT INSPECTION SERVICES FOR THE SPINELLI ELEMENTARY SCHOOL MODERNIZATION PROJECT**

This Amendment modifies the Agreement by and between Presley & Associates and Center Unified School District Dated June 4, 2008, for Project Inspection Services for the Spinelli Elementary School Modernization Project (the "Agreement") as follows:

- The original text of Article 3, section 2 reads:  
  
3.2. Total compensation due and to be paid for Basic Services and Reimbursable Expenses under this Agreement shall not exceed \$15,750 unless modified by written change order.
  
- The following text is hereby inserted at Article 3, section 2 in place of the original text:  
  
3.2. Total compensation due and to be paid for Basic Services and Reimbursable Expenses under this Agreement shall not exceed \$18,150 unless modified by written change order.
  
- The Effective Date of this Amendment is October 3, 2008.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to the Agreement to be executed by their respective duly authorized officers, as of the Effective Date.

CENTER UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
Dr. Kevin J. Jolly, Superintendent

PRESLEY & ASSOCIATES

By: \_\_\_\_\_  
Frank Presley, President

Approved as to form:

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

By: \_\_\_\_\_  
Patrick A. Gunn, Legal Counsel for  
Center Unified School District

# Center Unified School District

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Facilities &amp; Operations Department</b>	
<b>Date:</b>	<b>October 15, 2008</b>	<b>Action Item</b> <input checked="" type="checkbox"/> <b>X</b>
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b> _____
<b>From:</b>	<b>Craig Deason, Assist. Supt.</b>	<b># Attached Pages</b> <u>  2  </u>
<b>Assist.Supt. Initials:</b>	<u>  CD  </u>	

<b>SUBJECT:</b>	<b>Notice of Completion for Rex Fortune Elementary Site Remediation Project #08-02</b>
<p>The Rex Fortune Elementary Site Remediation Project #08-02 has been completed and checked by William Flores of Wallace-Kuhl, Entek Consulting Group, Paul Chambers of CPM and myself. All work has been completed as per the specifications and we are satisfied with the quality of the work.</p>	
<b>RECOMMENDATION:</b> That the Board of Trustees approve filing of the Notice of Completion for the Rex Fortune Site Remediation Project #08-02.	

**CONSENT AGENDA**

Recording Requested By:

Craig Deason, Assistant Superintendent.  
Center Unified School District

When Recorded Mail To:

Craig Deason, Assistant Superintendent  
Facilities and Operations  
Center Unified School District  
8408 Watt Avenue  
Antelope, CA 95843

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN

That the work of Rex Fortune Elementary Site Remediation Project #08-02 was  
completed on October 15, 2008.

That the name and address of owner of said property is:

Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

The nature of its title to said property is a fee simple.

That the name of the original contractor for the work is Delta Oilfield Services, Inc., a  
licensed contractor of California. That the properties herein above referred to are located at  
4865 PFE Rd., Roseville, CA 95747.

CENTER UNIFIED SCHOOL DISTRICT  
A Political Subdivision of the  
State of California

By: \_\_\_\_\_  
Dr. Kevin J. Jolly.  
Superintendent  
Center Unified School District  
8408 Watt Avenue  
Antelope, CA 95843

(STATE OF CALIFORNIA )  
( )FS  
(COUNTY OF PLACER)

Dr. Kevin J. Jolly being first duly sworn deposes and says: That I am the Superintendent of the Center Unified School District, which District is the owner of property described in the foregoing Notice of Completion; and know the contents thereof; That the facts therein stated are true of my own knowledge.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Dr. Kevin J. Jolly  
Superintendent

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
in and for the County of Sacramento,  
State of California

# Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** 10/02/08

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess

**# Attached Page** 1

**Principal's Initials:** \_\_\_\_\_

**SUBJECT:**

**APPROVAL OF CENTER UNIFIED SCHOOL DISTRICT  
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll Orders for July 2008 through September 2008.

**RECOMMENDATION:** That the CUSD Board of Trustees approve the District Payroll Orders for July through September 2008.

**CONSENT AGENDA**

**DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2009**

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 1,126,014.22			\$ 1,126,014.22	237
AUG	\$ 2,649,076.48		\$ 2,317.22	\$ 2,651,393.70	602
SEPT	\$ 2,711,182.49			\$ 2,711,182.49	686
OCT				\$ -	
NOV				\$ -	
DEC				\$ -	
2-Jan				\$ -	
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
JUNE DEFFERED				\$ -	
JULY DEFFERED				\$ -	
SUMMER PAY				\$ -	
	<b>\$ 6,486,273.19</b>	<b>\$ -</b>	<b>\$ 2,317.22</b>	<b>\$ 6,488,590.41</b>	<b>1525</b>

# Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** September 2008

**To:** Board of Trustees

**From:** Jeanne Bess

Action Item

Information Item

# Attached Pages 97

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**  
September 4, 2008, \$261,617.16 ,September 11, 2008, \$172,502.79  
September 18, 2008, \$2,534,993.98, September 25, 2008, \$387,475.46

The commercial warrant payments to vendors totals  
\$ 3,356,589.39

**RECOMMENDATION:** That the CUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

**CONSENT AGENDA**

Batch status: A All

From batch: 0019

To batch: 0019

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.  
09-05-2008

ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 01 GENERAL FUND

J4156 APY500 H.02.05 09/04/08 PAGE 1  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
33 PO-900066	09/05/2008	27047404781257			1 01-7230-0-4300-112-0000-3600-007-000 NN P		50.27	50.27
238 PO-900137	09/05/2008	27053384782453			1 01-8150-0-4300-106-0000-8110-007-000 NN P		138.27	138.27
390 PO-900322	09/05/2008	27045104780794			1 01-0000-0-4300-103-0000-7200-003-000 NN P		43.42	43.42
398 PO-900336	09/05/2008	27020054775791			1 01-0000-0-4300-371-0000-2700-012-000 NN P		132.82	132.82
578 PO-900574	09/05/2008	27050334781839			1 01-0000-0-4300-475-3200-2700-015-000 NN P		43.42	43.42
TOTAL PAYMENT AMOUNT							408.20 *	408.20
011222/00	ALL SPORTS AMERICA P.O. BOX 391 DANVILLE, PA 17821							
621 PO-900552	09/05/2008	221007			1 01-0000-0-4300-472-1801-1000-014-000 NN P		1,076.00	1,076.00
621 PO-900552	09/05/2008	221013			1 01-0000-0-4300-472-1801-1000-014-000 NN P		110.00	110.00
TOTAL PAYMENT AMOUNT							1,186.00 *	1,186.00
021763/00	ALL STAR RENTS 2525 CLAY BANK RD. FAIRFIELD, CA 94533		342027888					
82 PO-900072	09/05/2008	51955			1 01-8150-0-5600-106-0000-8110-007-000 NN P		55.63	55.63
TOTAL PAYMENT AMOUNT							55.63 *	55.63
010400/00	AT&T PAYMENT CENTER SACRAMENTO, CA 95887							
247 PO-900163	09/05/2008	248-134-8100-841-3			1 01-0000-0-5902-106-0000-8110-007-000 NN P		4.83	4.83
TOTAL PAYMENT AMOUNT							4.83 *	4.83
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904							
249 PO-900165	09/05/2008	T8381299			1 01-0000-0-5902-106-0000-8110-007-000 NN P		720.00	720.00
TOTAL PAYMENT AMOUNT							720.00 *	720.00

81 CENTER UNIFIED SCHOOL DIST.  
09-05-2008

ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 01 GENERAL FUND

J4156 APY500 H.02.05 09/04/08 PAGE 2  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
018533/00	ATKINSON ANDELSON LOYA RUUD & ROMO 17871 PARK PLAZA DRIVE SUITE 200 CERRITOS, CA 90703		953378600					
288 PO-900187	09/05/2008	317645		1	01-0000-0-5804-105-0000-7200-005-000	NY P	9,942.70	9,942.70
TOTAL PAYMENT AMOUNT							9,942.70 *	9,942.70
021604/00	ATLAS DISPOSAL INDUSTRIES 3000 POWER INN ROAD SACRAMENTO, CA 95826							
240 PO-900139	09/05/2008	GV000019-001		1	01-0000-0-5550-106-0000-8110-007-000	NN P	129.44	129.44
240 PO-900139	09/05/2008	002		1	01-0000-0-5550-106-0000-8110-007-000	NN P	776.39	776.39
240 PO-900139	09/05/2008	007		1	01-0000-0-5550-106-0000-8110-007-000	NN P	1,297.98	1,297.98
240 PO-900139	09/05/2008	009		1	01-0000-0-5550-106-0000-8110-007-000	NN P	1,317.16	1,317.16
240 PO-900139	09/05/2008	008		1	01-0000-0-5550-106-0000-8110-007-000	NN P	218.44	218.44
240 PO-900139	09/05/2008	005		1	01-0000-0-5550-106-0000-8110-007-000	NN P	435.22	435.22
240 PO-900139	09/05/2008	004		1	01-0000-0-5550-106-0000-8110-007-000	NN P	526.17	526.17
240 PO-900139	09/05/2008	003		1	01-0000-0-5550-106-0000-8110-007-000	NN P	435.22	435.22
240 PO-900139	09/05/2008	006		1	01-0000-0-5550-106-0000-8110-007-000	NN P	177.05	177.05
TOTAL PAYMENT AMOUNT							5,313.07 *	5,313.07
017561/00	BAIONI, KIM 1737 WOODLEAF CIRCLE ROSEVILLE, CA 95747							
983 PO-900850	09/05/2008	REIMB		1	01-0000-0-4300-475-3200-2700-015-000	NN F	114.97	114.97
TOTAL PAYMENT AMOUNT							114.97 *	114.97
021669/00	BAIONI, RON 1737 WOODLEAF CIRCLE ROSEVILLE, CA 95747							
973 PO-900843	09/05/2008	REIMB		1	01-7395-0-4300-371-1110-1000-012-000	NN F	27.76	27.76
TOTAL PAYMENT AMOUNT							27.76 *	27.76

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
022282/00	BRIGHT START THERAPIES 2222 WATT AVENUE, SUITE B5 SACRAMENTO, CA 95825							
616 PO-900534	09/05/2008	CSEN7.08		1	01-6500-0-5800-102-5750-1180-003-000	NN P	260.00	260.00
TOTAL PAYMENT AMOUNT							260.00 *	260.00
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
783 PO-900715	09/05/2008	LLZ1982		1	01-7395-0-4300-371-1110-1000-012-000	NN F	59.24	59.04
TOTAL PAYMENT AMOUNT							59.04 *	59.04
022437/00	CLARK TRANSLATIONS 620 S QUAIL CT. EXETER, CA 93221							
1047 PO-900900	09/05/2008	11012		1	01-7393-0-4300-103-1110-1000-003-000	NN F	661.98	661.98
TOTAL PAYMENT AMOUNT							661.98 *	661.98
016320/00	COLLIER, ALYSON 31 BLUE HERON CT. SACRAMENTO, CA 95833							
935 PO-900828	09/05/2008	REIMB		1	01-3010-0-4300-103-1110-1000-003-940	NN F	75.00	75.00
TOTAL PAYMENT AMOUNT							75.00 *	75.00
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708		841248716					
802 PO-900698	09/05/2008	89504633		1	01-6500-0-4300-102-5770-1120-003-028	NN P	270.76	270.76
802 PO-900698	09/05/2008	89626673		1	01-6500-0-4300-102-5770-1120-003-028	NN F	29.08	27.68
807 PO-900703	09/05/2008	89504634		1	01-0000-0-4300-371-0000-2700-012-000	NN F	80.27	79.90
782 PO-900714	09/05/2008	89537632		1	01-7395-0-4300-371-1110-1000-012-000	NN F	76.78	76.43
801 PO-900717	09/05/2008	89613681		1	01-3010-0-4300-240-1110-1000-011-000	NN P	21.55	21.55
801 PO-900717	09/05/2008	89525086		1	01-3010-0-4300-240-1110-1000-011-000	NN F	145.00	145.00
859 PO-900743	09/05/2008	89570671		1	01-0000-0-4300-103-0000-2420-003-000	NN F	24.83	26.84
860 PO-900744	09/05/2008	89570670		1	01-0000-0-4300-371-0000-2700-012-000	NN F	64.38	64.08
926 PO-900800	09/05/2008	89654986		1	01-0000-0-4300-240-1110-1000-011-000	NN F	92.18	92.18
TOTAL PAYMENT AMOUNT							804.42 *	804.42

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014041/00	CORPORATE EXPRESS IMAGING P.O. BOX 95230 CHICAGO, IL 60694								
853 PO-900740	09/05/2008	CW7846		1	01-7393-0-4300-103-1110-1000-003-000	NN F	249.87	249.87	
879 PO-900757	09/05/2008	CX5022		1	01-6500-0-4300-102-5770-1110-003-000	NN F	203.07	203.06	
TOTAL PAYMENT AMOUNT								452.93 *	452.93
016761/00	CPM EDUCATIONAL PROGRAM 1233 NOONAN DRIVE SACRAMENTO, CA 95822-2569								
829 PO-900725	09/05/2008	0801311-IN		1	01-6500-0-4300-102-5770-1120-003-025	NN F	59.57	61.38	
TOTAL PAYMENT AMOUNT								61.38 *	61.38
020318/00	CROLEY, WAYNE 7747 DELANEY DRIVE ANTELOPE, CA 95843								
1026 PO-900882	09/05/2008	AUG		1	01-0000-0-5210-105-0000-7200-005-000	NN F	50.00	6.44	
TOTAL PAYMENT AMOUNT								6.44 *	6.44
021477/00	CUMMINGS, CATHY 5701 BRANDYWINE COURT GRANITE BAY, CA 95746								
968 PO-900841	09/05/2008	MILEAGE		1	01-3550-0-5210-472-1110-1000-014-000	NN F	86.00	86.00	
1052 PO-900885	09/05/2008	REIMB		1	01-0000-0-3403-472-1110-1000-000-000	NN F	40.00	40.00	
TOTAL PAYMENT AMOUNT								126.00 *	126.00
011613/00	DITTO PRINT & COPY 4708 ROSEVILLE RD., SUITE 104 NORTH HIGHLANDS, CA 95660								
872 PO-900755	09/05/2008	3883		1	01-0000-0-5800-472-0000-2700-014-000	NN F	37.71	37.71	
TOTAL PAYMENT AMOUNT								37.71 *	37.71

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
011676/00	EVERBIND MARCO BOOK CO P.O. BOX 695 60 INDUSTRIAL ROAD LODI, NJ 07644							
126 PO-900637	09/05/2008	133001		1	01-6300-0-4200-371-1110-1000-012-000	YN F	850.43	789.26
					TOTAL PAYMENT AMOUNT	789.26 *		789.26
					TOTAL USE TAX AMOUNT	61.17		
017444/00	GALANG, JEAN 8316 PINEFIELD DRIVE ANTELOPE, CA 95843							
380 PO-900317	09/05/2008	AUG		1	01-0000-0-5210-102-0000-3140-003-000	NN P	42.70	42.70
					TOTAL PAYMENT AMOUNT	42.70 *		42.70
022347/00	GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621							
821 PO-900710	09/05/2008	1484926-0		1	01-0000-0-4300-472-1230-1000-014-000	NN P	46.32	46.32
922 PO-900798	09/05/2008	1487594-0		1	01-0000-0-4300-472-1284-1000-014-000	NN P	394.26	394.26
					TOTAL PAYMENT AMOUNT	440.58 *		440.58
017618/00	GOPHER SPORT NW5634 PO BOX 1450 MINNEAPOLIS, MN 55485-5634							
368 PO-900302	09/05/2008	7603654		1	01-0000-0-4300-371-1261-1000-012-000	YN F	2,087.60	1,962.70
					TOTAL PAYMENT AMOUNT	1,962.70 *		1,962.70
					TOTAL USE TAX AMOUNT	152.11		
010191/00	GRAINGER W.W. INC. ACCOUNTS PAYABLE DEPT 672 - 819394545 PALATINE, IL 60038							
95 PO-900107	09/05/2008	9721480763		1	01-8150-0-4300-106-0000-8110-007-000	NN P	45.29	45.29
1031 PO-900884	09/05/2008	9713627595		1	01-8150-0-4300-106-0000-8110-007-000	NN P	16.43	16.43
1031 PO-900884	09/05/2008	9712772194		1	01-8150-0-4300-106-0000-8110-007-000	NN P	95.30	95.30
1031 PO-900884	09/05/2008	9713627587		1	01-8150-0-4300-106-0000-8110-007-000	NN F	324.49	324.49

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018600/00	HAMPTON-BROWN CO.									
	PO BOX 223220									
	CARMEL, CA 93922									

844 PO-900728 09/05/2008 INV245851

TOTAL PAYMENT AMOUNT	1	01-7156-0-4100-103-1110-1000-003-000 NN F	681.01	678.09	678.09
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021609/00	HIMENES, ALAN									
	8162 CANYON OAK DRIVE									
	CITRUS HEIGHTS, CA 95610									

257 PO-900173 09/05/2008 AUG

TOTAL PAYMENT AMOUNT	1	01-0000-0-5210-106-0000-8300-007-000 NN P	31.59	31.59	31.59
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015115/00	HUMBOLDT COUNTY OFFICE OF ED.									
	901 MYRTLE AVE.									
	EUREKA, CA 95501									

792 PO-900688 09/05/2008 090022

TOTAL PAYMENT AMOUNT	1	01-6520-0-4300-472-5770-1110-003-000 NN F	107.75	100.00	100.00
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016750/00	JUST SEND IT POSTAL CENTER									
	7909 WALEGA RD., SUITE 112									
	ANTELOPE, CA 95843									

911 PO-900783 09/05/2008 CUSD

TOTAL PAYMENT AMOUNT	1	01-8150-0-5800-106-0000-8110-007-000 NN P	10.00	10.00	10.00
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010804/00	KAPLAN'S SCHOOL SUPPLY CO									
	P.O. BOX 609									
	LEWISVILLE, NC 27023									

750 PO-900653 09/05/2008 0001798351

TOTAL PAYMENT AMOUNT	1	01-0000-0-4300-238-1110-1000-010-000 NN F	466.97	466.97	466.97
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
010212/00	LAKESHORE LEARNING MATERIALS 2695 DOMINGUEZ ST CARSON, CA 90895			FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			
774 PO-900673	09/05/2008	519791			1 01-6500-0-4300-102-5770-1110-003-009 NN F	129.91	129.91	129.91
TOTAL PAYMENT AMOUNT							129.91	129.91
017899/00	LAWSON, BECKY 8524 CROSSPOINTE CT. ANTELOPE, CA 95843							
395 PO-900326	09/05/2008	AUG			1 01-7393-0-5210-103-1110-1000-003-000 NN P	45.63	45.63	45.63
TOTAL PAYMENT AMOUNT							45.63	45.63
010445/00	LINGUI SYSTEMS INC. 3100 4TH AVENUE EAST MOLINE, IL 61244							
805 PO-900701	09/05/2008	2341064			1 01-6500-0-4300-102-5770-1191-003-041 YN F	90.40	90.40	83.90
TOTAL PAYMENT AMOUNT							83.90	83.90
TOTAL USE TAX AMOUNT							6.50	
022230/00	MANAGED HEALTH NETWORK P.O. BOX 60000 FILE #72980 SAN FRANCISCO, CA 94160-2980							
279 PO-900179	09/05/2008	RI 57374			1 01-0000-0-3401-100-1110-1000-000 NN P	1,291.95	1,291.95	1,291.95
TOTAL PAYMENT AMOUNT							1,291.95	1,291.95
022406/00	MAXIM HEALTHCARE SERVICES INC 12558 COLLECTIONS CENTER DR. CHICAGO, IL 60693							
536 PO-900447	09/05/2008	5533588-210			1 01-0000-0-5800-102-0000-3140-003-000 NN P	1,488.00	1,488.00	1,488.00
TOTAL PAYMENT AMOUNT							1,488.00	1,488.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
022172/00	MED TRANS MEDICAL/LEGAL AMBULATORY TRANSPORTATION AND INTERPRETING SERVICES P.O. BOX 348046 SACRAMENTO, CA 95834-8046							
646 PO-900557	09/05/2008	582		1	01-6500-0-5800-102-5750-1180-003-000	NN P	4,050.00	4,050.00
TOTAL PAYMENT AMOUNT							4,050.00 *	4,050.00
022309/00	MEDICAB OF SACRAMENTO SIERRA LLC 5644 MONTCLAIR CIRCLE ROCKLIN, CA 95677		205384496					
940 PO-900806	09/05/2008	#87		1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,182.75	1,182.75
TOTAL PAYMENT AMOUNT							1,182.75 *	1,182.75
019059/00	MILLENNIUM TERMITE 9900 HORN ROAD,#5 SACRAMENTO, CA 95827							
312 PO-900222	09/05/2008	TR-71099		1	01-0000-0-5800-106-0000-8110-007-000	NN P	91.00	91.00
312 PO-900222	09/05/2008	TR-72628		1	01-0000-0-5800-106-0000-8110-007-000	NN P	57.00	57.00
TOTAL PAYMENT AMOUNT							148.00 *	148.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049							
765 PO-900665	09/05/2008	440630007-001,002		1	01-0000-0-4300-238-1110-1000-010-000	NN P	38.70	38.71
918 PO-900789	09/05/2008	441962596001		1	01-0000-0-4300-238-1110-1000-010-000	NN P	11.63	11.63
TOTAL PAYMENT AMOUNT							50.34 *	50.34
021139/00	PACIFIC COAST BREAKER LLC 4134 FORCUM AVENUE MCCLELLAN, CA 95652							
175 PO-900157	09/05/2008	92114		1	01-8150-0-4300-106-0000-8110-007-000	NN P	53.88	53.88
175 PO-900157	09/05/2008	92173		1	01-8150-0-4300-106-0000-8110-007-000	NN P	21.55	21.55
TOTAL PAYMENT AMOUNT							75.43 *	75.43

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				FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
020940/00	PARSHALL, LORETTA 2240 CAPE CORAL COURT ELVERTA, CA 95626							
25	PO-900062	09/05/2008 TRIP 15		1	01-7230-0-5800-112-0000-3600-007-000	NN P	10.00	10.00
				TOTAL PAYMENT AMOUNT		10.00 *		10.00
022324/00	PEARSON ACHIEVEMENT SOLUTIONS THE SIOP INSTITUTE 5713 CALLE POLVOROSA SAN CLEMENTE, CA 92673		221603684					
652	PO-900562	09/05/2008 70005		1	01-7393-0-5200-103-1110-1000-003-000	NN F	1,616.25	1,500.00
688	PO-900597	09/05/2008 58003		1	01-7393-0-5200-103-1110-1000-003-000	NN P	700.00	700.00
717	PO-900627	09/05/2008 58002		1	01-7393-0-5200-103-1110-1000-003-000	NN F	754.25	700.00
				TOTAL PAYMENT AMOUNT		2,900.00 *		2,900.00
014210/00	PEOPLES EDUCATION 299 MARKET STREET SADDLE BROOK, IL 07663							
718	PO-900628	09/05/2008 10335853		1	01-7390-0-4200-103-0000-2110-003-000	NN F	646.18	646.18
				TOTAL PAYMENT AMOUNT		646.18 *		646.18
016692/00	PERFORMANCE CHEVROLET 4811 MADISON AVE. P.O. BOX 41469 SACRAMENTO, CA 95841							
957	PO-900832	09/05/2008 C18818		1	01-7230-0-5600-112-0000-3600-007-000	NN F	4,126.11	4,126.11
				TOTAL PAYMENT AMOUNT		4,126.11 *		4,126.11
020169/00	PITZNER, JOSEPH 7308 GRANDBALL WAY CITRUS HEIGHTS, CA 95621							
258	PO-900174	09/05/2008 AUG		1	01-0000-0-5210-106-0000-8300-007-000	NN P	33.93	33.93
				TOTAL PAYMENT AMOUNT		33.93 *		33.93

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
			FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834													
104 PO-900116	09/05/2008	3759904		1	01-8150-0-4300-106-0000-8110-007-000	NN P	2,188.24	2,188.24						
104 PO-900116	09/05/2008	3688788		1	01-8150-0-4300-106-0000-8110-007-000	NN P	72.06	72.06						
104 PO-900116	09/05/2008	3729755		1	01-8150-0-4300-106-0000-8110-007-000	NN P	72.06	72.06						
104 PO-900116	09/05/2008	3766712		1	01-8150-0-4300-106-0000-8110-007-000	NN P	120.65	120.65						
104 PO-900116	09/05/2008	3750563		1	01-8150-0-4300-106-0000-8110-007-000	NN P	44.53	44.53						
104 PO-900116	09/05/2008	3715199		1	01-8150-0-4300-106-0000-8110-007-000	NN P	81.48	81.48						
104 PO-900116	09/05/2008	3682280		1	01-8150-0-4300-106-0000-8110-007-000	NN P	41.85	41.85						
104 PO-900116	09/05/2008	3800873		1	01-8150-0-4300-106-0000-8110-007-000	NN P	34.92	34.92						
104 PO-900116	09/05/2008	3803009		1	01-8150-0-4300-106-0000-8110-007-000	NN P	58.30	58.30						
104 PO-900116	09/05/2008	3798690		1	01-8150-0-4300-106-0000-8110-007-000	NN P	86.77	86.77						
104 PO-900116	09/05/2008	3822716		1	01-8150-0-4300-106-0000-8110-007-000	NN P	137.46	137.46						
104 PO-900116	09/05/2008	3790165		1	01-8150-0-4300-106-0000-8110-007-000	NN P	136.15	136.15						
104 PO-900116	09/05/2008	3778783		1	01-8150-0-4300-106-0000-8110-007-000	NN P	53.45	53.45						
TOTAL PAYMENT AMOUNT							3,127.92 *		3,127.92					
018164/00	PRICE, DEBRA 4015 CAPITOLA HILL CT. FAIR OAKS, CA 95628													
964 PO-900838	09/05/2008	REIMB		1	01-6500-0-4300-102-5770-1191-003-044	NN F	113.38	113.38						
TOTAL PAYMENT AMOUNT							113.38 *		113.38					
010242/00	ROTO ROOTER / SACRAMENTO 24971 AVENUE STANFORD VALENCIA, CA 91355-1278													
606 PO-900524	09/05/2008	310030701		1	01-8150-0-5600-106-0000-8110-007-000	NN P	350.00	350.00						
947 PO-900821	09/05/2008	310029349		1	01-8150-0-5600-106-0000-8110-007-000	NN F	1,018.25	1,018.25						
TOTAL PAYMENT AMOUNT							1,368.25 *		1,368.25					
019318/00	SADRAN, NASRIN 9652 ENDSLEIGH CT GRANITE BAY, CA 95746													
976 PO-900846	09/05/2008	REIMB		1	01-0000-0-4300-371-1275-1000-012-000	NN F	66.40	66.40						
TOTAL PAYMENT AMOUNT							66.40 *		66.40					

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014332/00	SCHOLASTIC SOFTWARE CLUB P.O. BOX 7502 JEFFERSON CITY, MO 65102							
231 PO-900049	09/05/2008	2040356		1	01-3010-0-4200-236-1110-1000-009-000 NN F		743.29	685.28
TOTAL PAYMENT AMOUNT							685.28 *	685.28
014786/00	SCHOOL SPECIALTY MB UNIT #67-3106 MILWAUKEE, WI 53268-3106							
773 PO-900672	09/05/2008	208101522942		1	01-6500-0-4300-102-5770-1110-003-009 NN F		18.22	18.22
773 PO-900672	09/05/2008	208101490017		1	01-6500-0-4300-102-5770-1110-003-009 NN F		217.76	175.80
TOTAL PAYMENT AMOUNT							194.02 *	194.02
019526/00	SCHOOLMASTERS SAFETY 745 STATE CIRCLE BOX 1941 ANN ARBOR, MI 48106							
845 PO-900729	09/05/2008	377941		1	01-0000-0-4300-238-1110-1000-010-000 NN F		98.32	103.90
TOTAL PAYMENT AMOUNT							103.90 *	103.90
016043/00	SHELTONS UNLIMITED MECHANICAL SERVICES 7537 AUSPICIOUS WAY SACRAMENTO, CA 95842	208118193						
945 PO-900819	09/05/2008	620		1	01-8150-0-5600-106-0000-8110-007-000 NY F		140.00	140.00
TOTAL PAYMENT AMOUNT							140.00 *	140.00
022248/00	SHOUP, TERI 8011 HAMRIC CT. ANTELOPE, CA 95843							
972 PO-900842	09/05/2008	REIMB		1	01-0000-0-4300-475-3200-2700-015-000 NN F		60.43	60.43
TOTAL PAYMENT AMOUNT							60.43 *	60.43

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			FD	RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
021060/00	SHURTLEPP, DIANA 3401 SCOTLAND DRIVE ANTELOPE, CA 95843							
980 PO-900860	09/05/2008	REIMB						
				1	01-3010-0-4300-103-1110-1000-003-940	NN P	50.00	50.00
							TOTAL PAYMENT AMOUNT	50.00 *
011527/00	SIERRA BG OFFICE PRODUCTS 9950 HORN RD. SACRAMENTO, CA 95827							
154 PO-900124	09/05/2008	1905943-0						
				1	01-8150-0-4300-106-0000-8110-007-000	NN P	166.11	166.11
							TOTAL PAYMENT AMOUNT	166.11 *
010376/00	SLAKEY BROS. INC. FILE #51064 P.O. BOX 60000 SAN FRANCISCO, CA 94160							
160 PO-900149	09/05/2008	3774749-00						
				1	01-8150-0-4300-106-0000-8110-007-000	NN P	173.81	173.81
							TOTAL PAYMENT AMOUNT	173.81 *
010263/00	SMUD PO BOX 15555 SACRAMENTO, CA 95852-1555							
316 PO-900226	09/05/2008	7000000347						
				1	01-0000-0-5530-106-0000-8110-007-000	NN P	78,791.23	78,791.23
							TOTAL PAYMENT AMOUNT	78,791.23 *
017428/00	SPEECH BIN THE P.O. BOX 92268 NORCROSS, GA 30010-2668							
809 PO-900704	09/05/2008	204900519603						
809 PO-900704	09/05/2008	204900520658						
				1	01-6500-0-4300-102-5770-1191-003-041	NN P	30.43	30.43
				1	01-6500-0-4300-102-5770-1191-003-041	NN P	196.87	198.71
							TOTAL PAYMENT AMOUNT	229.14 *

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL	Account num FUNC RES DEP T9MP	Liq Amt	Net Amount
020870/00	STAR/ETS	EDUCATIONAL TESTING SERVICES SYSTRON BUSINESS CENTER 2731 SYSTRON DRIVE CONCORD, CA 94518						
955 PO-900830	09/05/2008	2008CST/TEST SCORE		1	01-0000-0-4300-103-0000-3160-003-911	NN F	52.00	52.00
					TOTAL PAYMENT AMOUNT		52.00 *	52.00
022419/00	TEACHER WEB INC	P.O. BOX 1099 RIDGEFIELD, CT 06877						
708 PO-900634	09/05/2008	9428-1		1	01-0000-0-4300-371-1110-1000-012-000	NN F	297.00	297.00
					TOTAL PAYMENT AMOUNT		297.00 *	297.00
022253/00	THERAPEUTIC PATHWAYS	1115 14TH STREET MODESTO, CA 95324						
650 PO-900560	09/05/2008	40423b		1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,420.63	2,420.63
					TOTAL PAYMENT AMOUNT		2,420.63 *	2,420.63
020064/00	TOYS FOR SPECIAL CHILDREN INC	385 WARBURTON AVENUE HASTINGS-ON-HUDSON, NY 10706						
458 PO-900375	09/05/2008	0260258-IN		1	01-6500-0-4300-102-5770-1110-003-015	YN F	236.92	220.90
					TOTAL PAYMENT AMOUNT		220.90 *	220.90
					TOTAL USE TAX AMOUNT		17.12	
011471/00	TRX FITNESS ANYWHERE	1660 PACIFIC AVE. SAN FRANCISCO, CA 94109						
369 PO-900303	09/05/2008	25548		1	01-0000-0-4300-371-1261-1000-012-000	NN F	300.05	274.65
					TOTAL PAYMENT AMOUNT		274.65 *	274.65

81 CENTER UNIFIED SCHOOL DIST.  
09-05-2008

ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num SIT GOAL	Account num FUNC RES DEP T9MP	Liq Amt	Net Amount
010127/00	UNITED PARCEL SERVICE P.O. BOX 894820 LOS ANGELES, CA 90189-4820							
848 PO-900731	09/05/2008	YW013358		1	01-0000-0-5800-103-0000-7200-003-000	NN F	100.00	115.26
TOTAL PAYMENT AMOUNT							115.26 *	115.26
020091/00	VAN NESS-CORONADO, LISA 8232 WALNUT HILLS WAY FAIR OAKS, CA 95628							
813 PO-900826	09/05/2008	REIMB		1	01-0000-0-4400-234-0000-2700-008-000	NN F	269.35	269.35
TOTAL PAYMENT AMOUNT							269.35 *	269.35
019842/00	WFCB-OSH COMMERCIAL SERVICES P.O. BOX 659445 SAN ANTONIO, TX 78265-9445		954214111					
102 PO-900114	09/05/2008	5780-9700-1009-9025		1	01-8150-0-4300-106-0000-8110-007-000	NN P	1,005.87	1,005.87
103 PO-900115	09/05/2008	5780970010099025		1	01-0000-0-4300-106-0000-8110-007-000	NN P	169.84	169.84
TOTAL PAYMENT AMOUNT							1,175.71 *	1,175.71
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405							
416 PO-900352	09/05/2008	103706231		1	01-0000-0-5800-115-9790-8200-007-000	NN P	45,124.65	45,124.65
416 PO-900352	09/05/2008	103706253		1	01-0000-0-5800-115-9790-8200-007-000	NN P	593.39	593.39
656 PO-900550	09/05/2008	701159678		1	01-0000-0-9320-000-0000-0000-000-000	NN F	9,352.70	9,352.70
1041 PO-900896	09/05/2008	701159678		4	01-0000-0-5612-115-9780-8200-007-000	NN F	25.42	25.42
1041 PO-900896	09/05/2008	701159678		1	01-0000-0-5612-115-9790-8200-007-000	NN F	587.03	587.03
1041 PO-900896	09/05/2008	701159678		7	01-0000-0-5612-371-0000-2700-012-000	NN F	38.46	38.46
1041 PO-900896	09/05/2008	701159678		3	01-0000-0-5612-472-9769-1000-014-000	NN F	25.42	25.42
1041 PO-900896	09/05/2008	701159678		5	01-3550-0-5612-472-1110-1000-014-000	NN F	142.70	142.70
1041 PO-900896	09/05/2008	701159678		6	01-6500-0-5612-102-5001-2700-003-000	NN F	25.50	25.50
1041 PO-900896	09/05/2008	701159678		2	01-7220-0-5612-472-1110-1000-014-000	NN F	137.19	137.19
TOTAL PAYMENT AMOUNT							56,052.46 *	56,052.46
TOTAL FUND PAYMENT					187,731.42 **		187,731.42	
TOTAL USE TAX AMOUNT					236.90			

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 09 CHARTER SCHOOLS

J4156 APY500 H.02.05 09/04/08 PAGE 15  
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
014067/00	ACCREDITING COMMISSION FOR SCHOOLS, WASC 533 AIRPORT BLVD., SUITE 200 BURLINGAME, CA 94010							
941 PO-900829	09/05/2008	283883			1 09-1100-0-5300-501-1110-1000-016-000 NN F		950.00	950.00
					TOTAL PAYMENT AMOUNT	950.00 *		950.00
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
405 PO-900342	09/05/2008	27061755439215			1 09-0700-0-4300-503-1110-1000-018-000 NN P		36.57	36.57
438 PO-900383	09/05/2008	27036624779099			2 09-0000-0-4300-501-0000-2700-016-000 NN P		25.25	25.25
438 PO-900383	09/05/2008	27036624779099			1 09-0000-0-4300-501-1110-1000-016-000 NN P		58.92	58.92
					TOTAL PAYMENT AMOUNT	120.74 *		120.74
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049							
929 PO-900802	09/05/2008	441968951001			1 09-6300-0-4300-501-1110-1000-016-000 NN F		14.22	14.35
					TOTAL PAYMENT AMOUNT	14.35 *		14.35
021044/00	PREMIER SCHOOL AGENDA 400 SEQUOIA DRIVE SUITE 200 BELLINGHAM, WA 98226							
635 PO-900547	09/05/2008	15135550			1 09-0700-0-4300-503-1110-1000-018-000 NN F		810.31	744.25
					TOTAL PAYMENT AMOUNT	744.25 *		744.25
015070/00	SIMAS, RICH 2700 HERITAGE PARK LANE SACRAMENTO, CA 95835							
930 PO-900827	09/05/2008	REIMB			1 09-1100-0-4300-501-1110-1000-016-000 NN F		40.07	40.07
					TOTAL PAYMENT AMOUNT	40.07 *		40.07

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405							
410 PO-900346	09/05/2008	701159678		1	09-0700-0-5612-503-0000-8110-018-000	NN P	171.77	171.77
448 PO-900388	09/05/2008	701159678		1	09-0000-0-5612-501-1110-1000-016-000	NN P	172.72	172.72
449 PO-900389	09/05/2008	701159678		1	09-0000-0-5612-501-0000-2700-016-000	NN P	238.66	238.66
TOTAL PAYMENT AMOUNT							583.15 *	583.15
TOTAL FUND			PAYMENT		2,452.56 **		2,452.56	

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			
020981/00	SAVE MART SUPERMARKETS							
	DEPT. 33486-01							
	P.O. BOX 39000							
	SAN FRANCISCO, CA 94139							
883 PO-900760	09/05/2008	2696620			1 11-6390-0-4300-601-4130-1000-017-000 NN P		65.53	65.53
					TOTAL PAYMENT AMOUNT	65.53 *		65.53
					TOTAL FUND PAYMENT	65.53 **		65.53

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
011256/00	BERNARD FOOD INDUSTRIES INC P.O. BOX 1497 EVANSTON, IL 60204-1497								
1045 PO-900899	09/05/2008	00505246		1	13-5310-0-4700-108-0000-3700-007-000	NN P		688.56	688.56
			TOTAL PAYMENT AMOUNT					688.56 *	688.56
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708		841248716						
305 PO-900205	09/05/2008	89613990		1	13-5310-0-4300-108-0000-3700-007-000	NN P		149.94	149.94
			TOTAL PAYMENT AMOUNT					149.94 *	149.94
011602/00	DANIELSEN CO., THE 435 SOUTHGATE COURT CHICO, CA 95928								
52 PO-900019	09/05/2008	1390999		2	13-5310-0-4300-108-0000-3700-007-000	NN P		3,665.25	3,665.25
52 PO-900019	09/05/2008	1390999		1	13-5310-0-4700-108-0000-3700-007-000	NN P		8,254.49	8,254.49
			TOTAL PAYMENT AMOUNT					11,919.74 *	11,919.74
017051/00	DAVIS, LAURA 4117 PERRY CREEK COURT ANTELOPE, CA 95843								
73 PO-900039	09/05/2008	AUG		1	13-5310-0-5210-108-0000-3700-007-000	NN P		14.62	14.62
			TOTAL PAYMENT AMOUNT					14.62 *	14.62
011613/00	DITTO PRINT & COPY 4708 ROSEVILLE RD., SUITE 104 NORTH HIGHLANDS, CA 95660								
69 PO-900035	09/05/2008	3880		1	13-5310-0-5800-108-0000-3700-007-000	NN P		134.80	134.80
			TOTAL PAYMENT AMOUNT					134.80 *	134.80

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
014836/00	P & D APPLIANCE ACCOUNTS RECEIVABLE 100 SOUTH LINDEN AVE. SO SAN FRANCISCO, CA 94080		941657499					
66 PO-900032	09/05/2008	116388			1 13-5310-0-5600-108-0000-3700-007-000	NN P	57.95	57.95
TOTAL PAYMENT AMOUNT							57.95 *	57.95
019993/00	PROPACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938							
577 PO-900498	09/05/2008	AUGUST STATEMENTS			1 13-5310-0-4700-108-0000-3700-007-000	NN P	5,209.13	5,209.13
TOTAL PAYMENT AMOUNT							5,209.13 *	5,209.13
022087/00	TUZMAN, NINA 8650 TANSY COURT ANTELOPE, CA 95843							
1044 PO-900898	09/05/2008	REFUND			1 13-5310-0-8634-000-0000-0000-000-000	NN P	37.00	37.00
TOTAL PAYMENT AMOUNT							37.00 *	37.00
021217/00	UNITED REFRIGERATION INC P.O. BOX 678458 DALLAS, TX 75267-8458							
67 PO-900033	09/05/2008	21243882-0			1 13-5310-0-5600-108-0000-3700-007-000	NN P	206.69	206.69
TOTAL PAYMENT AMOUNT							206.69 *	206.69
022371/00	VENDMART OF SACRAMENTO 6222 27TH STREET SACRAMENTO, CA 95822							
57 PO-900024	09/05/2008	16520			1 13-5310-0-4700-108-0000-3700-007-000	NN P	1,163.94	1,163.94
57 PO-900024	09/05/2008	16842			1 13-5310-0-4700-108-0000-3700-007-000	NN P	784.50	784.50
TOTAL PAYMENT AMOUNT							1,948.44 *	1,948.44

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
014211/00	YOUNG, WILLIAM 8200 NORTHAM DRIVE ANTELOPE, CA 95843							
1042 PO-900897	09/05/2008	REFUND						
				1 13-5310-0-8634-000-0000-0000-000-000 NN F			92.50	92.50
TOTAL PAYMENT AMOUNT							92.50 *	92.50
TOTAL FUND PAYMENT					20,459.37 **			20,459.37

81 CENTER UNIFIED SCHOOL DIST.  
09-05-2008

ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
017681/00	GEARY PACIFIC SUPPLY FILE 55276 LOS ANGELES, CA 90074-5276							
951 PO-900824	09/05/2008	2182640		1	14-6205-0-4300-106-9607-8110-007-000	NN F	3,000.00	2,954.74
TOTAL PAYMENT AMOUNT								2,954.74 *
022263/00	JJJ FLOOR COVERING INC 4831-A PASSONS BLVD. PICO RIVERA, CA 90660							
CL-888079	09/05/2008	5001162			14-6205-0-5600-106-9608-8110-007-000	NN	13,900.00	13,900.00
TOTAL PAYMENT AMOUNT								13,900.00 *
TOTAL FUND PAYMENT								16,854.74 **
								16,854.74

81 CENTER UNIFIED SCHOOL DIST.  
09-05-2008

ACCOUNTS PAYABLE PRELIST  
BATCH: 0019 09-0508  
FUND : 21 BUILDING FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MP		
022059/00	MOBILE STORAGE GROUP P.O. BOX 10999 BURBANK, CA 91510-0999							
890 PO-900773	09/05/2008	17700687		1	21-0000-0-6282-234-9615-8500-007-000	NN F	143.50	143.50
890 PO-900773	09/05/2008	17700688		2	21-0000-0-6282-240-9615-8500-007-000	NN F	229.59	229.59
			TOTAL PAYMENT AMOUNT		373.09 *			373.09
020061/00	NETWORK MANAGEMENT CORPORATION 4708 ROSEVILLE ROAD SUITE 102 NORTH HIGHLANDS, CA 95660							
PO-803820	09/05/2008	5548		1	21-0000-0-6236-234-9615-8500-007-000	NN P	13,151.38	13,151.38
PO-803820	09/05/2008	5548		2	21-0000-0-6236-240-9615-8500-007-000	NN P	15,438.57	15,438.57
			TOTAL PAYMENT AMOUNT		28,589.95 *			28,589.95
018370/00	STANLEY CONVERGENT SECURITY SOLUTIONS DEPT CH 10651 PALATINE, IL 60055-0651							
740 PO-900646	09/05/2008	5677992		1	21-0000-0-6273-234-9615-8500-007-000	NN F	474.00	474.00
740 PO-900646	09/05/2008	5678711		2	21-0000-0-6273-240-9615-8500-007-000	NN F	474.00	474.00
			TOTAL PAYMENT AMOUNT		948.00 *			948.00
019350/00	WALLACE-KUHL & ASSOCIATES INC PO BOX 1137 WEST SACRAMENTO, CA 95691							
PO-803358	09/05/2008	200803458		1	21-0000-0-6280-240-9615-8500-007-000	NN P	1,330.00	1,330.00
PO-803372	09/05/2008	200803457		1	21-0000-0-6280-234-9615-8500-007-000	NN P	1,467.50	1,467.50
PO-803373	09/05/2008	200803459		1	21-0000-0-6280-240-9615-8500-007-000	NN P	1,345.00	1,345.00
			TOTAL PAYMENT AMOUNT		4,142.50 *			4,142.50
			TOTAL FUND PAYMENT		34,053.54 **			34,053.54
			TOTAL BATCH PAYMENT		261,617.16 ***	0.00		261,617.16
			TOTAL USE TAX AMOUNT		236.90			
			TOTAL DISTRICT PAYMENT		261,617.16 ****	0.00		261,617.16
			TOTAL USE TAX AMOUNT		236.90			
			TOTAL FOR ALL DISTRICTS:		261,617.16 ****	0.00		261,617.16
			TOTAL USE TAX AMOUNT		236.90			

Number of warrants to be printed: 91, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
09-12-08

ACCOUNTS PAYABLE PRELIST

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Batch status: A ALL  
From Batch: 0020  
To batch: 0020  
Include Revolving Cash: Y  
Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.  
09-12-08

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 01 GENERAL FUND

J4523 APY500 H.02.05 09/11/08 PAGE 1  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
018947/00	A+ EVENTS ATTN: CAASFEP 522 WALNUT AVENUE VALLEJO, CA 94592						
1054 PO-900902	09/12/2008	CONF-10/20-10/22	1 01-3010-0-5200-236-1110-1000-009-000 NN F			1,605.00	1,605.00
			TOTAL PAYMENT AMOUNT	1,605.00 *			1,605.00
021552/00	ABBOTT, MICHAEL PO BOX 1491 ORANGEVALE, CA 95662	562497329					
189 PO-900089	09/12/2008	8/24-9/6	1 01-6405-0-5801-106-0000-8300-007-000 NY P			546.98	546.98
			TOTAL PAYMENT AMOUNT	546.98 *			546.98
017572/00	AGUILAR, LUIS 4723 THOREAU DRIVE CAMERON PARK, CA 95682	568943845					
197 PO-900090	09/12/2008	8/24-9/6	1 01-6405-0-5801-106-0000-8300-007-000 NY P			566.52	566.52
			TOTAL PAYMENT AMOUNT	566.52 *			566.52
010226/00	AIRGAS NCN P.O. BOX 7425 PASADENA, CA 91109-7425	232491493					
552 PO-900483	09/12/2008	102922747	1 01-0000-0-4300-472-1210-1000-014-000 NN P			25.86	25.86
			TOTAL PAYMENT AMOUNT	25.86 *			25.86
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579						
1116 PO-900941	09/12/2008	27058024783379	1 01-0000-0-4300-110-0000-7200-004-000 NN P			59.24	59.24
			TOTAL PAYMENT AMOUNT	59.24 *			59.24

81 CENTER UNIFIED SCHOOL DIST.  
09-12-08

ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 01 GENERAL FUND

J4523 APY500 H.02.05 09/11/08 PAGE 2  
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P	OBJE	SIT GOAL	FUNC RES DEP T9MP		
011222/00	ALL SPORTS AMERICA P.O. BOX 391 DANVILLE, PA 17821							
621 PO-900552	09/12/2008	222670		1	01-0000-0-4300-472-1801-1000-014-000	NN P	546.00	546.00
			TOTAL PAYMENT AMOUNT		546.00 *			546.00
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904							
248 PO-900164	09/12/2008	C607393340777		1	01-0000-0-5902-106-0000-8110-007-000	NN P	12,876.45	12,876.45
248 PO-900164	09/12/2008	9163394680438		1	01-0000-0-5902-106-0000-8110-007-000	NN P	21.60	21.60
248 PO-900164	09/12/2008	9163394690438		1	01-0000-0-5902-106-0000-8110-007-000	NN P	100.00	100.00
			TOTAL PAYMENT AMOUNT		12,998.05 *			12,998.05
021604/00	ATLAS DISPOSAL INDUSTRIES 3000 POWER INN ROAD SACRAMENTO, CA 95826							
240 PO-900139	09/12/2008	GV000020-001		1	01-0000-0-5550-106-0000-8110-007-000	NN P	1,281.83	1,281.83
			TOTAL PAYMENT AMOUNT		1,281.83 *			1,281.83
019504/00	B & H PHOTO-VIDEO 420 NINTH AVENUE NEW YORK, NY 10001							
223 PO-900264	09/12/2008	234645840		2	01-7220-0-4300-472-1110-1000-014-000	NN F	4,023.47	4,023.47
223 PO-900264	09/12/2008	234645840		1	01-7220-0-4400-472-1110-1000-014-000	NN F	2,461.15	1,935.53
			TOTAL PAYMENT AMOUNT		5,959.00 *			5,959.00
019177/00	BALLESTEROS, ARLENE 3592 SUN MAIDEN WAY ANTELOPE, CA 95843							
1099 PO-900932	09/12/2008	REIMB		1	01-0000-0-4300-236-0000-2700-009-000	NN F	152.69	152.69
			TOTAL PAYMENT AMOUNT		152.69 *			152.69

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
021349/00	BEYOND PLAY LLC 1442-A WALNUT STREET #52 BERKELEY, CA 94709						
775 PO-900674	09/12/2008	714249	1	01-6500-0-4300-102-5770-1110-003-009	NN F	86.25	75.66
			TOTAL PAYMENT AMOUNT		75.66 *		75.66
014343/00	BLEA, MARK 9009 MARBLE BAY CT. SACRAMENTO, CA 95829	558085206					
200 PO-900093	09/20/2008	8/24-9/6	1	01-6405-0-5801-106-0000-8300-007-000	NY P	840.01	840.01
			TOTAL PAYMENT AMOUNT		840.01 *		840.01
022282/00	BRIGHT START THERAPIES 2222 WATT AVENUE, SUITE B5 SACRAMENTO, CA 95825						
616 PO-900534	09/12/2008	CSEN8.08	1	01-6500-0-5800-102-5750-1180-003-000	NN P	65.00	65.00
			TOTAL PAYMENT AMOUNT		65.00 *		65.00
018173/00	BURGER PHYSICAL THERAPY SERV. PO BOX 1100 FOLSOM, CA 95763						
623 PO-900540	09/12/2008	STADNYTSKA	1	01-6500-0-5800-102-5750-1180-003-000	NN P	550.00	550.00
623 PO-900540	09/12/2008	STONE	1	01-6500-0-5800-102-5750-1180-003-000	NN P	200.00	200.00
623 PO-900540	09/12/2008	DURO	1	01-6500-0-5800-102-5750-1180-003-000	NN P	300.00	300.00
			TOTAL PAYMENT AMOUNT		1,050.00 *		1,050.00
013988/00	BUTES/CENTER STATE PIPE & SUPPLY DEPARTMENT LA 21143 PASADENA, CA 91185-1143						
88 PO-900078	09/12/2008	S4707866.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	29.74	29.74
88 PO-900078	09/12/2008	S4691629.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	242.25	242.25
			TOTAL PAYMENT AMOUNT		271.99 *		271.99

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
			FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
018555/00	CAASPEP FALL PROF.DEVELOPMENT INSTITUTE C/O DOMINO EVENTS 4308 F STREET SACRAMENTO, CA 95819													
1068 PO-900913	09/12/2008	K.SCHMIEDER,J.OFFER		1	01-3010-0-5200-240-1110-1000-011-000	NN F	1,070.00	1,070.00						
		TOTAL PAYMENT AMOUNT					1,070.00 *	1,070.00						
020839/00	CALIFORNIA SCHOOL LIBRARY ASSN 950 GLENN DRIVE #150 FOLSOM, CA 95630													
1103 PO-900934	09/12/2008	REGIST-GOODWIN 11/20-23		1	01-0000-0-5200-103-0000-2420-003-000	NN F	205.00	205.00						
		TOTAL PAYMENT AMOUNT					205.00 *	205.00						
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515													
613 PO-900527	09/12/2008	LGQ4585		1	01-0000-0-4300-101-0000-7150-002-000	NN F	86.52	86.52						
		TOTAL PAYMENT AMOUNT					86.52 *	86.52						
014449/00	CENTER HIGH SCHOOL STUDENT BODY FUND 3111 CENTER COURT LANE ANTELOPE, CA 95843													
1055 PO-900906	09/12/2008	INSURANCE-INV-1307		1	01-0000-0-5400-100-0000-7200-005-000	NN F	76.00	76.00						
		TOTAL PAYMENT AMOUNT					76.00 *	76.00						
015699/00	CLARK SECURITY PRODUCTS P.O. BOX 31001-1195 PASADENA, CA 91110-1195													
90 PO-900080	09/12/2008	SA91209301		1	01-8150-0-4300-106-0000-8110-007-000	NN P	496.80	496.80						
90 PO-900080	09/12/2008	sa91256601		1	01-8150-0-4300-106-0000-8110-007-000	NN P	65.44	65.44						
		TOTAL PAYMENT AMOUNT					562.24 *	562.24						

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
022437/00	CLARK TRANSLATIONS 620 S QUAIL CT. EXETER, CA 93221						
1143 PO-900969	09/12/2008	11054	1 01-4203-0-4300-103-4760-1000-003-000 NN F			1,049.84	1,049.84
			TOTAL PAYMENT AMOUNT			1,049.84 *	1,049.84
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708	841248716					
421 PO-900369	09/12/2008	88931272,88962500,89694905	1 01-0000-0-4300-371-0000-2700-012-000 NN F			428.94	370.39
658 PO-900582	09/12/2008	89613679	1 01-6500-0-4300-102-5770-1110-003-004 NN P			1.01	1.01
658 PO-900582	09/12/2008	89525084	1 01-6500-0-4300-102-5770-1110-003-004 NN P			3.40	3.40
658 PO-900582	09/12/2008	89482918	1 01-6500-0-4300-102-5770-1110-003-004 NN P			0.85	0.85
658 PO-900582	09/12/2008	89458850	1 01-6500-0-4300-102-5770-1110-003-004 NN P			74.04	74.04
658 PO-900582	09/12/2008	89273074	1 01-6500-0-4300-102-5770-1110-003-004 NN P			56.34	57.18
737 PO-900679	09/12/2008	89723332,89458851	1 01-3010-0-4300-240-1110-1000-011-000 NN F			100.00	100.00
			TOTAL PAYMENT AMOUNT			606.87 *	606.87
021797/00	D3 SPORTS INC 9357 GREENBACK LANE SUITE #5 ORANGEVALE, CA 95662						
1058 PO-900910	09/12/2008	8471	1 01-7220-0-5800-472-1110-1000-014-000 NN F			1,725.08	1,725.08
			TOTAL PAYMENT AMOUNT			1,725.08 *	1,725.08
011613/00	DITTO PRINT & COPY 4708 ROSEVILLE RD., SUITE 104 NORTH HIGHLANDS, CA 95660						
909 PO-900797	09/12/2008	3886	1 01-0000-0-5800-472-0000-3110-014-000 NN F			37.71	37.71
			TOTAL PAYMENT AMOUNT			37.71 *	37.71
021360/00	ERIC ARMIN INCORPORATED P.O. BOX 34825 NEWARK, NJ 07189-4825						
827 PO-900723	09/12/2008	INV0343922	1 01-6500-0-4300-102-5770-1110-003-004 NN F			15.57	14.95
			TOTAL PAYMENT AMOUNT			14.95 *	14.95

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022347/00		GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621						
822 PO-900711	09/12/2008	1484952-0		1	01-6300-0-4300-472-1110-1000-014-000	NN F	157.30	157.30
823 PO-900712	09/12/2008	1484955-0		1	01-0000-0-4300-472-1251-1000-014-000	NN F	96.94	96.94
826 PO-900722	09/12/2008	1485593-0,1		1	01-6500-0-4300-102-5770-1120-003-025	NN F	275.22	277.37
830 PO-900726	09/12/2008	1485605-0		1	01-6500-0-4300-102-5770-1110-003-018	NN F	26.45	24.21
846 PO-900730	09/12/2008	1485608		1	01-6500-0-4300-102-5770-1110-003-018	NN F	223.78	223.78
854 PO-900741	09/12/2008	1486112-0,1		1	01-0000-0-4300-472-1224-1000-014-000	NN F	342.44	342.44
1013 PO-900875	09/12/2008	1489442-0		1	01-0000-0-4300-472-1203-1000-014-000	NN F	51.69	51.69
1032 PO-900891	09/12/2008	1490081-0		1	01-0000-0-4300-472-1262-1000-014-000	NN F	135.39	135.39
1033 PO-900892	09/12/2008	1490088-0		1	01-0000-0-4300-472-0000-2700-014-000	NN F	48.46	48.46
1053 PO-900905	09/12/2008	1490495-0,1		1	01-0000-0-4300-475-3200-2700-015-000	NN F	45.23	45.23
TOTAL PAYMENT AMOUNT							1,402.81 *	1,402.81
015201/00		GLOYD, MARION 3692 BUHLER WAY N. HIGHLANDS, CA 95660						
954 PO-900914	09/12/2008	MILEAGE		1	01-7230-0-5210-112-0000-3600-007-000	NN F	17.55	17.55
TOTAL PAYMENT AMOUNT							17.55 *	17.55
017600/00		GREAT IDEAS FOR TEACHING P.O. BOX 444 WRIGHTSVILLE BEACH, NC 28480						
806 PO-900702	09/12/2008	08-3492		1	01-6500-0-4300-102-5770-1191-003-041	YN F	189.47	182.49
TOTAL PAYMENT AMOUNT							182.49 *	182.49
TOTAL USE TAX AMOUNT							14.14	
021775/00		HOME DEPOT SUPPLY P.O. BOX 509058 SAN DIEGO, CA 92150-9058						
99 PO-900111	09/12/2008	45072984		1	01-8150-0-4300-106-0000-8110-007-000	NN P	125.37	125.37
TOTAL PAYMENT AMOUNT							125.37 *	125.37

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				FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
019832/00	HUGGINS, ROSE MARIE P.O. BOX 397 RIO LINDA, CA 95673							
385 PO-900281	09/12/2008	SEPT		1	01-0000-0-5210-105-0000-7200-005-000	NN P	39.78	39.78
				TOTAL PAYMENT AMOUNT	39.78 *			39.78
022383/00	INKJET SUPERSTORE 5650 BANDINI BLVD. BELL, CA 90201							
693 PO-900618	09/12/2008	INV-16337,16369		1	01-0000-0-4300-371-0000-2700-012-000	NN F	314.12	312.68
				TOTAL PAYMENT AMOUNT	312.68 *			312.68
021789/00	JABBERGYM INC 151 N. SUNRISE AVE. SUITE 1105 ROSEVILLE, CA 95661		113798453					
618 PO-900536	09/12/2008	711		1	01-6500-0-5800-102-5750-1180-003-000	NN P	285.00	285.00
				TOTAL PAYMENT AMOUNT	285.00 *			285.00
014985/00	JAMES, ROBERT P.O. BOX 2109 ORANGEVALE, CA 95662		563113124					
202 PO-900094	09/12/2008	8/24-9/6		1	01-6405-0-5801-106-0000-8300-007-000	NY P	1,289.24	1,289.24
				TOTAL PAYMENT AMOUNT	1,289.24 *			1,289.24
022170/00	JAPPERT, APRIL 8100 DUTCH HAVEN BLVD. ELVERTA, CA 95626							
1136 PO-900963	09/12/2008	AUG		1	01-6500-0-5800-102-5770-3600-003-000	NN P	181.35	181.35
				TOTAL PAYMENT AMOUNT	181.35 *			181.35

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Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
019143/00	JP EDUCATIONAL SERVICES 5395 BELL ROAD AUBURN, CA 95602							
1025 PO-900888	09/12/2008	PRICE, FARIA-REGISTRATION		1	01-7393-0-5200-103-1110-1000-003-000	NN F	330.00	330.00
		TOTAL PAYMENT AMOUNT			330.00 *			330.00
020306/00	JW PEPPER AND SON INC P.O. BOX 850 VALLEY FORGE, PA 19482-0850							
670 PO-900591	09/12/2008	REOPEN		1	01-0000-0-4200-371-1262-1000-012-000	NN O	43.03-	0.00
670 PO-900591	09/12/2008	13262300,13263019		1	01-0000-0-4200-371-1262-1000-012-000	NN F	43.03	43.03
		TOTAL PAYMENT AMOUNT			43.03 *			43.03
014800/00	LORD, KATHLEEN 3605 LONG COVE COURT ROSEVILLE, CA 95747							
1138 PO-900964	09/12/2008	REIMB		1	01-7395-0-5200-236-1110-1000-009-000	NN F	795.00	795.00
		TOTAL PAYMENT AMOUNT			795.00 *			795.00
021914/00	LOY MATTISON ENTERPRISES 5420 FENTON WAY GRANITE BAY, CA 95746		511602503					
1095 PO-900928	09/12/2008	080108083108V		1	01-0000-0-5800-106-0000-8110-007-000	NY F	451.25	451.25
		TOTAL PAYMENT AMOUNT			451.25 *			451.25
014591/00	MAGNANI, KATHY 101 BEN EZRA AVENUE ROSEVILLE, CA 95678							
1039 PO-900903	09/12/2008	REIMB		1	01-7271-0-4300-103-0000-2140-003-000	NN F	114.04	114.04
1131 PO-900958	09/12/2008	REIMB		1	01-0000-0-4300-371-1275-1000-012-000	NN F	149.56	149.56
		TOTAL PAYMENT AMOUNT			263.60 *			263.60

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022406/00	MAXIM HEALTHCARE SERVICES INC 12558 COLLECTIONS CENTER DR. CHICAGO, IL 60693		521590951					
536 PO-900447	09/12/2008	5554311-Z10		1	01-0000-0-5800-102-0000-3140-003-000 NN P		1,116.00	1,116.00
TOTAL PAYMENT AMOUNT							1,116.00 *	1,116.00
017160/00	MCINNES, ROB 6032 CHERRY CREEK CT. CITRUS HEIGHTS, CA 95621							
1077 PO-900949	09/12/2008	REIMB		1	01-7393-0-5200-103-1110-1000-003-000 NN F		685.00	685.00
TOTAL PAYMENT AMOUNT							685.00 *	685.00
018565/00	MILHOUS SCHOOL INC 10591 MILHOUS DRIVE NEVADA CITY, CA 95959							
619 PO-900537	09/12/2008	JULY		1	01-6500-0-5800-102-5750-1180-003-000 NN P		3,610.00	3,610.00
619 PO-900537	09/12/2008	AUG		1	01-6500-0-5800-102-5750-1180-003-000 NN P		3,990.00	3,990.00
TOTAL PAYMENT AMOUNT							7,600.00 *	7,600.00
015517/00	MORRIS, VIVIAN 3604 COMANCHE WAY ANTELOPE, CA 95843							
1139 PO-900965	09/12/2008	REIMB		1	01-0000-0-4300-371-0000-2700-012-000 NN F		78.97	78.97
TOTAL PAYMENT AMOUNT							78.97 *	78.97
018967/00	NEXTEL COMMUNICATIONS INC P.O. BOX 4181 CAROL STREAM, IL 60197-4181							
235 PO-900053	09/12/2008	811116315-081		1	01-0000-0-5903-240-0000-2700-011-000 NN P		24.46	24.46
213 PO-900161	09/12/2008	811116315-081		1	01-0000-0-5903-475-3200-2700-015-000 NN P		24.34	24.34
285 PO-900184	09/12/2008	811116315-081		1	01-0000-0-5903-101-0000-7150-002-000 NN P		118.96	118.96
313 PO-900223	09/12/2008	811116315-081		1	01-0000-0-5903-106-0000-8300-007-000 NN P		567.67	567.67
335 PO-900314	09/12/2008	811116315		1	01-0000-0-5800-110-0000-7200-004-000 NN P		64.90	64.90
389 PO-900321	09/12/2008	811116315-081		1	01-0000-0-5903-103-0000-2110-003-000 NN P		200.49	200.49
378 PO-900335	09/12/2008	811116315-081		1	01-0000-0-5903-371-0000-2700-012-000 NN P		34.04	34.04
575 PO-900496	09/12/2008	811116315-081		1	01-0000-0-5903-472-0000-2700-014-000 NN P		103.35	103.35
595 PO-900515	09/12/2008	811116315-081		1	01-0000-0-5903-236-0000-2700-009-000 NN P		69.38	69.38
811 PO-900706	09/12/2008	811116315-081		1	01-0000-0-5903-234-0000-2700-008-000 NN P		36.89	36.89

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TOTAL PAYMENT AMOUNT					1,244.48 *			1,244.48
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049							
891 PO-900774	09/12/2008	441962949001		1 01-0000-0-4300-371-1261-1000-012-000	NN F		252.05	336.68
179 PO-900792	09/12/2008	441969449-001		1 01-0000-0-5800-472-0000-2700-014-000	NN F		15.07	15.07
934 PO-900804	09/12/2008	441968671-001,002		1 01-6500-0-4300-102-5770-1110-003-014	NN F		18.57	18.56
975 PO-900845	09/12/2008	442337832001		1 01-0000-0-4300-238-1110-1000-010-000	NN F		25.64	25.64
984 PO-900851	09/12/2008	44233757500.1		1 01-6500-0-4300-102-5770-1191-003-046	NN F		25.64	25.64
TOTAL PAYMENT AMOUNT					421.59 *			421.59
016989/00	ON COURSE INC. 23382 LA COSTA COURT AUBURN, CA 95602							
563 PO-900489	09/12/2008	CENTER HIGH		1 01-7220-0-4300-472-1110-1000-014-000	NN F		4,500.00	4,320.00
TOTAL PAYMENT AMOUNT					4,320.00 *			4,320.00
014358/00	OPFER, JULIE 2935 DRY GULCH CT. ROCKLIN, CA 95677							
1114 PO-900954	09/12/2008	REIMB		1 01-3010-0-5200-240-1110-1000-011-000	NN F		129.00	129.00
TOTAL PAYMENT AMOUNT					129.00 *			129.00
010254/00	PEARSON EDUCATION P.O. BOX 409496 ATLANTA, GA 30384							
899 PO-900778	09/12/2008	BK57865620		1 01-7393-0-4200-103-1110-1000-003-000	NN F		130.44	128.28
TOTAL PAYMENT AMOUNT					128.28 *			128.28

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Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
016784/00	PEST CONTROL CENTER INC. 3845 MADISON AVENUE NORTH HIGHLANDS, CA 95660-501						
314 PO-900224	09/12/2008	114078	1	01-0000-0-5800-106-0000-8110-007-000	NN P	797.00	797.00
			TOTAL PAYMENT AMOUNT			797.00 *	797.00
020122/00	POLETE, BRANNON 3227 HELM LANE LOOMIS, CA 95650	547915714					
205 PO-900096	09/12/2008	8/24-9/6	1	01-0000-0-5801-106-0000-8300-007-000	NY P	703.26	703.26
			TOTAL PAYMENT AMOUNT			703.26 *	703.26
014023/00	PRO-ED P.O. BOX 678370 DALLAS, TX 75267-8370						
752 PO-900655	09/12/2008	1810612	1	01-6500-0-4300-102-5770-1191-003-046	NN F	74.67	69.30
			TOTAL PAYMENT AMOUNT			69.30 *	69.30
021194/00	PRUDENTIAL OVERALL SUPPLY INC P.O. BOX 11210 SANTA ANA, CA 92711						
28 PO-900063	09/12/2008	11823	1	01-7230-0-5800-112-0000-3600-007-000	NN P	182.52	182.52
128 PO-900119	09/12/2008	11823-00	1	01-0000-0-5800-111-0000-8200-007-000	NN P	127.46	127.46
			TOTAL PAYMENT AMOUNT			309.98 *	309.98
016900/00	REALLY GOOD STUFF PO BOX 386 BOTSFORD, CT 06404-0386						
885 PO-900771	09/12/2008	2359856	1	01-6500-0-4300-102-5770-1120-003-022	NN F	95.99	86.55
			TOTAL PAYMENT AMOUNT			86.55 *	86.55

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BATCH: 0020 091208  
FUND : 01 GENERAL FUND

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Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
010552/00	SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691							
129 PO-900120	09/12/2008	01601463		1	01-0000-0-4300-111-0000-8200-007-000	NN P	196.06	196.06
901 PO-900779	09/12/2008	01601403		1	01-0000-0-4300-111-0000-8200-007-000	NN F	92.40	92.40
TOTAL PAYMENT AMOUNT							288.46 *	288.46
010264/00	SACRAMENTO BEE P.O. BOX 11967 FRESNO, CA 93776-1967							
933 PO-900803	09/12/2008	17298045		1	01-0000-0-4300-103-0000-2420-003-000	NN F	118.35	118.35
TOTAL PAYMENT AMOUNT							118.35 *	118.35
021672/00	SASHA P.O. BOX 191383 SACRAMENTO, CA 95819							
1065 PO-900911	09/12/2008	REGIST-WALL-BUTLER		1	01-7393-0-5200-103-1110-1000-003-000	NN F	155.00	155.00
TOTAL PAYMENT AMOUNT							155.00 *	155.00
018539/00	SCANTRON CORPORATION PO BOX 93038 CHICAGO, IL 60673-3038		952767912					
925 PO-900799	09/12/2008	99661676		1	01-0000-0-4300-472-1284-1000-014-000	NN F	546.34	530.01
TOTAL PAYMENT AMOUNT							530.01 *	530.01
015962/00	SCHMIEDER, KRIS 2220 ABBY ROAD ROCKLIN, CA 95765							
1111 PO-900953	09/12/2008	REIMB		1	01-3010-0-5200-240-1110-1000-011-000	NN F	328.00	328.00
TOTAL PAYMENT AMOUNT							328.00 *	328.00



81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
020371/00	SUMNER, SHERYL 7534 CARMAUX COURT SACRAMENTO, CA 95842							
1087 PO-900950	09/12/2008 REIMB			1	01-6500-0-4300-102-5770-1120-003-026	NN F	9.58	9.58
				TOTAL PAYMENT AMOUNT			9.58 *	9.58
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
301 PO-900200	09/12/2008 604457-0001			1	01-0000-0-5902-115-0000-7700-007-000	NN P	3,283.63	3,283.63
				TOTAL PAYMENT AMOUNT			3,283.63 *	3,283.63
017177/00	TAE KWON 3719 COMANCHE WAY. ANTELOPE, CA 95843							
1147 PO-900945	09/12/2008 REIMB			1	01-0000-0-4200-103-0000-2420-003-000	NN F	15.00	15.00
				TOTAL PAYMENT AMOUNT			15.00 *	15.00
022253/00	THERAPEUTIC PATHWAYS 1115 14TH STREET MODESTO, CA 95324							
650 PO-900560	09/12/2008 319b			1	01-6500-0-5800-102-5750-1180-003-000	NN P	3,059.53	3,059.53
				TOTAL PAYMENT AMOUNT			3,059.53 *	3,059.53
014079/00	THYSSENKRUPP ELEVATOR CORP P.O. BOX 933013 ATLANTA, GA 31193-3013							
686 PO-900596	09/12/2008 1090043340			1	01-0000-0-5600-106-0000-8110-007-000	NN P	79.88	79.88
686 PO-900596	09/12/2008 1090043339			1	01-0000-0-5600-106-0000-8110-007-000	NN P	718.94	718.94
				TOTAL PAYMENT AMOUNT			798.82 *	798.82

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE	SIT GOAL	FUNC RES DEP	T9MP
011190/00	UNIVERSAL SPECIALTIES 2821 FABER STREET UNION CITY, CA 94587							
164 PO-900153	09/12/2008	31702		1	01-8150-0-4300-106-0000-8110-007-000	NN P	214.74	214.74
			TOTAL PAYMENT AMOUNT		214.74 *			214.74
022168/00	VESTER, KIMBERLY 4925 61ST STREET SACRAMENTO, CA 95820		607094627					
206 PO-900097	09/12/2008	8/24-9/6		1	01-0000-0-5801-106-0000-8300-007-000	NY P	351.63	351.63
			TOTAL PAYMENT AMOUNT		351.63 *			351.63
015191/00	WACHOB, CYNTHIA 320 AEOLIA DRIVE AUBURN, CA 95603							
397 PO-900328	09/12/2008	AUG		1	01-6500-0-5210-102-5060-2110-003-000	NN P	138.65	138.65
			TOTAL PAYMENT AMOUNT		138.65 *			138.65
016889/00	WATER RITE PRODUCTS INC. 4807 RIO LINDA BLVD. SACRAMENTO, CA 95838		942993560					
167 PO-900155	09/12/2008	434404		1	01-0000-0-4300-106-0000-8110-007-000	NN P	274.44	274.44
174 PO-900156	09/12/2008	434279		1	01-8150-0-4300-106-0000-8110-007-000	NN P	40.07	40.07
			TOTAL PAYMENT AMOUNT		314.51 *			314.51
011367/00	WEEKLY READER P.O. BOX 8999 DELRAN, NJ 083708999							
343 PO-900272	09/12/2008	22095		1	01-0000-0-4300-238-1110-1000-010-000	NN P	752.89	691.74
			TOTAL PAYMENT AMOUNT		691.74 *			691.74

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
018924/00	YEE, MELVIN 1866 CLAYTON WAY SACRAMENTO, CA 95835						
962 PO-900915	09/12/2008	REIMB	1 01-6500-0-4300-102-5770-1120-003-023	NN	F	230.30	230.30
962 PO-900915	09/12/2008	REIMB	2 01-6500-0-4400-102-5770-1120-003-023	NN	F	323.12	323.12
TOTAL PAYMENT AMOUNT			553.42 *				553.42
014272/00	ZIEGLER, MICHAEL 4838 ECHO RIDGE DR. ROCKLIN, CA 95677	571495360					
210 PO-900099	09/12/2008	8/24 -9/6	1 01-0000-0-5801-106-0000-8300-007-000	NY	P	687.52	687.52
TOTAL PAYMENT AMOUNT			687.52 *				687.52
TOTAL FUND PAYMENT			122,072.43 **				122,072.43
TOTAL USE TAX AMOUNT			14.14				

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BATCH: 0020 091208  
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
-----								
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904							
409 PO-900345	09/12/2008	9163394680438		1	09-0700-0-5902-503-0000-2700-018-000	NN P	190.80	190.80
443 PO-900385	09/12/2008	9163394690438		1	09-0000-0-5902-501-0000-2700-016-000	NN P	102.00	102.00
443 PO-900385	09/12/2008	9163394690438		2	09-0000-0-5902-501-1110-1000-016-000	NN P	238.03	238.03
TOTAL PAYMENT AMOUNT					530.83 *			530.83
021026/00	BUCKMASTER IMAGING SYSTEMS P.O. BOX 34-8330 SACRAMENTO, CA 95834-8330							
450 PO-900390	09/12/2008	211511		1	09-0000-0-5612-501-0000-2700-016-000	NN P	29.15	29.15
450 PO-900390	09/12/2008	211511		2	09-0000-0-5612-501-1110-1000-016-000	NN P	68.01	68.01
TOTAL PAYMENT AMOUNT					97.16 *			97.16
011348/00	HM RECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR. CHICAGO, IL 60693							
892 PO-900793	09/12/2008	943327432		1	09-6300-0-4300-501-1110-1000-016-000	NN F	56.61	57.41
TOTAL PAYMENT AMOUNT					57.41 *			57.41
018967/00	NEXTEL COMMUNICATIONS INC P.O. BOX 4181 CAROL STREAM, IL 60197-4181							
447 PO-900387	09/12/2008	395585249		1	09-0000-0-5903-501-0000-2700-016-000	NN P	44.03	44.03
447 PO-900387	09/12/2008	395585249		2	09-0000-0-5903-501-1110-1000-016-000	NN P	102.75	102.75
TOTAL PAYMENT AMOUNT					146.78 *			146.78
014770/00	PHAR PRODUCTIONS 35460 HERITAGE LANE FARMINGTON, MI 48335							
894 PO-900794	09/12/2008	1978		1	09-6300-0-4300-501-1110-1000-016-000	NN F	151.95	151.95
TOTAL PAYMENT AMOUNT					151.95 *			151.95
TOTAL FUND PAYMENT					984.13 **			984.13

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015722/00	ACSA FOUNDATION FOR EDUC.ADMIN 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010							
858 PO-900765	09/12/2008	CI14767		1	11-6390-0-5200-601-4130-1000-017-000	NN F	240.00	240.00
			TOTAL PAYMENT AMOUNT		240.00 *			240.00
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
695 PO-900619	09/12/2008	27018317069912		1	11-6390-0-4300-601-4130-1000-017-000	NN P	37.37	37.37
			TOTAL PAYMENT AMOUNT		37.37 *			37.37
022128/00	LOVE AND LOGIC INSTITUTE INC 2207 JACKSON STREET STE. 102 GOLDEN, CO 80401-2300							
897 PO-900777	09/12/2008	325033		1	11-6390-0-4200-601-4130-1000-017-000	YN F	491.00	460.00
			TOTAL PAYMENT AMOUNT		460.00 *			460.00
			TOTAL USE TAX AMOUNT		35.65			
014773/00	OXFORD UNIVERSITY PRESS BUSINESS OFFICE 2001 EVANS RD CARY, NC 27513							
749 PO-900663	09/12/2008	93782623		1	11-6390-0-4200-601-4130-1000-017-000	NN F	1,197.06	1,125.01
			TOTAL PAYMENT AMOUNT		1,125.01 *			1,125.01
			TOTAL FUND PAYMENT		1,862.38 **			
			TOTAL USE TAX AMOUNT		35.65			1,862.38

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP		
011255/00	EARTHGRAINS PO BOX 100697 PASADENA, CA 91189-1006							
56 PO-900023	09/12/2008	90651001			1 13-5310-0-4700-108-0000-3700-007-000	NN P	1,626.02	1,626.02
				TOTAL PAYMENT AMOUNT				1,626.02 *
021080/00	ED JONES FOOD SERVICE INC 5100 FULTON DRIVE SUITE D FAIRFIELD, CA 94534-1639		942828211					
54 PO-900021	09/12/2008	CENTER-AUG			1 13-5310-0-4700-108-0000-3700-007-000	NN P	24,633.55	24,633.55
				TOTAL PAYMENT AMOUNT				24,633.55 *
022523/00	KAUR, RAJINJER 8115 SHEEHAN WAY ANTELOPE, CA 95843							
1043 PO-900904	09/12/2008	REFUND			1 13-5310-0-8634-000-0000-0000-000-000	NN F	8.60	8.60
				TOTAL PAYMENT AMOUNT				8.60 *
011423/00	MCCONIGA DISTRIBUTOR 9632 SHALE COURT ELK GROVE, CA 95624		942545959					
55 PO-900022	09/12/2008	8140			1 13-5310-0-4700-108-0000-3700-007-000	NN P	9,700.40	9,700.40
				TOTAL PAYMENT AMOUNT				9,700.40 *
022364/00	MYSCHOOLBUCKS LLC 9700 VILLAGE CENTER DRIVE SUITE 50-L GRANITE BAY, CA 95746							
60 PO-900027	09/12/2008	688			1 13-5310-0-5300-108-0000-3700-007-000	NN P	370.99	370.99
				TOTAL PAYMENT AMOUNT				370.99 *

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0020 091208  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
018967/00	NEXTEL COMMUNICATIONS INC P.O. BOX 4181 CAROL STREAM, IL 60197-4181							
71 PO-900037	09/12/2008	811116315-081		1	13-5310-0-5903-108-0000-3700-007-000	NN P	12.17	12.17
TOTAL PAYMENT AMOUNT							12.17 *	12.17
019993/00	PROPACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938							
577 PO-900498	09/12/2008	311413		1	13-5310-0-4700-108-0000-3700-007-000	NN P	16.25	16.25
TOTAL PAYMENT AMOUNT							16.25 *	16.25
021194/00	PRUDENTIAL OVERALL SUPPLY INC P.O. BOX 11210 SANTA ANA, CA 92711							
63 PO-900030	09/12/2008	09987-00		1	13-5310-0-5800-108-0000-3700-007-000	NN P	238.80	238.80
TOTAL PAYMENT AMOUNT							238.80 *	238.80
016043/00	SHELTONS UNLIMITED MECHANICAL SERVICES 7537 AUSPICIOUS WAY SACRAMENTO, CA 95842		208118193					
64 PO-900031	09/12/2008	625		1	13-5310-0-5600-108-0000-3700-007-000	NY P	182.80	182.80
TOTAL PAYMENT AMOUNT							182.80 *	182.80
011422/00	SYSCO OF SAN FRANCISCO PO BOX 138007 SACRAMENTO, CA 95813-8007							
53 PO-900020	09/12/2008	095638		2	13-5310-0-4300-108-0000-3700-007-000	NN P	3,978.86	3,978.86
53 PO-900020	09/12/2008	095638		1	13-5310-0-4700-108-0000-3700-007-000	NN P	6,815.41	6,815.41
TOTAL PAYMENT AMOUNT							10,794.27 *	10,794.27
TOTAL FUND PAYMENT							47,583.85 **	47,583.85
TOTAL BATCH PAYMENT							172,502.79 ***	172,502.79
TOTAL USE TAX AMOUNT							49.79	

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
TOTAL DISTRICT PAYMENT					172,502.79	****	0.00	172,502.79
TOTAL USE TAX AMOUNT					49.79			
TOTAL FOR ALL DISTRICTS:					172,502.79	****	0.00	172,502.79
TOTAL USE TAX AMOUNT					49.79			

Number of warrants to be printed: 94, not counting voids due to stub overflows.

Batch status: A All

From batch: 0021

To batch: 0021

Include Revolving Cash: Y

Include Address: Y

01 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
020872/00	ABILITATIONS MB UNIT #67-3106 MILWAUKEE, WI 53268-3106							
772 PO-900671	09/19/2008	304900038039		1 01-6500-0-4300-102-5770-1110-003-009 NN F			258.13	229.28
				TOTAL PAYMENT AMOUNT				229.28
017115/00	ACADEMIC COMMUNICATION ASSOC P.O. BOX 4279 OCEANSIDE, CA 92052-4279							
857 PO-900742	09/19/2008	233302		1 01-6500-0-4300-102-5770-1191-003-044 NN F			55.22	58.63
				TOTAL PAYMENT AMOUNT				58.63
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
419 PO-900366	09/19/2008	27045224780818		1 01-0000-0-4300-105-0000-7200-005-000 NN P			29.74	29.74
				TOTAL PAYMENT AMOUNT				29.74
011222/00	ALL SPORTS AMERICA P.O. BOX 391 DANVILLE, PA 17821							
621 PO-900552	09/19/2008	221012		1 01-0000-0-4300-472-1801-1000-014-000 NN P			190.60	190.60
				TOTAL PAYMENT AMOUNT				190.60
014733/00	ALL WEST COACHLINES INC. 7701 WILBUR WAY SACRAMENTO, CA 95828							
1163 PO-900966	09/19/2008	24433		1 01-7220-0-5810-472-1110-1000-014-000 NN F			981.15	981.15
1161 PO-900987	09/19/2008	24442		1 01-7220-0-5810-472-1110-1000-014-000 NN F			981.15	981.15
				TOTAL PAYMENT AMOUNT				1,962.30

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
020765/00	APPERSON EDUCATION PRODUCTS 851 SW 34TH STREET, BLDG B RENTON, WA 98057							
946 PO-900820	09/19/2008	647054		1	01-0000-0-4300-472-1275-1000-014-000	NN F	260.44	257.42
			TOTAL PAYMENT AMOUNT					257.42
018649/00	ASSOCIATION FOR SUPERVISION & CURRICULUM DEVELOPMENT P.O.BOX 17035 BALTIMORE, MD 21298-8431							
1119 PO-901010	09/19/2008	1448062		1	01-0000-0-5300-240-0000-2700-011-000	NN F	89.00	89.00
			TOTAL PAYMENT AMOUNT					89.00
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904							
248 PO-900164	09/19/2008	91633230969774		1	01-0000-0-5902-106-0000-8110-007-000	NN P	1,006.26	1,006.26
248 PO-900164	09/19/2008	23434363784905		1	01-0000-0-5902-106-0000-8110-007-000	NN P	507.90	507.90
			TOTAL PAYMENT AMOUNT					1,514.16
010142/00	AWARDS BY KAY 1941 EI. CAMINO AVENUE SACRAMENTO, CA 95815							
1218 PO-901036	09/19/2008	PLAQUE		1	01-0000-0-5800-110-0000-7200-004-000	NN F	40.84	40.84
			TOTAL PAYMENT AMOUNT					40.84
010442/00	BAR HEIN 1551 FULTON AVENUE SACRAMENTO, CA 95825		68-0316304					
83 PO-900073	09/19/2008	290858		1	01-0000-0-4300-106-0000-8110-007-000	NN P	225.88	225.88
			TOTAL PAYMENT AMOUNT					225.88

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP		
021235/00	BECKER, LEE ANN 8530 SEOUL COURT ANTELOPE, CA 95843							
1019 PO-900879	09/19/2008	AUG		1	01-0000-0-5210-102-0000-3140-003-000	NN P	36.27	36.27
			TOTAL PAYMENT AMOUNT				36.27 *	36.27
020007/00	BLISS POWER LAWN EQUIPMENT INC 1715 FULTON AVE SACRAMENTO, CA 95825							
84 PO-900074	09/19/2008	FP64057		1	01-0000-0-4300-106-0000-8110-007-000	NN P	117.28	117.28
			TOTAL PAYMENT AMOUNT				117.28 *	117.28
019075/00	BRIGHT FUTURES THERAPY 303 JUMEL COURT EL DORADO HILLS, CA 95762							
622 PO-900539	09/19/2008	1165		1	01-6500-0-5800-102-5750-1180-003-000	NN P	4,720.00	4,720.00
			TOTAL PAYMENT AMOUNT				4,720.00 *	4,720.00
018196/00	BULBMAN SACRAMENTO P.O. BOX 7276 RENO, NV 89510-7276							
979 PO-900849	09/19/2008	260943		1	01-0000-0-4300-371-1275-1000-012-000	NN F	36.61	37.22
			TOTAL PAYMENT AMOUNT				37.22 *	37.22
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
1008 PO-900570	09/19/2008	LPN3713		1	01-0000-0-4300-234-1110-1000-008-000	NN F	216.69	207.74
			TOTAL PAYMENT AMOUNT				207.74 *	207.74

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Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MP		
014355/00	CHADD	CONFERENCE REGISTRATION 8181 PROFESSIONAL PLACE SUITE 150 LANDOVER, MD 20785						
1217 PO-901035	09/19/2008	CONF REG		1	01-7393-0-5200-103-1110-1000-003-000	NN F	570.00	570.00
1217 PO-901035	09/19/2008	CONF REG		2	01-7393-0-5300-103-1110-1000-003-000	NN F	240.00	240.00
			TOTAL PAYMENT AMOUNT		810.00 *		810.00	810.00
015699/00	CLARK SECURITY PRODUCTS	P.O. BOX 31001-1195 PASADENA, CA 91110-1195						
90 PO-900080	09/19/2008	SA91367301,SA91400001		1	01-8150-0-4300-106-0000-8110-007-000	NN P	257.44	257.44
			TOTAL PAYMENT AMOUNT		257.44 *		257.44	257.44
022437/00	CLARK TRANSLATIONS	620 S QUAIL CT. EXETER, CA 93221						
1191 PO-901015	09/19/2008	11059		1	01-4203-0-4300-103-4760-1000-003-000	NN F	75.00	75.00
			TOTAL PAYMENT AMOUNT		75.00 *		75.00	75.00
016320/00	COLLIER, ALYSON	31 BLUE HERON CT. SACRAMENTO, CA 95833						
1229 PO-901046	09/19/2008	REIMB		1	01-3010-0-4300-103-1110-1000-003-940	NN F	150.00	150.00
			TOTAL PAYMENT AMOUNT		150.00 *		150.00	150.00
021059/00	COMCAST	P.O. BOX 34744 SEATTLE, WA 98124-1744						
234 PO-900052	09/19/2008	495290036600767		1	01-0000-0-5800-240-0000-2700-011-000	NN P	4.98	4.98
			TOTAL PAYMENT AMOUNT		4.98 *		4.98	4.98

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010169/00	CONSTRUCTIVE PLAYTHINGS 13201 ARRINGTON ROAD GRANDVIEW, MO 640302886						
1017 PO-900877	09/19/2008	5099701701	1 01-0000-0-4300-238-1110-1000-010-000 NN F			28.00	27.38
TOTAL PAYMENT AMOUNT				27.38 *			27.38
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708		841248716				
978 PO-900848	09/19/2008	89733858,89777489	1 01-0000-0-4300-371-1284-1000-012-000 NN F			167.77	166.98
989 PO-900855	09/19/2008	89733855	1 01-0000-0-4300-371-1275-1000-012-000 NN F			38.19	40.14
990 PO-900856	09/19/2008	89733853	1 01-0000-0-4300-371-1284-1000-012-000 NN F			101.17	100.70
994 PO-900859	09/19/2008	89733852,89808885,89769394	1 01-0000-0-4300-371-0000-3110-012-000 NN F			67.97	35.17
999 PO-900866	09/19/2008	89795036	1 01-0000-0-4300-240-0000-2700-011-000 NN F			70.62	70.62
1069 PO-900916	09/19/2008	89943249	1 01-0000-0-4300-103-0000-2110-003-000 NN F			123.51	95.54
1104 PO-900935	09/19/2008	89977939	1 01-0000-0-4300-240-0000-2700-011-000 NN F			58.12	58.12
1109 PO-900938	09/19/2008	89977940	1 01-0000-0-4300-103-0000-2110-003-000 NN F			100.55	100.55
1120 PO-900943	09/19/2008	89977941	1 01-0000-0-4300-103-0000-2110-003-000 NN F			29.74	31.88
TOTAL PAYMENT AMOUNT				699.70 *			699.70
011614/00	DISTO PRINT & COPY 4708 ROSEVILLE RD., SUITE 104 NORTH HIGHLANDS, CA 95660						
1190 PO-901014	09/19/2008	3892	1 01-1203-0-4300-103-4760-1000-003-000 NN F			48.70	48.70
TOTAL PAYMENT AMOUNT				48.70 *			48.70
018026/00	ELAN PUBLISHING CO INC P.O. BOX 683 MEREDITH, NH 03253						
1036 PO-900893	09/19/2008	221519	1 01-0000-0-4300-472-1200-1000-014-000 YN F			13.29	11.99
TOTAL PAYMENT AMOUNT				11.99 *			11.99
TOTAL USE TAX AMOUNT				3.25			

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
019262/00	ENTERPRISE RENT-A-CAR 7407 ROSEVILLE ROAD SACRAMENTO, CA 95842							
1212 PO-901030	09/19/2008	D837201		1	01-0000-0-5810-472-1110-4000-014-915	NN F	90.50	90.50
			TOTAL PAYMENT AMOUNT				90.50	90.50
010418/00	FREY SCIENTIFIC SCHOOL SPECIALTY INC. MB UNIT #67-3106 MILWAUKEE, WI 53268-3106							
422 PO-900370	09/19/2008	302500029489		1	01-6300-0-4300-371-1110-1000-012-000	NN F	2,173.66	1,481.37
			TOTAL PAYMENT AMOUNT				1,481.37	1,481.37
017681/00	GEARY PACIFIC SUPPLY FILE 55276 LOS ANGELES, CA 90074-5276							
94 PO-900106	09/19/2008	2187015		1	01-8150-0-4300-106-0000-8110-007-000	NN F	2,286.14	2,286.14
			TOTAL PAYMENT AMOUNT				2,286.14	2,286.14
017315/00	GENUINE PARTS COMPANY-SAC FILE 56493 LOS ANGELES, CA 90074-6893							
24 PO-900061	09/19/2008	20901850		1	01-7230-0-4300-112-0000-3600-007-000	NN F	492.14	492.14
			TOTAL PAYMENT AMOUNT				492.14	492.14
022347/00	GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621							
1088 PO-900925	09/19/2008	1491353-0		1	01-6500-0-4300-102-5770-1110-003-015	NN F	103.35	103.35
1113 PO-900939	09/19/2008	1492144-0		1	01-0000-0-4300-472-0000-3110-014-000	NN F	344.79	344.79
1134 PO-900961	09/19/2008	1492715-0		1	01-0000-0-4300-472-0000-2700-014-000	NN F	159.65	159.65
1174 PO-900997	09/19/2008	1493770-0		1	01-0000-0-4300-472-0000-2700-014-000	NN F	40.92	40.92
			TOTAL PAYMENT AMOUNT				648.71	648.71

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
018572/00	GREAT SOURCE EDUCATION GROUP HMRECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR. CHICAGO, IL 60693							
1030 PO-900890	09/19/2008	943346448		1	01-7393-0-4200-103-1110-1000-003-000	NN F	124.72	133.87
			TOTAL PAYMENT AMOUNT					133.87
019050/00	HAL'S AUTO CARE 2425 TOWER AVENUE SACRAMENTO, CA 95825							
329 PO-900331	09/19/2008	38774,38912		1	01-7230-0-5600-112-0000-3600-007-000	NN F	9,666.50	9,666.50
			TOTAL PAYMENT AMOUNT					9,666.50
018600/00	HAMPTON-BROWN CO. PO BOX 223220 CARMEL, CA 93922							
725 PO-900630	09/19/2008	INV 245416		1	01-7156-0-4100-103-1110-1000-003-000	NN P	12,493.85	12,493.85
725 PO-900630	09/19/2008	INV 248078		1	01-7156-0-4100-103-1110-1000-003-000	NN F	411.09	308.95
			TOTAL PAYMENT AMOUNT					12,802.80
020763/00	HARCOURT P.O. BOX 0841 CAROL STREAM, IL 60132-0811							
425 PO-900372	09/19/2008	75790179		1	01-6300-0-4100-234-1110-1000-008-000	NN F	8,067.84	8,067.84
			TOTAL PAYMENT AMOUNT					8,067.84
021801/00	HARCOURT EDUCATION P.O. BOX 0841 CAROL STREAM, IL 60132-0811							
960 PO-900635	09/19/2008	76215566		1	01-6590-0-4300-102-5770-1120-003-024	NN F	222.55	221.60
			TOTAL PAYMENT AMOUNT					221.60

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							FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP		
017002/00	HOME DEPOT	ACCOUNTS RECEIVABLE											
		P.O. BOX 6031											
		THE LAKES, NV 88901-6031											
97 PO-900109	09/19/2008	6035322532354507		1	01-8150-0-4300-106-0000-8110-007-000	NN F	87.99	87.99					
98 PO-900110	09/19/2008	6035322532354507		1	01-0000-0-4300-106-0000-8110-007-000	NN F	285.19	285.19					
TOTAL PAYMENT AMOUNT								373.18 *	373.18				
017603/00	HUNT, CAROL	1420 REGENT CIRCLE											
		LINCOLN, CA 95648											
1227 PO-901043	09/19/2008	AUG		1	01-0000-0-5210-120-0000-7110-001-000	NN P	112.08	112.08					
1228 PO-901044	09/19/2008	REIMB		1	01-0000-0-4300-120-0000-7110-001-000	NN F	69.11	69.11					
TOTAL PAYMENT AMOUNT								181.19 *	181.19				
022114/00	IZA DESIGN	3890 PROSPECT AVENUE											
		SUITE A											
		YORBA LINDA, CA 92886											
889 PO-900762	09/19/2008	INV17727		1	01-0000-0-5800-371-1110-1000-012-916	NN F	723.94	723.94					
TOTAL PAYMENT AMOUNT								723.94 *	723.94				
016541/00	JANBLE PUBLICATIONS	P.O. BOX 811											
		1189 THOMBLEY RD.											
		DEKALB, IL 60115											
839 PO-900737	09/19/2008	75827		1	01-6500-0-4300-102-5770-1191-003-044	YN F	61.23	57.20					
TOTAL PAYMENT AMOUNT								57.20 *	57.20				
TOTAL USE TAX AMOUNT								4.43					
021091/00	JOLLY, KEVIN J.	2001 RUSHING RIVER COURT											
		ELVERTA, CA 95626											
284 PO-900183	09/19/2008	PARKING		1	01-0000-0-5200-101-0000-7150-002-000	NN P	2.50	2.50					
1210 PO-901028	09/19/2008	REIMB		1	01-0000-0-4300-120-0000-7110-001-000	NN F	51.43	51.43					
TOTAL PAYMENT AMOUNT								53.93 *	53.93				

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE	SIT GOAL FUNC RES DEP T9MP		
021874/00	KIDWELL, TAMBRA 3437 PINEHILL WAY ANTELOPE, CA 95843							
21	PO-900060	09/19/2008 REIMB		1	01-7230-0-5800-112-0000-3600-007-000	NN P	5.78	5.78
			TOTAL PAYMENT AMOUNT				5.78 *	5.78
017267/00	LASER AGE P.O. BOX 7008 CITRUS HEIGHTS, CA 95621							
1144	PO-900977	09/19/2008 57872		1	01-0000-0-4300-472-1110-1000-014-000	NN F	145.35	145.35
			TOTAL PAYMENT AMOUNT				145.35 *	145.35
010445/00	LINGUI SYSTEMS INC. 3100 4TH AVENUE EAST MOLINE, IL 61244							
834	PO-900736	09/19/2008 2345044		1	01-6500-0-4300-102-5770-1191-003-044	NN F	86.04	83.85
			TOTAL PAYMENT AMOUNT				83.85 *	83.85
017267/00	LOS ANGELES FREIGHTLINER P.O. BOX 60816 LOS ANGELES, CA 90060-0816							
6	PO-900192	09/19/2008 8F23163		1	01-7230-0-4300-112-0000-3600-007-000	NN P	570.69	570.69
			TOTAL PAYMENT AMOUNT				570.69 *	570.69
022406/00	MAXIM HEALTHCARE SERVICES INC 12558 COLLECTIONS CENTER DR. CHICAGO, IL 60693		521590951					
526	PO-900447	09/19/2008 5587766-210		1	01-0000-0-5800-102-0000-3140-003-000	NN P	1,488.00	1,488.00
538	PO-900447	09/19/2008 5574991-210		1	01-0000-0-5800-102-0000-3140-003-000	NN P	1,488.00	1,488.00
			TOTAL PAYMENT AMOUNT				2,976.00 *	2,976.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
018678/00	MCGRAW HILL DEPT. 4190 LOS ANGELES, CA	90096-4190							
429 PO-900373	09/19/2008	41794048001		1 01-6300-0-4300-234-1110-1000-008-000 NN F			1,839.22	1,839.22	
TOTAL PAYMENT AMOUNT								1,839.22 *	1,839.22
021417/00	MRB ENTERPRISES 1654 NORTHFIELD DRIVE YUBA CITY, CA	95993	565867443						
916 PO-900788	09/19/2008	4226		1 01-0000-0-9320-000-0000-0000-000-000 NY F			198.87	208.35	
TOTAL PAYMENT AMOUNT								208.35 *	208.35
015343/00	N.H. RECREATION & PARK DIST. 6040 WATT AVE. NORTH HIGHLANDS, CA	95660							
1079 PO-900923	09/19/2008	YEAR2008		1 01-0000-0-5600-106-0000-8200-007-000 NN F			2,500.00	2,500.00	
TOTAL PAYMENT AMOUNT								2,500.00 *	2,500.00
022163/00	ODYSSEY 7150 SANTA JUANITA AVE. GRANGEVALE, CA	95662							
825 PO-900342	09/19/2008	0001420		1 01-6500-0-5800-102-5750-1180-003-000 NN F			3,059.75	3,059.75	
TOTAL PAYMENT AMOUNT								3,059.75 *	3,059.75
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA	90074-0049							
132 PO-900373	09/19/2008	440157563001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			112.02	160.45	
462 PO-900497	09/19/2008	437879613-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			81.11	78.95	
433 PO-900342	09/19/2008	438749928001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			163.66	213.96	
435 PO-900450	09/19/2008	438750219001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			85.08	56.37	
439 PO-900451	09/19/2008	4387511147-001,438751150-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			161.00	190.19	
481 PO-900455	09/19/2008	438753844-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			116.14	126.57	
483 PO-900456	09/19/2008	438754232-001,438754233-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			48.62	54.75	
489 PO-900457	09/19/2008	438755025-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			111.50	111.50	
489 PO-900457	09/19/2008	438755029-001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			23.64	27.72	
490 PO-900458	09/19/2008	438833486001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			30.09	30.32	
492 PO-900459	09/19/2008	438834321001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			22.52	26.19	

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017576 (CONTINUED)

506	PO-900461	09/19/2008	438835952001,438835954001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	83.11	88.27
507	PO-900462	09/19/2008	438835952001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	70.25	67.25
511	PO-900464	09/19/2008	438835952001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	196.14	196.14
515	PO-900466	09/19/2008	440158682-001,002		1	01-0000-0-4300-234-1110-1000-008-000	NN F	529.97	537.39
521	PO-900468	09/19/2008	440159084-001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	103.82	99.05
554	PO-900500	09/19/2008	440159211001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	165.77	165.77
663	PO-900586	09/19/2008	439776078001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	901.08	640.43
665	PO-900588	09/19/2008	439776303001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	538.64	538.64
778	PO-900677	09/19/2008	440630557001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	54.70	20.78
523	PO-900732	09/19/2008	441414528001		1	01-6500-0-4300-102-5770-1190-003-032	NN F	359.55	376.07
833	PO-900735	09/19/2008	441414528001		1	01-6500-0-4300-102-5770-1190-003-032	NN F	26.84	20.97
919	PO-900790	09/19/2008	441963916001		1	01-3010-0-4300-240-1110-1000-011-000	NN F	60.26	60.26
893	PO-900808	09/19/2008	442150084-001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	399.18	398.10
900	PO-900809	09/19/2008	442150486001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	120.73	100.15
905	PO-900812	09/19/2008	442148548001,442148549001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	45.92	45.92
943	PO-900817	09/19/2008	442148548001		1	01-6500-0-4300-102-5770-1191-003-044	NN F	592.59	592.59
948	PO-900822	09/19/2008	442148888001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	34.54	34.54
966	PO-900839	09/19/2008	442338037001		1	01-0000-0-4300-234-1110-1000-012-000	NN F	41.33	37.30
951	PO-900837	09/19/2008	442336678001		1	01-0000-0-4300-234-1110-1000-012-000	NN F	94.60	43.88
995	PO-900863	09/19/2008	442659636001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	44.06	43.88
996	PO-900864	09/19/2008	442700165001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	16.16	16.16
767	PO-900907	09/19/2008	443233071-001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	356.56	356.56
1067	PO-900912	09/19/2008	443233071-001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	16.86	16.86
1107	PO-900916	09/19/2008	443233071-001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	562.52	562.52
1115	PO-900940	09/19/2008	443625321001		1	01-0000-0-4300-234-1110-1000-012-000	NN F	24.97	24.97
TOTAL PAYMENT AMOUNT								6,214.86 *	5,214.86

01160H/09 OFFICEFURNITURE.COM  
P.O. BOX 51005  
MILWAUKEE, WI 53203-0117  
936 PO-900805 09/19/2008 CR7952-MRN

TOTAL PAYMENT AMOUNT 1 01-0000-0-4400-238-0000-2700-010-000 YN F 3,001.92 2,786.00  
TOTAL USE TAX AMOUNT 277.97

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				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021157/00	PHYSICAL THERAPY CLINICS INC 10390 COLOMA ROAD, SUITE 7 RANCHO CORDOVA, CA 95670							
551 PO-900482	09/19/2008	30802		1 01-9472-0-5800-472-1110-1000-014-000 NN P			2,200.00	2,200.00
			TOTAL PAYMENT AMOUNT				2,200.00 *	2,200.00
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834							
104 PO-900116	09/19/2008	3869912,3869918		1 01-8150-0-4300-106-0000-8110-007-000 NN P			375.20	375.20
			TOTAL PAYMENT AMOUNT				375.20 *	375.20
010195/00	PSYCHOLOGICAL CORP/HARCOURT P.O. BOX 0855 CAROL STREAM, IL 60132-0855							
1002 PO-500869	09/19/2008	1624418		1 01-6500-0-4300-102-5001-3120-003-000 NN P			5,260.95	5,260.95
1002 PO-500869	09/19/2008	1625329		1 01-6500-0-4300-102-5001-3120-003-000 NN P			218.54	218.54
			TOTAL PAYMENT AMOUNT				5,538.03 *	5,538.03
015260/00	QUICK SORT SACRAMENTO 160 RYAN INDUSTRIAL CT. SAN RAMON, CA 94593		680484901					
495 PO-900410	09/19/2008	2715		1 01-0000-0-5901-105-0000-7200-005-000 NN P			14.61	14.61
495 PO-900410	09/19/2008	2590		1 01-0000-0-5901-105-0000-7200-005-000 NN P			92.01	92.01
495 PO-900410	09/19/2008	2111		1 01-0000-0-5901-105-0000-7200-005-000 NN P			89.45	176.49
			TOTAL PAYMENT AMOUNT				283.11 *	283.11
021678/00	RANCHO LEARNING CENTER 3563 GOLD CANYON DRIVE RANCHO CORDOVA, CA 95670							
626 PO-900343	09/19/2008	CFNTER92008		1 01-6500-0-5600-102-5750-1190-003-000 NN P			3,634.79	3,634.79
			TOTAL PAYMENT AMOUNT				3,684.79 *	3,684.79

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010546/00	RIVERSIDE PUBLISHING CO. HM RECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693-0050						
959 PO-900834	09/19/2008	943322796	1 01-6500-0-4300-102-5770-1120-003-024 NN F			89.49	96.12
963 PO-900837	09/19/2008	943322797	1 01-6500-0-4300-102-5770-1120-003-028 NN F			89.49	96.12
TOTAL PAYMENT AMOUNT				192.24 *			192.24
022354/00	ROBERTSON CAHILL & ASSOCIATES 55 FIRST STREET BOX G LAKEPORT, CA 95453						
277 PO-900177	09/19/2008	41987	1 01-0000-0-5800-105-0000-7200-005-000 NN P			2,790.00	2,790.00
TOTAL PAYMENT AMOUNT				2,790.00 *			2,790.00
022398/00	SACRAMENTO COUNTY OFFICE OF ED FINANCIAL SERVICES P.O. BOX 269003 SACRAMENTO, CA 95826-9003						
1154 PO-900980	09/19/2008	090327	1 01-0000-0-7142-100-0000-9200-005-000 NN F			25,850.00	25,850.00
TOTAL PAYMENT AMOUNT				25,850.00 *			25,850.00
021672/00	CASHA P.O. BOX 191383 SACRAMENTO, CA 95819						
888 PO-900772	09/19/2008	20060006	1 01-0500-0-5200-102-5770-1110-003-004 NN F			180.00	180.00
TOTAL PAYMENT AMOUNT				180.00 *			180.00
020981/00	SAVE MART SUPERMARKETS DEPT. 3228-01 P.O. BOX 30000 SAN FRANCISCO, CA 94139						
700 PO-900608	09/19/2008	2697403	1 01-0000-0-4300-472-1209-1000-014-000 NN P			53.39	53.39
700 PO-900608	09/19/2008	2696629	1 01-0000-0-4300-472-1209-1000-014-000 NN P			68.51	68.51
700 PO-900608	09/19/2008	2696610	1 01-0000-0-4300-472-1209-1000-014-000 NN P			60.25	60.25
700 PO-900608	09/19/2008	2696618	1 01-0000-0-4300-472-1209-1000-014-000 NN P			24.46	24.46
788 PO-900684	09/19/2008	2697258	1 01-0000-0-4300-371-0000-2700-012-000 NN P			201.58	201.58
TOTAL PAYMENT AMOUNT				408.19 *			408.19

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount			
							FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
020883/00	SCHOLASTIC BOOK CLUB INC. P.O. BOX 3745 JEFFERSON CITY, MO 65102-9838										
831 PO-900727	09/19/2008	M3960461		1	01-6500-0-4300-102-5770-1110-003-018	NN F	204.92	204.92			
TOTAL PAYMENT AMOUNT								204.92 *	204.92		
014786/00	SCHOOL SPECIALTY MB UNIT #67-3106 MILWAUKEE, WI 53268-3106										
927 PO-900801	09/19/2008	208101605292		1	01-0000-0-4300-240-1110-1000-011-000	NN F	17.11	17.11			
TOTAL PAYMENT AMOUNT								17.11 *	17.11		
014782/00	SCRIPPS NATIONAL SPELLING BEE P.O. BOX 711861 CINCINNATI, OH 45271-1861										
1177 PO-901004	09/19/2008	42243-0427		1	01-0000-0-5300-371-0000-2700-012-000	NN F	99.00	99.00			
TOTAL PAYMENT AMOUNT								99.00 *	99.00		
019272/00	SIERRA PEDIATRICS 8405 BARKON ROAD GRANITE BAY, CA 95740		942869623								
628 PO-900545	09/19/2008	CABACCANG		1	01-6500-0-5800-102-5750-1180-003-000	NY P	460.00	460.00			
TOTAL PAYMENT AMOUNT								460.00 *	460.00		
010010/00	SIERRA SCHOOL 385 OXFORD VALLEY ROAD YARDLEY, PA 19067		680284767								
627 PO-900541	09/19/2008	4633-1H		1	01-6500-0-5800-102-5750-1180-003-000	NN F	3,460.50	3,460.50			
627 PO-900541	09/19/2008	4633-1H		1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,915.70	1,915.70			
TOTAL PAYMENT AMOUNT								5,376.20 *	5,376.20		

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011014/00	SPORTIME MB UNIT 68-3106 MILWAUKEE, WI 53268-3106						
800 PO-900697	09/19/2008	204900524925	1 01-0000-0-4300-234-1110-1000-008-000 NN F			594.17	599.02
TOTAL PAYMENT AMOUNT						599.02 *	599.02
018370/00	STANLEY CONVERGENT SECURITY SOLUTIONS DEPT CH 10651 PALATINE, IL 60055-0651						
309 PO-900219	09/19/2008	5741619	1 01-0000-0-5800-106-0000-8110-007-000 NN P			170.31	170.31
TOTAL PAYMENT AMOUNT						170.31 *	170.31
010137/00	STATE BOARD OF EQUALIZATION P.O. BOX 942879 SACRAMENTO, CA 94279-0001						
1226 PO-901042	09/19/2008	100-408425	1 01-0000-0-9560-000-0000-0000-000-000 NN F			9,665.00	9,665.00
TOTAL PAYMENT AMOUNT						9,665.00 *	9,665.00
018066/00	SUPER DUPPR INC. PO BOX 2199/ GREENVILLE, SC 29616-2497						
866 PO-900307	09/19/2008	13451517	1 01-5500-0-4300-102-5776-1110-003-001 NN F			171.92	135.60
TOTAL PAYMENT AMOUNT						135.60 *	135.60
021888/00	SUPERIOR PRESS 11930 HAMDEN PLACE SANTA FE SPRINGS, CA 90670						
797 PO-90089	09/19/2008	1066106	1 01-0000-0-5200-105-0000-1200-005-000 NN P			277.34	277.34
798 PO-90089	09/19/2008	1066117	1 01-0000-0-5200-105-0000-7200-005-000 NN F			938.44	957.96
TOTAL PAYMENT AMOUNT						1,687.29 *	1,687.29

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
022031/00	TEACHER DIRECT P.O. BOX 12063 BIRMINGHAM, AL 35202							
739 PO-900645	09/19/2009	P42970120001		1 01-3010-0-4300-240-1110-1000-011-000 NN F			30.00	12.84
			TOTAL PAYMENT AMOUNT		32.84 *			32.84
021762/00	ULTIMATE OFFICE PO BOX 688 FARMINGDALE, NJ 07727-0688							
797 PO-900696	09/19/2008	P102147501017		1 01-0000-0-4300-234-0000-2700-008-000 YN F			445.51	415.94
			TOTAL PAYMENT AMOUNT		415.94 *			415.94
			TOTAL USE TAX AMOUNT		32.24			
010965/00	VASILEVICH, TATYANA 8036 GOLD RING WAY ANTELOPE, CA 95843							
1156 PO-900987	09/19/2008	M1147258		1 01-7059-0-2199-103-4760-1000-003-000 NN F			10.79	10.39
			TOTAL PAYMENT AMOUNT		10.39 *			10.39
011582/00	WILLIAM V. MACGILL & CO. 1000 N. LOMBARD RD LOMBARD, IL 60148							
566 PO-90100	09/19/2008	196238360		1 01-0000-0-4300-102-0000-2140-003-000 NN F			1,550.10	1,402.84
			TOTAL PAYMENT AMOUNT		1,402.84 *			1,402.84
014211/00	YOUNG, WILLIAM 8200 HORTHAM DRIVE ANTELOPE, CA 95843							
1172 PO-90100	09/19/2008	M1147258		1 01-0000-0-4300-102-0000-2140-003-000 NN F			21.40	21.40
			TOTAL PAYMENT AMOUNT		21.40 *			21.40
			TOTAL FUND PAYMENT		131,311.81 **			131,311.81
			TOTAL USE TAX AMOUNT		255.84			

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FE RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP	Liq Amt	Net Amount	
022184/00	BARNES & NOBLE BOOKSELLER P.O. BOX 930455 ATLANTA, GA 31193-0455							
711 PO-900635	09/19/2008	IN 1481773	1	09-0700-0-4300-503-1110-1000-018-000	NN P	2,678.72	2,678.72	
711 PO-900635	09/19/2008	1467516	1	09-0700-0-4300-503-1110-1000-018-000	NN F	225.57	517.20	
TOTAL PAYMENT AMOUNT								3,195.92 *
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
1021 PO-900881	09/19/2008	LPQ1039, LP20920	1	09-1100-0-4300-501-1110-1000-016-000	NN F	260.50	260.49	
TOTAL PAYMENT AMOUNT								260.49 *
017002/00	HOME DEPOT ACCOUNTS RECEIVABLE P.O. BOX 6031 THE LAKES, NV 88901-6031							
475 PO-900296	09/19/2008	6035322532354507	1	09-0000-0-4300-501-0000-2700-016-000	NN P	34.83	34.83	
TOTAL PAYMENT AMOUNT								34.83 *
021641/00	LIONS GATE HOTEL AND COTTAGE SUITES 1410 WEST OVER STREET MCCLELLAN, CA 95662 1005							
1234 PO-901050	09/19/2008	WASC TEAM -ROOMS	1	09-0000-0-5800-501-1110-1000-016-000	NN F	649.52	649.52	
TOTAL PAYMENT AMOUNT								649.52 *
TOTAL FUND PAYMENT								4,140.76 **

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr Key Ref-Use	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708		841248716					
1062	PC-000929	09/19/2008	99977938					
				1	11-6390-0-4300-601-4130-1000-017-000	NN F	123.50	123.50
								123.50
								TOTAL PAYMENT AMOUNT
								123.50 *
020258/00	HANDWRITING WITHOUT TEARS 8001 MAC ARTHUR BLVD. CABIN JOHN, MD 20818							
882	PO-900759	09/19/2008	363314-1					
				1	11-6390-0-4200-601-4130-1000-017-000	NN F	433.98	381.92
								381.92
								TOTAL PAYMENT AMOUNT
								381.92 *
022128/00	LOVE AND LOGIC INSTITUTE INC 2207 JACKSON STREET STE. 102 GOLDEN, CO 80401-2300							
1040	PC-000895	09/19/2008	147325075					
				1	11-6390-0-4200-601-4130-1000-017-000	NN F	196.40	164.00
								164.00
								TOTAL PAYMENT AMOUNT
								164.00 *
								TOTAL FUND PAYMENT
								689.42 **
								689.42



81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
Ref	Reference	Date	Description	FD RISO	OBJE	STP	COAL	FUNC	RES	DEP	T9MP		
019750/00	CAPITAL PROGRAM MGMT INC 2150 CAPITOL AVENUE SACRAMENTO, CA 95816	364447158											
	PO-800186 09/19/2008 #15			1	21-0000-0-6234-106-9600-8500-007-000	NN	P				27,391.17	22,191.17	
	567 PO-900491 09/19/2008 #34			1	21-0000-0-5800-106-9615-8500-007-000	NN	P				34,580.89	34,580.89	
			TOTAL PAYMENT AMOUNT									56,972.06 *	56,972.06
018570/00	COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGEMENT DEPT ENVIRONMENTAL HEALTH 8475 JACKSON ROAD, STE.240 SACRAMENTO, CA 95826-3904												
	1171 PO-900994 09/19/2008 CENTER HIGH STADIUM			1	21-0000-0-6226-472-9630-8500-007-000	NN	F					253.00	253.00
			TOTAL PAYMENT AMOUNT									253.00	253.00
017883/00	GRINNELL CORP 4650 BELOIT DRIVE SACRAMENTO, CA 95838												
	1003 PO-900886 09/19/2008 61633327			1	21-0000-0-6273-234-9615-8500-007-000	NN	F					125.00	125.00
	1063 PO-900886 09/19/2008 63343327			2	21-0000-0-6273-240-9615-8500-007-000	NN	F					125.00	125.00
			TOTAL PAYMENT AMOUNT									250.00	250.00
010264/00	SACRAMENTO BEE P.O. BOX 11967 EMERYVILLE, CA 94776-1967												
	912 PO-900784 09/19/2008 30055036			1	21-0000-0-6212-234-9615-8500-007-000	NN	F					3,996.74	3,996.74
			TOTAL PAYMENT AMOUNT									3,996.74	3,996.74
021105/00	SIGNATURE DEMOGRAPHICS INC 610 SUTELAN AVENUE SACRAMENTO, CA 95811												
	861 PO-900745 09/19/2008 111137			1	21-0000-0-6205-472-9630-8500-007-000	NN	P					200.68	200.68
	861 PO-900745 09/19/2008 109596A			1	21-0000-0-6205-472-9630-8500-007-000	NN	P					184.50	184.50
	861 PO-900745 09/19/2008 109185A			1	21-0000-0-6205-472-9630-8500-007-000	NN	P					1,143.96	1,143.96
	861 PO-900745 09/19/2008 109426A			1	21-0000-0-6205-472-9630-8500-007-000	NN	P					1,514.18	4,217.91
			TOTAL PAYMENT AMOUNT									5,767.05 *	5,767.05

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP 19MP				
021133/00		TURNER CONSTRUCTION COMPANY INC 1211 H STREET SACRAMENTO, CA 95814					
373 PO-900307	09/19/2008	PROJECT1486100	1 21-0000-0-6270-240-9615-8500-007-000	NN P	829,800.00	829,800.00	
373 PO-900307	09/19/2008	G702	1 21-0000-0-6270-240-9615-8500-007-000	NN P	101,236.50	101,236.50	
375 PO-900308	09/19/2008	PROJECT	1 21-0000-0-6270-234-9615-8500-007-000	NN P	1193,991.30	1193,991.30	
TOTAL PAYMENT AMOUNT					2,125,027.80 *	2,125,027.80	
TOTAL FUND PAYMENT					2,192,266.65 **	2,192,266.65	

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0021 09-19-08  
FUND : 35 SCHOOL FACILITIES FUND

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Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
019750/00	CAPITAL PROGRAM MGMT INC 2150 CAPITOL AVENUE SACRAMENTO, CA 95816		364447158					
	147 PO-909088 09/19/2008 #47							
				1 35-7710-0-6234-245-9619-8500-007-000 NM P			7,881.00	7,881.00
				TOTAL PAYMENT AMOUNT			7,881.00 *	7,881.00
015847/00	DELTA OILFIELD SERVICES INC P.O. BOX 1675 WOODLAND, CA 95776							
	PO-803824 09/19/2008 CAP702L							
				1 35-7710-0-6170-245-9619-8500-007-000 NN P			198,371.48	198,371.48
				TOTAL PAYMENT AMOUNT			198,371.48 *	198,371.48
				TOTAL FUND PAYMENT			206,252.48 **	206,252.48
				TOTAL BATCH PAYMENT			2,534,993.98 ***	2,534,993.98
				TOTAL USE TAX AMOUNT		0.00	255.84	2,534,993.98
				TOTAL DISTRICT PAYMENT			2,534,993.98 ****	2,534,993.98
				TOTAL USE TAX AMOUNT		0.00	255.84	2,534,993.98
				TOTAL FOR ALL DISTRICTS:			2,534,993.98 ****	2,534,993.98
				TOTAL USE TAX AMOUNT		0.00	255.84	2,534,993.98

Number of warrants to be printed: 91, not counting voids due to stub overflows.

Batch status: A All

From batch: 0022

To batch: 0023

Include Revolving Cash: Y

Include Address: Y

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011802/00	A-Z BUS SALES INC. DEPT 1135 LOS ANGELES, CA	90084-1135						
4 PO-900191	09/26/2008	DI42500		1	01-7230-0-4300-112-0000-3600-007-000	NN P	240.36	240.36
4 PO-900191	09/26/2008	DI43802		1	01-7230-0-4300-112-0000-3600-007-000	NN P	94.17	94.17
TOTAL PAYMENT AMOUNT							334.53 *	334.53
021552/00	ABBOTT, MICHAEL PO BOX 1491 ORANGEVALE, CA	95662	562497329					
189 PO-900089	09/26/2008	9/7-9/20		1	01-6405-0-5801-106-0000-8300-007-000	NY P	703.26	703.26
TOTAL PAYMENT AMOUNT							703.26 *	703.26
020872/00	ABILITIES MB UNIT #67-3106 MILWAUKEE, WI	53268-3106						
1071 PO-900917	09/26/2008	204900538157		1	01-6500-0-4300-102-5060-2110-003-000	NN F	181.30	190.56
TOTAL PAYMENT AMOUNT							190.56 *	190.56
010450/00	ACADEMIC THERAPY PUBLICATIONS 20 COMMERCIAL BLVD. NOVATO, CA	94947						
1009 PO-900871	09/26/2008	125147		1	01-6500-0-4300-102-5001-3120-003-000	NN F	553.43	557.08
TOTAL PAYMENT AMOUNT							557.08 *	557.08
015797/00	ACE SUPPLY HARDWARE NORTH 7115 WATT AVENUE, SUITE 100 NORTH HIGHLANDS, CA	95660						
529 PO-900446	09/26/2008	74402/2		1	01-8150-0-4300-106-0000-8110-007-000	NN P	18.71	18.71
529 PO-900446	09/26/2008	74464/2, 74472/2		1	01-8150-0-4300-106-0000-8110-007-000	NN P	47.16	47.16
TOTAL PAYMENT AMOUNT							65.87 *	65.87

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
017572/00	AGUILAR, LUIS 4723 THOREAU DRIVE CAMERON PARK, CA 95682		568943845					
197 PO-900090	09/26/2008	9/7-9/20		1	01-6405-0-5801-106-0000-8300-007-000	NY P	566.52	566.52
				TOTAL PAYMENT AMOUNT	566.52 *			566.52
018029/00	ANACONDA SPORTS 85 KATRINE LANE LAKE KATRINE, NY 12449							
944 PO-900818	09/26/2008	1570866		1	01-0000-0-4300-472-1801-1000-014-000	NN P	252.04	252.04
				TOTAL PAYMENT AMOUNT	252.04 *			252.04
014546/00	ANDERSON, MOLLY 1795 SUNNINGDALE DRIVE ROSEVILLE, CA 95747							
1263 PO-901062	09/26/2008	REIMB		1	01-0000-0-4200-472-0000-2700-014-000	NN F	95.00	95.00
				TOTAL PAYMENT AMOUNT	95.00 *			95.00
021086/00	AT&T LONG DISTANCE PO BOX 5017 CAROL STREAM, IL 60197-5017							
250 PO-900166	09/26/2008	807547408		1	01-0000-0-5902-106-0000-8110-007-000	NN P	10.50	10.50
250 PO-900166	09/26/2008	811658376		1	01-0000-0-5902-106-0000-8110-007-000	NN P	1.56	1.56
				TOTAL PAYMENT AMOUNT	12.06 *			12.06
011481/02	AT&T VERIZON DEPT LA 21461 PASADENA, CA 91185							
248 PO-900164	09/26/2008	T8489988		1	01-0000-0-5902-106-0000-8110-007-000	NN P	7.80	7.80
				TOTAL PAYMENT AMOUNT	7.80 *			7.80

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
018533/00	ATKINSON ANDELSON LOYA RUUD & ROMO 17871 PARK PLAZA DRIVE SUITE 200 CERRITOS, CA 90703		953378600					
288 PO-900187	09/26/2008	318949		1	01-0000-0-5804-105-0000-7200-005-000	NY P	22,068.27	22,068.27
TOTAL PAYMENT AMOUNT							22,068.27 *	22,068.27
014203/00	AVIANWEB.COM 1473 SW 167TH AVENUE PEMBROKE PINES, FL 33027							
1304 PO-901110	09/26/2008	R-COM INCUBATOR		1	01-7396-0-4400-238-1110-1000-010-000	NN F	570.00	570.00
TOTAL PAYMENT AMOUNT							570.00 *	570.00
019500/00	AVID CENTER 9246 LIGHTHOUSE AVE.SUITE 200 SAN DIEGO, CA 92123							
1056 PO-900908	09/26/2008	32944		1	01-0000-0-4300-472-1110-1000-014-916	NN F	616.71	616.71
TOTAL PAYMENT AMOUNT							616.71 *	616.71
010442/00	BAR HEIN 1551 FULTON AVENUE SACRAMENTO, CA 95825		68-0316304					
83 PO-900073	09/26/2008	291365		1	01-0000-0-4300-106-0000-8110-007-000	NN P	209.37	209.37
TOTAL PAYMENT AMOUNT							209.37 *	209.37
014343/00	BLEA, MARK 9009 MARBLE BAY CT. SACRAMENTO, CA 95829		558085206					
200 PO-900093	09/26/2008	9/7-9/20		1	01-6405-0-5801-106-0000-8300-007-000	NY P	664.19	664.19
TOTAL PAYMENT AMOUNT							664.19 *	664.19

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09-26-08  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011564/00	CALDWELL FLORES WINTERS INC. ATTN: MIKE WINTERS 2033B SAN ELIJO AVE. #231 CARDIFF, CA 92007							
1214 PO-901032	09/26/2008	CUSD 808		1	01-0000-0-5800-106-0000-8500-007-000 NN P		2,531.25	2,531.25
TOTAL PAYMENT AMOUNT							2,531.25 *	2,531.25
013942/00	CALLOWAY HOUSE 451 RICHARDSON DR. LANCASTER, PA 17603							
997 PO-900865	09/26/2008	9279886		1	01-0000-0-4300-234-1110-1000-008-000 NN F		426.45	395.78
TOTAL PAYMENT AMOUNT							395.78 *	395.78
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
993 PO-900862	09/26/2008	LPM8976		1	01-7395-0-4300-371-1110-1000-012-000 NN F		65.37	65.19
TOTAL PAYMENT AMOUNT							65.19 *	65.19
019910/00	CHANEY, AMY 4134 QUATE COURT ANTELOPE, CA 95843							
1274 PO-901084	09/26/2008	REIMB		1	01-7396-0-4300-472-1110-1000-014-000 NN F		211.69	211.69
1274 PO-901084	09/26/2008	REIMB		2	01-7396-0-5800-472-1110-1000-014-000 NN F		11.77	11.77
TOTAL PAYMENT AMOUNT							223.46 *	223.46
013964/00	CHRISTIANSEN, CLAUDIA 2022 THORNHILL DRIVE ROSEVILLE, CA 95746		565-82-697					
1259 PO-901059	09/26/2008	REIMB		1	01-6500-0-4300-102-5770-1191-003-041 NN F		62.14	62.14
TOTAL PAYMENT AMOUNT							62.14 *	62.14

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
015699/00	CLARK SECURITY PRODUCTS P.O. BOX 31001-1195 PASADENA, CA 91110-1195						
90 PO-900080	09/26/2008	SA91429401	1	01-8150-0-4300-106-0000-8110-007-000	NN P	21.37	21.37
			TOTAL PAYMENT AMOUNT				21.37
022437/00	CLARK TRANSLATIONS 620 S QUAIL CT. EXETER, CA 93221						
1297 PO-901093	09/26/2008	11076	2	01-0000-0-4300-236-1110-1000-009-000	NN F	318.00	318.00
1297 PO-901093	09/26/2008	11076	1	01-4203-0-4300-103-4760-1000-003-000	NN F	318.00	318.00
			TOTAL PAYMENT AMOUNT				636.00
013950/00	COMMUNICATION ARTS P.O. BOX 51785 BOULDER, CO 90321-1785						
1028 PO-900889	09/26/2008	95843ALAB40WTOOD	1	01-0000-0-4300-472-1208-1000-014-000	NN F	95.90	89.00
			TOTAL PAYMENT AMOUNT				89.00
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708	841248716					
431 PO-900422	09/26/2008	89134651,88962507,89304655	1	01-0000-0-4300-371-1275-1000-012-000	NN F	243.91	243.55
780 PO-900682	09/26/2008	89471157,89615426,90125544	1	01-0000-0-4300-371-0000-2700-012-000	NN F	440.63	392.01
796 PO-900691	09/26/2008	89458574	1	01-0000-0-4300-236-1110-1000-009-000	NN F	42.96	41.98
812 PO-900719	09/26/2008	89525087,89613987	1	01-0000-0-4300-240-1110-1000-011-000	NN F	81.94	81.94
812 PO-900719	09/26/2008	89723334,89977936	2	01-6761-0-4300-240-1110-1000-011-000	NN F	165.85	161.35
956 PO-900831	09/26/2008	89808887,89733864,90092169	1	01-6500-0-4300-102-5770-1120-003-024	NN F	228.25	227.33
1124 PO-900956	09/26/2008	90025679	1	01-6500-0-4300-102-5770-1120-003-023	NN F	213.87	212.36
1145 PO-900970	09/26/2008	90025678	1	01-0000-0-4300-371-0000-2700-012-000	NN F	28.10	28.12
1166 PO-900989	09/26/2008	90081676	1	01-6500-0-4300-102-5770-1120-003-021	NN F	31.03	33.18
			TOTAL PAYMENT AMOUNT				1,421.82

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP
014041/00	CORPORATE EXPRESS IMAGING P.O. BOX 95230 CHICAGO, IL 60694							
291 PO-900197	09/26/2008	CJ0122		1	01-0000-0-4300-159-1110-1000-003-000	NN F	30.12	30.12
1230 PO-901047	09/26/2008	DE6521		1	01-6500-0-4300-102-5770-1110-003-007	NN F	69.96	69.96
			TOTAL PAYMENT AMOUNT				100.08 *	100.08
021477/00	CUMMINGS, CATHY 5701 BRANDYWINE COURT GRANITE BAY, CA 95746							
1262 PO-901061	09/26/2008	MILEAGE		1	01-3550-0-5210-472-1110-1000-014-000	NN F	72.54	72.54
			TOTAL PAYMENT AMOUNT				72.54 *	72.54
010481/00	DEMCO INC P.O. BOX 8048 MADISON, WI 53708-8048		391311089					
869 PO-900754	09/26/2008	3302362		1	01-0000-0-4300-103-0000-2420-003-000	NN F	1,177.67	1,177.67
			TOTAL PAYMENT AMOUNT				1,177.67 *	1,177.67
018947/00	DOMINO EVENTS 4308 F STREET SACRAMENTO, CA 95819							
1054 PO-900902	09/22/2008	reopen		1	01-3010-0-5200-236-1110-1000-009-000	NN O	1,605.00-	0.00
1054 PO-900902	09/26/2008	REG CONF 10/20-10/27		2	01-3010-0-5200-236-1110-1000-009-000	NN F	1,605.00	1,605.00
			TOTAL PAYMENT AMOUNT				1,605.00 *	1,605.00
018277/00	EASTER SEAL SOCIETY OF CA. INC 3205 HURLEY WAY SACRAMENTO, CA 95864							
617 PO-900535	09/26/2008	AUG		1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,845.00	1,845.00
			TOTAL PAYMENT AMOUNT				1,845.00 *	1,845.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
021610/00	EATON INTERPRETING SERVICES INC 8213 VILLA OAK DRIVE CITRUS HEIGHTS, CA 95610		200448077					
1261 PO-901060	09/26/2008	9686		1	01-0000-0-5800-102-0000-7200-003-000	NN P	125.00	125.00
				TOTAL PAYMENT AMOUNT				125.00
021939/00	ENTEK CONSULTING GROUP INC 4200 ROCKLIN ROAD, SUITE 7 ROCKLIN, CA 95677							
1169 PO-900992	09/26/2008	08/0499-IN		1	01-8150-0-5800-106-0000-8110-007-000	NN F	1,222.00	1,222.00
				TOTAL PAYMENT AMOUNT				1,222.00
010186/00	FOLLETT EDUCATIONAL SERVICES P.O. BOX 98581 CHICAGO, IL 60693-8581							
43 PO-900012	09/26/2008	340616A		1	01-7390-0-4200-103-0000-2110-003-000	NN F	1,099.05	99.45
				TOTAL PAYMENT AMOUNT				99.45
010418/00	FREY SCIENTIFIC SCHOOL SPECIALTY INC. MB UNIT #67-3106 MILWAUKEE, WI 53268-3106							
988 PO-900854	09/26/2008	202500360585		1	01-0000-0-4300-371-1275-1000-012-000	NN F	67.21	47.28
				TOTAL PAYMENT AMOUNT				47.28
022347/00	GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621							
921 PO-900791	09/26/2008	1487232-0,1487942-0,C1487232-0		1	01-0000-0-4300-105-0000-7200-005-000	NN F	209.34	209.33
908 PO-900796	09/26/2008	1487610,1487598-0,C1487598-0		1	01-0000-0-4300-472-0000-3110-014-000	NN P	206.83	206.83
908 PO-900796	09/26/2008	C1487610-0		1	01-0000-0-4300-472-0000-3110-014-000	NN F	0.00	0.00
1057 PO-900909	09/26/2008	1491162-0		1	01-0000-0-5800-475-3200-2700-015-000	NN F	24.77	31.24
1185 PO-901008	09/26/2008	1494180-0		1	01-0000-0-4300-472-1286-1000-014-000	NN F	39.86	39.86
1211 PO-901029	09/26/2008	1495492-0		1	01-0000-0-4300-475-3200-2700-015-000	NN F	215.53	215.53
1269 PO-901075	09/26/2008	1496603-0		1	01-6500-0-4300-102-5770-1120-003-025	NN F	121.66	118.43
				TOTAL PAYMENT AMOUNT				821.22

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010191/00	GRAINGER W.W. INC. ACCOUNTS PAYABLE DEPT 672 - 819394545 PALATINE, IL 60038							
95 PO-900107	09/26/2008	9731236403		1 01-8150-0-4300-106-0000-8110-007-000 NN P			26.33	26.33
				TOTAL PAYMENT AMOUNT			26.33 *	26.33
018572/00	GREAT SOURCE EDUCATION GROUP HMRECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR. CHICAGO, IL 60693							
790 PO-900686	09/26/2008	943301269		1 01-6500-0-4200-102-5750-1110-003-048 NN F			178.49	177.96
				TOTAL PAYMENT AMOUNT			177.96 *	177.96
017883/00	GRINNELL CORP 4650 BELOIT DRIVE SACRAMENTO, CA 95838							
269 PO-900176	09/26/2008	63859567		1 01-8150-0-5600-106-0000-8110-007-000 NN P			190.50	190.50
				TOTAL PAYMENT AMOUNT			190.50 *	190.50
018600/00	HAMPTON-BROWN CO. PO BOX 223220 CARMEL, CA 93922							
712 PO-900623	09/26/2008	INV245423		1 01-7156-0-4100-103-1110-1000-003-000 NN P			31,809.63	31,809.63
712 PO-900623	09/26/2008	INV248054		1 01-7156-0-4100-103-1110-1000-003-000 NN F			1,115.79	965.76
741 PO-900647	09/26/2008	INV245556		1 01-7156-0-4100-103-1110-1000-003-000 NN F			1,560.81	1,545.81
1175 PO-900998	09/26/2008	INV249166		1 01-7156-0-4100-103-1110-1000-003-000 NN F			875.35	871.57
				TOTAL PAYMENT AMOUNT			35,192.77 *	35,192.77
021775/00	HOME DEPOT SUPPLY P.O. BOX 509058 SAN DIEGO, CA 92150-9058							
99 PO-900111	09/26/2008	80337777-		1 01-8150-0-4300-106-0000-8110-007-000 NN P			115.46	115.46
				TOTAL PAYMENT AMOUNT			115.46 *	115.46

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Lig Amt	Net Amount
014985/00	JAMES, ROBERT P.O. BOX 2109 ORANGEVALE, CA 95662		563113124	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
202 PO-900094	09/26/2008	9/7-9/20			1 01-6405-0-5801-106-0000-8300-007-000 NY P		1,289.24	1,289.24
TOTAL PAYMENT AMOUNT							1,289.24 *	1,289.24
016358/00	JERRY'S BACKFLOW TESTING JERRY VOLLMER 7364 MOUNTAIN OAK DR. NORTH HIGHLANDS, CA 95660		567629553					
311 PO-900221	09/26/2008	2395.2394			1 01-0000-0-5800-106-0000-8110-007-000 NY P		317.50	317.50
TOTAL PAYMENT AMOUNT							317.50 *	317.50
020090/00	JORDAN, MICHAEL 5143 WHISPER OAKS LANE CARMICHAEL, CA 95608							
1235 PO-901063	09/26/2008	REIMB			1 01-7395-0-4300-234-0000-2700-008-000 NN F		1,085.66	1,085.66
TOTAL PAYMENT AMOUNT							1,085.66 *	1,085.66
018179/00	KICK START FITNESS 420 WEST MAIN STREET GRASS VALLEY, CA 95945		208050598					
374 PO-900334	09/26/2008	134			1 01-6761-0-4400-371-1110-1000-012-000 NY F		7,783.71	7,783.71
374 PO-900334	09/26/2008	134			2 01-6761-0-5800-371-1110-1000-012-000 NY F		300.00	300.00
TOTAL PAYMENT AMOUNT							8,083.71 *	8,083.71
021874/00	KIDWELL, TAMBRA 3437 PINEHILL WAY ANTELOPE, CA 95843							
21 PO-900060	09/26/2008	REMB			1 01-7230-0-5800-112-0000-3600-007-000 NN P		12.35	12.35
TOTAL PAYMENT AMOUNT							12.35 *	12.35

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
			FD	RESO P	OBJE	SIT GOAL	FUNC	RES DEP	T9MP
021930/00	KOEPKE, ERIN 8553 BRISENBURG WAY ANTELOPE, CA 95843								
1247 PO-901066	09/26/2008	REIMB		1	01-0000-0-4300-234-1110-1000-008-000	NN F	65.47	65.47	
			TOTAL PAYMENT AMOUNT				65.47 *	65.47	
017356/00	LA QUINTA RESORT AND CLUB 49-499 EISENHOWER DRIVE LA QUINTA, CA 92253								
1189 PO-901013	09/26/2008	10/20-22		1	01-3010-0-5200-240-1110-1000-011-000	NN F	441.50	441.50	
			TOTAL PAYMENT AMOUNT				441.50 *	441.50	
017726/00	LOS ANGELES FREIGHTLINER P.O. BOX 60816 LOS ANGELES, CA 90060-0816								
6 PO-900192	09/26/2008	BF23230		1	01-7230-0-4300-112-0000-3600-007-000	NN F	282.31	282.31	
6 PO-900192	09/26/2008	BF23230		2	01-7230-0-4300-112-0000-3600-007-000	NN P	166.99	166.99	
			TOTAL PAYMENT AMOUNT				449.30 *	449.30	
019699/00	LUDWIG, HEATHER 1958 AMERICAN RIVER TRAIL COOL, CA 95614								
1083 PO-901056	09/26/2008	REIMB		1	01-6500-0-4300-102-5770-1110-003-008	NN F	362.72	362.72	
			TOTAL PAYMENT AMOUNT				362.72 *	362.72	
015364/00	LYNN CARD CO. P.O. BOX 47 HUTCHINSON, MN 55350								
1027 PO-900883	09/26/2008	2080908-027		1	01-0000-0-5800-238-0000-2700-010-000	YN F	85.07	78.95	
			TOTAL PAYMENT AMOUNT				78.95 *	78.95	
			TOTAL USE TAX AMOUNT				6.12		

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
019877/00	MASON, VENESSA 9475 MIRA DEL RIO DRIVE SACRAMENTO, CA 95827							
1245 PO-901065	09/26/2008	REIMB		1 01-0000-0-4300-234-1110-1000-008-000 NN F			244.10	244.10
			TOTAL PAYMENT AMOUNT				244.10 *	244.10
018678/00	MCGRAW HILL DEPT. 4190 LOS ANGELES, CA 90096-4190							
50 PO-900018	09/26/2008	41454082001		1 01-7156-0-4100-103-1110-1000-003-000 NN P			779.24	779.24
50 PO-900018	09/26/2008	41454079001		1 01-7156-0-4100-103-1110-1000-003-000 NN F			496.35	452.72
46 PO-900070	09/26/2008	41528874001		1 01-7156-0-4100-103-1110-1000-003-000 NN P			1,049.90	1,049.90
46 PO-900070	09/26/2008	41528873001		1 01-7156-0-4100-103-1110-1000-003-000 NN F			932.44	956.26
			TOTAL PAYMENT AMOUNT				3,238.12 *	3,238.12
020653/00	MCGRAW HILL PO BOX 894190 LOS ANGELES, CA 90189-4190							
196 PO-900127	09/26/2008	41532829001		1 01-7156-0-4100-103-1110-1000-003-000 NN F			146,429.34	133,214.66
			TOTAL PAYMENT AMOUNT				133,214.66 *	133,214.66
010847/00	METRO MAILING SERVICE INC 4251 GATEWAY PARK BOULEVARD SACRAMENTO, CA 95834-1975							
1298 PO-901094	09/26/2008	41128		1 01-0000-0-5800-120-0000-7110-001-000 NN F			1,653.88	1,653.88
1298 PO-901094	09/26/2008	41131		2 01-0000-0-5901-120-0000-7110-001-000 NN F			1,416.74	1,416.74
			TOTAL PAYMENT AMOUNT				3,070.62 *	3,070.62
022494/00	MILLER, LISA 5830 ELMWOOD COURT ROCKLIN, CA 95677							
1303 PO-901106	09/26/2001	REIMB		1 01-7220-0-4300-472-1110-1000-014-000 NN F			33.27	33.27
			TOTAL PAYMENT AMOUNT				33.27 *	33.27

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011107/00	MY BINDING 2240 NE GRIFFIN OAKS STREET SUITE 300 HILLSBORO, OR 97124							
1108 PO-900937	09/26/2008	40991970		1	01-0000-0-4300-240-1110-1000-011-000	YN F	131.67	122.20
					TOTAL PAYMENT AMOUNT	122.20 *		122.20
					TOTAL USE TAX AMOUNT	9.47		
010489/00	NATIONAL GEOGRAPHIC SOCIETY P.O. BOX 98196 WASHINGTON, DC 20090-8196							
1268 PO-901082	09/26/2008	WILSON C RILES ENROLLMENT		1	01-0000-0-5300-371-0000-2700-012-000	NN F	70.00	70.00
					TOTAL PAYMENT AMOUNT	70.00 *		70.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049							
474 PO-900453	09/26/2008	438752393001		1	01-0000-0-4300-234-1110-1000-008-000	NN P	25.13	25.13
474 PO-900453	09/26/2008	438752392001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	69.73	69.83
986 PO-900853	09/26/2008	442337269-001,002,003		1	01-0000-0-4300-371-1275-1000-012-000	NN F	375.60	161.68
1060 PO-900947	09/26/2008	443801376001		1	01-0000-0-4300-240-1110-1000-011-000	NN F	65.38	65.38
1060 PO-900947	09/26/2008	443801376001		2	01-6300-0-4300-240-1110-1000-011-000	NN F	39.65	39.65
1141 PO-900967	09/26/2008	443801083001		1	01-0000-0-4300-238-1110-1000-010-000	NN F	15.40	15.40
1149 PO-900972	09/26/2008	443800892001		1	01-0000-0-4300-238-1110-1000-010-000	NN P	125.19	125.19
1149 PO-900972	09/26/2008	443800894001		1	01-0000-0-4300-238-1110-1000-010-000	NN F	29.09	29.08
1173 PO-900996	09/26/2008	444118454001		1	01-0000-0-4300-238-1110-1000-010-000	NN F	16.57	16.57
1157 PO-901001	09/26/2008	444293128001		1	01-0000-0-4300-240-1110-1000-011-000	NN F	178.50	178.50
1157 PO-901001	09/29/2008	444293128001		2	01-6300-0-4300-240-1110-1000-011-000	NN F	44.70	44.70
1178 PO-901005	09/26/2008	444292837001		1	01-0000-0-4300-234-1110-1000-008-000	NN F	162.42	162.42
1184 PO-901007	09/26/2008	444292422-001		1	01-0000-0-4300-238-1110-1000-010-000	NN F	129.64	129.64
					TOTAL PAYMENT AMOUNT	1,063.17 *		1,063.17
015373/00	ORIENTAL TRADING COMPANY P.O. BOX 2308 OMAHA, NE 68103-2308							
1098 PO-900931	09/26/2008	626816578-01		1	01-6500-0-4300-102-5750-1110-003-011	NN F	194.63	173.93
1101 PO-900952	09/26/2008	626826681-01		1	01-0000-0-4300-240-1110-1000-011-000	NN F	39.34	39.34
1101 PO-900952	09/26/2008	626826681-01		2	01-6761-0-4300-240-1110-1000-011-000	NN F	61.45	43.00
					TOTAL PAYMENT AMOUNT	256.27 *		256.27

Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
014928/00	PBS VIDEO P.O. BOX 279 MELBOURNE, FL 32902-0279							
194 PO-900282	09/26/2008	7150836		1	01-7140-0-4300-472-1110-1000-003-000 NN F		96.15	94.10
					TOTAL PAYMENT AMOUNT			94.10
							94.10 *	
010253/00	PEARSON ASSESSMENTS P.O. BOX 1416 MINNEAPOLIS, MN 55440							
1010 PO-900872	09/26/2008	72350615		1	01-6500-0-4300-102-5001-3120-003-000 NN F		841.05	784.09
					TOTAL PAYMENT AMOUNT			784.09
							784.09 *	
018654/00	PITSCO INC P.O. BOX 1708 PITTSBURGH, KS 66762							
1096 PO-900951	09/26/2008	394713-1		1	01-7140-0-4300-240-1110-1000-003-000 NN F		71.11	70.82
					TOTAL PAYMENT AMOUNT			70.82
							70.82 *	
020590/00	PLACER COUNTY TAX COLLECTOR P.O. BOX 7790 AUBURN, CA 95604-7790							
1293 PO-901091	09/26/2008	2008-2009		1	01-0000-0-5800-106-0000-8200-007-000 NN F		152.62	152.62
					TOTAL PAYMENT AMOUNT			152.62
							152.62 *	
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834							
104 PO-900116	09/26/2008	3921752		1	01-8150-0-4300-106-0000-8110-007-000 NN P		43.09	43.09
104 PO-900116	09/26/2008	3911878		1	01-8150-0-4300-106-0000-8110-007-000 NN P		10.72	10.72
					TOTAL PAYMENT AMOUNT			53.81
							53.81 *	

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
020122/00	POLETE, BRANNON 3227 HELM LANE LOOMIS, CA 95650		547915714					
205 PO-900096	09/26/2008	9/7-9/20		1	01-0000-0-5801-106-0000-8300-007-000 NY P		703.26	703.26
TOTAL PAYMENT AMOUNT								703.26
010546/00	RIVERSIDE PUBLISHING CO. HM RECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693-0050							
1001 PO-900868	09/26/2008	943346449		1	01-6500-0-4300-102-5770-1120-003-025 NN F		82.43	96.59
1074 PO-900920	09/26/2008	943377371		2	01-6500-0-4300-102-5770-1120-003-000 NN F		107.70	104.46
1074 PO-900920	09/26/2008	943377371		1	01-6500-0-4300-102-5770-1190-003-035 NN F		1,160.47	1,160.47
1081 PO-900924	09/26/2008	943377370		1	01-6500-0-4300-102-5770-1120-003-026 NN F		91.89	96.59
TOTAL PAYMENT AMOUNT								1,458.11
019951/00	ROBINSON, PAULA 5135 PINEBROOK WAY SACRAMENTO, CA 95842							
1250 PO-901057	09/26/2008	REIMB		1	01-0000-0-4300-103-0000-7200-003-000 NN F		22.72	22.72
1250 PO-901057	09/26/2008	REIMB		2	01-0000-0-5901-102-9745-3130-003-000 NN F		13.15	13.15
TOTAL PAYMENT AMOUNT								35.87
010552/00	SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691							
129 PO-900120	09/26/2008	01802732		1	01-0000-0-4300-111-0000-8200-007-000 NN P		561.09	561.09
129 PO-900120	09/26/2008	01802622		1	01-0000-0-4300-111-0000-8200-007-000 NN F		912.99	705.97
863 PO-900766	09/26/2008	01601219		1	01-0000-0-9320-000-0000-0000-000-000 NN P		6,020.21	6,020.21
863 PO-900766	09/26/2008	01601455		1	01-0000-0-9320-000-0000-0000-000-000 NN P		480.28	480.28
863 PO-900766	09/26/2008	01802892		1	01-0000-0-9320-000-0000-0000-000-000 NN P		0.04	0.04
863 PO-900766	09/26/2008	01802891		1	01-0000-0-9320-000-0000-0000-000-000 NN F		2,290.56	2,586.00
TOTAL PAYMENT AMOUNT								10,353.59

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
			FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
-----														
018912/00	SAFETY-KLEEN CORPORATION P.O. BOX 7170 PASADENA, CA 91109-7170													
1170 PO-900993	09/26/2008	M005103341		1	01-8150-0-5800-106-0000-8110-007-000	NN P	362.01						362.01	
1170 PO-900993	09/26/2008	M005046332		1	01-8150-0-5800-106-0000-8110-007-000	NN P	639.61						639.61	
1170 PO-900993	09/26/2008	P001926576		1	01-8150-0-5800-106-0000-8110-007-000	NN P	331.63						331.63	
TOTAL PAYMENT AMOUNT													1,333.25	*
020981/00	SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139													
581 PO-900502	09/26/2008	2697409		1	01-0000-0-4300-101-0000-7150-002-000	NN P	9.76						9.76	
817 PO-900708	09/26/2008	2697262		1	01-6500-0-4300-102-5750-1110-003-020	NN P	30.41						30.41	
1129 PO-900957	09/26/2008	2697263		1	01-6500-0-4300-102-5750-1110-003-048	NN P	12.80						12.80	
TOTAL PAYMENT AMOUNT													52.97	*
020883/00	SCHOLASTIC BOOK CLUB INC. P.O. BOX 3745 JEFFERSON CITY, MO 65102-9838													
1251 PO-901058	09/26/2008	M4041363		1	01-6760-0-4300-371-1110-1000-012-000	NN F	292.11						292.11	
TOTAL PAYMENT AMOUNT													292.11	*
014786/00	SCHOOL SPECIALTY MB UNIT #67-3106 MILWAUKEE, WI 53268-3106													
974 PO-900844	09/26/2008	208101720925		1	01-0000-0-4300-238-1110-1000-010-000	NN F	29.00						12.15	
TOTAL PAYMENT AMOUNT													12.15	*
020870/00	STAR/ETS EDUCATIONAL TESTING SERVICES SYSTRON BUSINESS CENTER 2731 SYSTRON DRIVE CONCORD, CA 94518													
702 PO-900610	09/26/2008	SP20018353		1	01-0000-0-4300-103-0000-3160-003-911	NN F	1,163.70						1,080.00	
TOTAL PAYMENT AMOUNT													1,080.00	*

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09-26-08  
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
	251 PO-900167	09/26/2008 SEPT			1 01-0000-0-5902-106-0000-8110-007-000	NN P	1,413.14	1,413.14
					TOTAL PAYMENT AMOUNT		1,413.14	1,413.14
022486/00	THIESSEN, STEVE 2648 HEARTHSIDE WAY ROSEVILLE, CA 95747							
	856 PO-901111	09/26/2008 REIMB			1 01-0000-0-4300-472-0000-2700-014-000	NN F	312.54	312.54
					TOTAL PAYMENT AMOUNT		312.54	312.54
019771/00	THINK SOCIAL PUBLISHING INC 3550 STEVENS CREEK BLVD. SUITE 200 SAN JOSE, CA 95117		205426031					
	415 PO-900351	09/26/2008 2906			1 01-6500-0-4200-102-5770-1110-003-000	NN F	151.64	144.56
					TOTAL PAYMENT AMOUNT		144.56	144.56
015190/00	TROXELL COMMUNICATIONS, INC. ACCOUNTS RECEIVABLE 4830 S. 38TH STREET PHOENIX, AR 85040							
	1142 PO-900968	09/26/2008 393661			1 01-0000-0-4300-238-1110-1000-010-000	NN F	52.47	52.47
					TOTAL PAYMENT AMOUNT		52.47	52.47
014863/00	UHS SCHOOLS P.O. BOX 79180 CITY OF INDUSTRY, CA 91716-91							
	1302 PO-901095	09/26/2008 JULY			1 01-6500-0-5800-102-5750-1180-003-000	NN P	7,251.26	7,251.26
	1302 PO-901095	09/26/2008 AUG			1 01-6500-0-5800-102-5750-1180-003-000	NN P	4,098.80	4,098.80
					TOTAL PAYMENT AMOUNT		11,350.06	11,350.06

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011190/00	UNIVERSAL SPECIALTIES 2821 FABER STREET UNION CITY, CA 94587							
164 PO-900153	09/26/2008	32005		1	01-8150-0-4300-106-0000-8110-007-000	NN F	45.06	45.06
					TOTAL PAYMENT AMOUNT			45.06 *
011079/00	UPSTART W5527 STATE ROAD 106 P.O. BOX 800 FORT ATKINSON, WI 535380800		390394921					
906 PO-900781	09/26/2008	1594702-001,002		1	01-0000-0-4300-103-0000-2420-003-000	NN F	145.86	145.27
					TOTAL PAYMENT AMOUNT			145.27 *
020091/00	VAN NESS-CORONADO, LISA 8232 WALNUT HILLS WAY FAIR OAKS, CA 95628							
1240 PO-901064	09/26/2008	REIMB		1	01-7395-0-4300-234-0000-2700-008-000	NN F	113.99	113.99
					TOTAL PAYMENT AMOUNT			113.99 *
018925/00	WALKER'S OFFICE SUPPLIES 1127 GRASS VALLEY HWY AUBURN, CA 95603							
1075 PO-900921	09/26/2008	1306-0		1	01-7230-0-4300-112-0000-3600-007-000	NN F	370.00	370.00
					TOTAL PAYMENT AMOUNT			370.00 *
019902/00	WARD'S NATURAL SCIENCE 812 FIERO LANE P.O. BOX 5010 SAN LUIS OBISPO, CA 93403-501							
181 PO-900254	09/26/2008	9902-886-00,01,02,03		1	01-0000-0-4300-472-1275-1000-014-000	NN P	191.34	191.34
					TOTAL PAYMENT AMOUNT			191.34 *

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
010116/00	WESTERN PSYCHOLOGICAL SERVICES 12031 WILSHIRE BLVD LOS ANGELES, CA 90025							
1011 PO-900873	09/26/2008	495645		1	01-6500-0-4300-102-5001-3120-003-000	NN F	513.81	518.55
TOTAL PAYMENT AMOUNT								518.55
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405							
416 PO-900352	09/26/2008	1040035333		1	01-0000-0-5800-115-9790-8200-007-000	NN P	41,240.02	41,240.02
416 PO-900352	09/26/2008	104003617		1	01-0000-0-5800-115-9790-8200-007-000	NN P	593.39	593.39
TOTAL PAYMENT AMOUNT								41,833.41
021025/00	YEE, EDWARD 5540 DUNLAY DRIVE SACRAMENTO, CA 95835		548752478					
207 PO-900098	09/26/2008	9/7-9/20		1	01-0000-0-5801-106-0000-8300-007-000	NY P	703.26	703.26
TOTAL PAYMENT AMOUNT								703.26
014272/00	ZIEGLER, MICHAEL 4838 ECHO RIDGE DR. ROCKLIN, CA 95677		571495360					
210 PO-900099	09/26/2008	9/7-9/20		1	01-0000-0-5801-106-0000-8300-007-000	NY P	687.52	687.52
TOTAL PAYMENT AMOUNT								687.52
TOTAL FUND PAYMENT								303,034.26 **
TOTAL USE TAX AMOUNT								15.59
								303,034.26

Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
					FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904							
409 PO-900345	09/26/2008	250233		1	09-0700-0-5902-503-0000-2700-018-000	NN P	88.46	88.46
443 PO-900385	09/26/2008	249945		1	09-0000-0-5902-501-0000-2700-016-000	NN P	51.66	51.66
443 PO-900385	09/26/2008	249945		2	09-0000-0-5902-501-1110-1000-016-000	NN P	120.55	120.55
TOTAL PAYMENT AMOUNT							260.67 *	260.67
021842/00	CALIFORNIA INTERSCHOLASTIC FEDERATION 1320 HARBOR BAY PARKWAY SUITE 140 ALAMEDA, CA 94502							
1299 PO-901104	09/26/2008	11671		1	09-0700-0-5300-503-1110-1000-018-000	NN F	57.39	57.39
TOTAL PAYMENT AMOUNT							57.39 *	57.39
017370/00	CIF SAC-JOQUIN SECTION 2405 S. STOCKTON ST. #2 LODI, CA 95240							
1301 PO-901105	09/26/2008	GLOBAL YOUTH		1	09-0700-0-5300-503-1110-1000-018-000	NN F	150.00	150.00
TOTAL PAYMENT AMOUNT							150.00 *	150.00
019102/00	ELLIS, ADDIE 7813 LA PIEDRA PLACE ANTELOPE, CA 95843							
1313 PO-901113	09/26/2008	REIMB		1	09-0700-0-4300-503-1110-1000-018-000	NN F	209.17	209.17
TOTAL PAYMENT AMOUNT							209.17 *	209.17
019170/00	EXCEL PHOTOGRAPHERS 4219 S. MARKET STREET #17 SACRAMENTO, CA 95834							
1294 PO-901103	09/26/2008	1680		1	09-0700-0-5800-503-1110-1000-018-000	NN F	555.66	555.66
TOTAL PAYMENT AMOUNT							555.66 *	555.66

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09-26-08  
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount	
017576/00		OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049							
1165 PO-900988	09/26/2008	444118689001			1 09-0000-0-4300-501-1110-1000-016-000 NN F		20.60	20.60	
TOTAL PAYMENT AMOUNT								20.60 *	20.60
TOTAL FUND			PAYMENT		1,253.49 **			1,253.49	

B1 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
BATCH: 0022 09-26-08  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
011481/02	AT&T VERIZON DEPT LA 21461 PASADENA, CA 91185							
673 PO-900592	09/26/2008	T8489986		1	11-6390-0-5902-601-4130-1000-017-000	NN P	4.09	4.09
TOTAL PAYMENT AMOUNT							4.09 *	4.09
TOTAL FUND				PAYMENT			4.09 **	4.09

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
014836/00	P & D APPLIANCE	ACCOUNTS RECEIVABLE	941657499					
	100 SOUTH LINDEN AVE.	SO SAN FRANCISCO, CA 94080						
66 PO-900032	09/26/2008	116926		1	13-5310-0-5600-108-0000-3700-007-000	NN P	110.31	110.31
TOTAL PAYMENT AMOUNT							110.31	110.31
022371/00	VENDMART OF SACRAMENTO	6222 27TH STREET						
	SACRAMENTO, CA 95822							
57 PO-900024	09/26/2008	17250		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,399.29	1,399.29
57 PO-900024	09/26/2008	17071		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,258.08	1,258.08
TOTAL PAYMENT AMOUNT							2,657.37	2,657.37
TOTAL FUND PAYMENT							2,767.68	2,767.68

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011570/00	A.C. GENERAL ENGINEERING INC 575 DISPLAY WAY SACRAMENTO, CA 95838							
	PO-803829 09/26/2008	8000-RETENTION		1	21-0000-0-6170-371-9630-8500-007-000 NN F		40,464.10	15,464.10
					TOTAL PAYMENT AMOUNT			15,464.10
010706/00	BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799							
	1167 PO-900990 09/26/2008	S2720893.2		1	21-0000-0-4415-234-9615-8500-007-000 NN F		403.76	403.76
	1167 PO-900990 09/26/2008	S2720893.2		2	21-0000-0-4415-240-9615-8500-007-000 NN F		403.75	403.75
					TOTAL PAYMENT AMOUNT			807.51
011360/00	CAPITOL BUILDERS HARDWARE INC 4699 24TH STREET SACRAMENTO, CA 95822							
	1161 PO-900984 09/26/2008	101444		1	21-0000-0-4415-234-9615-8500-007-000 NN F		116.84	87.64
	1161 PO-900984 09/26/2008	101444		2	21-0000-0-4415-240-9615-8500-007-000 NN F		58.43	87.63
					TOTAL PAYMENT AMOUNT			175.27
021934/00	COLONIAL VAN AND STORAGE INC 5901 88TH STREET #700 SACRAMENTO, CA 95828		942165506					
	PO-803066 09/26/2008	19405		2	21-0000-0-6282-234-9615-8500-007-000 NN P		556.75	556.75
	PO-803066 09/26/2008	19405		1	21-0000-0-6282-234-9615-8500-007-000 NN F		3,526.50	3,526.50
					TOTAL PAYMENT AMOUNT			4,083.25
021939/00	ENTEK CONSULTING GROUP INC 4200 ROCKLIN ROAD, SUITE 7 ROCKLIN, CA 95677							
	292 PO-900189 09/26/2008	8/0529-IN		1	21-0000-0-6214-234-9615-8500-007-000 NN P		700.00	700.00
	293 PO-900190 09/26/2008	08/0530-IN		1	21-0000-0-6214-240-9615-8500-007-000 NN P		656.00	656.00
					TOTAL PAYMENT AMOUNT			1,356.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP						
021754/00	GAYNOR TELESYSTEMS INC 9650 TANQUERAY CT. REDDING, CA 96003								
1219 PO-901037	09/26/2008	INV0000008729		1	21-0000-0-6236-234-9615-8500-007-000	NN F	2,500.00	2,500.00	
1219 PO-901037	09/26/2008	INV0000008729		2	21-0000-0-6236-240-9615-8500-007-000	NN F	2,500.00	2,500.00	
			TOTAL PAYMENT AMOUNT					5,000.00 *	5,000.00
021083/00	KIRK S. BRAINERD ARCHITECT 3510 COON HOLLOW RD. PLACERVILLE, CA 95667		550155783						
PO-802249	09/26/2008	0728-03		1	21-0000-0-6210-371-9630-8500-007-000	NY P	2,800.00	2,800.00	
			TOTAL PAYMENT AMOUNT					2,800.00 *	2,800.00
010610/00	LIONAKIS-BEAUMONT DESIGN GROUP 1919 19TH STREET SACRAMENTO, CA 95814		94-1257815						
PO-802259	09/26/2008	38745		1	21-0000-0-6210-472-9630-8500-007-000	NN P	19,931.40	19,931.40	
			TOTAL PAYMENT AMOUNT					19,931.40 *	19,931.40
022355/00	PRESLEY, FRANK 4945 WINTER OAK WAY ANTELOPE, CA 95843		561685081						
PO-803898	09/26/2008	DSA02-108207		1	21-0000-0-6290-234-9615-8500-007-000	NY P	13,412.50	13,412.50	
PO-803900	09/26/2008	02-108180		1	21-0000-0-6290-240-9615-8500-007-000	NY P	1,591.00	1,591.00	
PO-803901	09/26/2008	02-109605		1	21-0000-0-6290-371-9630-8500-007-000	NY P	1,184.00	1,184.00	
			TOTAL PAYMENT AMOUNT					16,187.50 *	16,187.50
			TOTAL FUND PAYMENT					65,805.03 **	65,805.03

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
			FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
011564/00	CALDWELL FLORES WINTERS INC. ATTN: MIKE WINTERS 2033B SAN ELIJO AVE. #231 CARDIFF, CA 92007													
1214 PO-901032	09/26/2008	CUSD 808		2	35-7710-0-6250-245-9619-8500-007-000	NN P	1,282.50	1,282.50						
			TOTAL PAYMENT AMOUNT					1,282.50 *						1,282.50
021825/00	DLR GROUP 1050 20TH STREET SUITE 250 SACRAMENTO, CA 95811													
706 PO-900613	09/26/2008	64899		1	35-7710-0-6210-240-9615-8500-007-000	NN P	5,030.88	5,030.88						
707 PO-900614	09/26/2008	64898		1	35-7710-0-6210-240-9615-8500-007-000	NN P	7,941.95	7,941.95						
			TOTAL PAYMENT AMOUNT					12,972.83 *						12,972.83
010480/00	SCS SECURITY CONTRACTOR SERV. 5311 JACKSON ST. NORTH HIGHLANDS, CA 95660													
1172 PO-900995	09/26/2008	0167569-IN		1	35-7710-0-6170-245-9619-8500-007-000	NN F	355.58	355.58						
			TOTAL PAYMENT AMOUNT					355.58 *						355.58
			TOTAL FUND	PAYMENT				14,610.91 **						14,610.91
			TOTAL BATCH PAYMENT					387,475.46 ***		0.00				387,475.46
			TOTAL USE TAX AMOUNT					15.59						

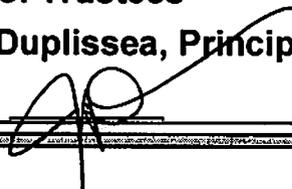
Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
019311/00	ALIGNMENT SPECIALTIES 5316 ROSEVILLE RD. SUITE G N. HIGHLANDS, CA 95660		561190683					
2 PO-900054	09/26/2008	CANCEL			1 01-7230-0-5600-112-0000-3600-007-000 NN C		7,500.00	0.00
					TOTAL PAYMENT AMOUNT		0.00 *	0.00
021115/00	HT ELECTRONICS INC 50 EAST GREG STREET #112 SPARKS, NV 89431-6595							
191 PO-900258	09/26/2008	CANCEL			1 01-7220-0-5600-472-1110-1000-014-000 NN C		755.00	0.00
					TOTAL PAYMENT AMOUNT		0.00 *	0.00
021289/00	SACRAMENTO COUNTY OFF. OF ED. CAPITAL REGION AVID CENTER PEGGY PARKER P.O. BOX 269003 SACRAMENTO, CA 95826-9003							
399 PO-900337	09/26/2008	CANCEL			1 01-0000-0-5300-371-1110-1000-012-916 NN C		275.00	0.00
					TOTAL PAYMENT AMOUNT		0.00 *	0.00
					TOTAL FUND PAYMENT		0.00 **	0.00



Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount						
			FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP			
011564/00	CALDWELL FLORES WINTERS INC. ATTN: MIKE WINTERS 2033B SAN ELIJO AVE. #231 CARDIFF, CA 92007														
	PO-802924	09/26/2008 CLOSE													
			2	35-7710-0-6250-245-9619-8500-007-000	NN	C							4,060.00	0.00	
			TOTAL PAYMENT AMOUNT										0.00	0.00	
			TOTAL FUND PAYMENT										0.00	**	0.00
			TOTAL BATCH PAYMENT										0.00	***	0.00
			TOTAL DISTRICT PAYMENT										0.00		387,475.46
			TOTAL USE TAX AMOUNT												15.59
			TOTAL FOR ALL DISTRICTS:										0.00		387,475.46
			TOTAL USE TAX AMOUNT												15.59

Number of warrants to be printed: 107, not counting voids due to stub overflows.

*Center Unified School District*

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Wilson C. Riles Middle School	
<b>Date:</b> October 15, 2008	<b>Action Item</b> ____
<b>To:</b> Board of Trustees	<b>Information Item</b> <u>X</u>
<b>From:</b> Joyce Duplissea, Principal	<b># Attached Pages</b> <u>1</u>
<b>Principal's Initials:</b> 	

<b>SUBJECT:</b>
<p>Wilson C. Riles Middle School will be sending David French to the AVID Path Training to be held in Folsom October 17 &amp; 18, 2008. The funding will come from AVID site funds.</p>



# AVID Path Training October 17<sup>th</sup> and 18<sup>th</sup>, 2008 Registration Form

**Special  
Workshop  
Opportunity**

**Registration Deadline: Friday October 10<sup>th</sup>, 2008**

**Please complete all information** (one form for each participant)

Name: David L. French

School Name/Employer: Center Unified School District

Home Address: 19180 Deer Hollow Way

City: Chicago Park

Zip Code: 95712

Subject/Grade Level Taught: English/Honors English - 8<sup>th</sup> Grade

Home Phone: 530-346-6544

Email: davidlf@centerusd.k12.ca.us

Work Phone (with area code): 916-787-8100

Fax: 916-773-4131

Position:  XX Teacher     Principal     Vice Principal     Other Admin.

Counselor    Other \_\_\_\_\_

**Please select what subject strand you would like to take:**

XX English Language Arts

Math

Science

English Language Learners

History/Social Science

### Payment Method:

Registration Fee: \$200

Total Amount Due: \$ 200<sup>00</sup>

**Check or purchase order MUST accompany registration form to guarantee your registration.**

Purchase order # \_\_\_\_\_ Check # \_\_\_\_\_

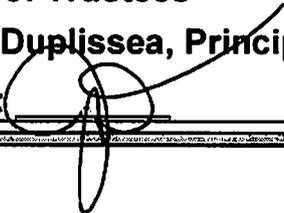
**Fax to: Peggy Parker 916-228-2404**

**or mail to**

**Peggy Parker, Sacramento County Office of Education  
10474 Mather Blvd, P.O. Box 269003, Sacramento, CA 95826-9003**

If you have any questions, please contact Peggy Parker at 916-228-2761 or pparker@scoe.net

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Wilson C. Riles Middle School</b>	
<b>Date:</b>	<b>October 15, 2008</b>	<b>Action Item</b> _____
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b> <u>  X  </u>
<b>From:</b>	<b>Joyce Duplissea, Principal</b>	<b># Attached Pages</b> <u>  1  </u>
<b>Principal's Initials:</b>		

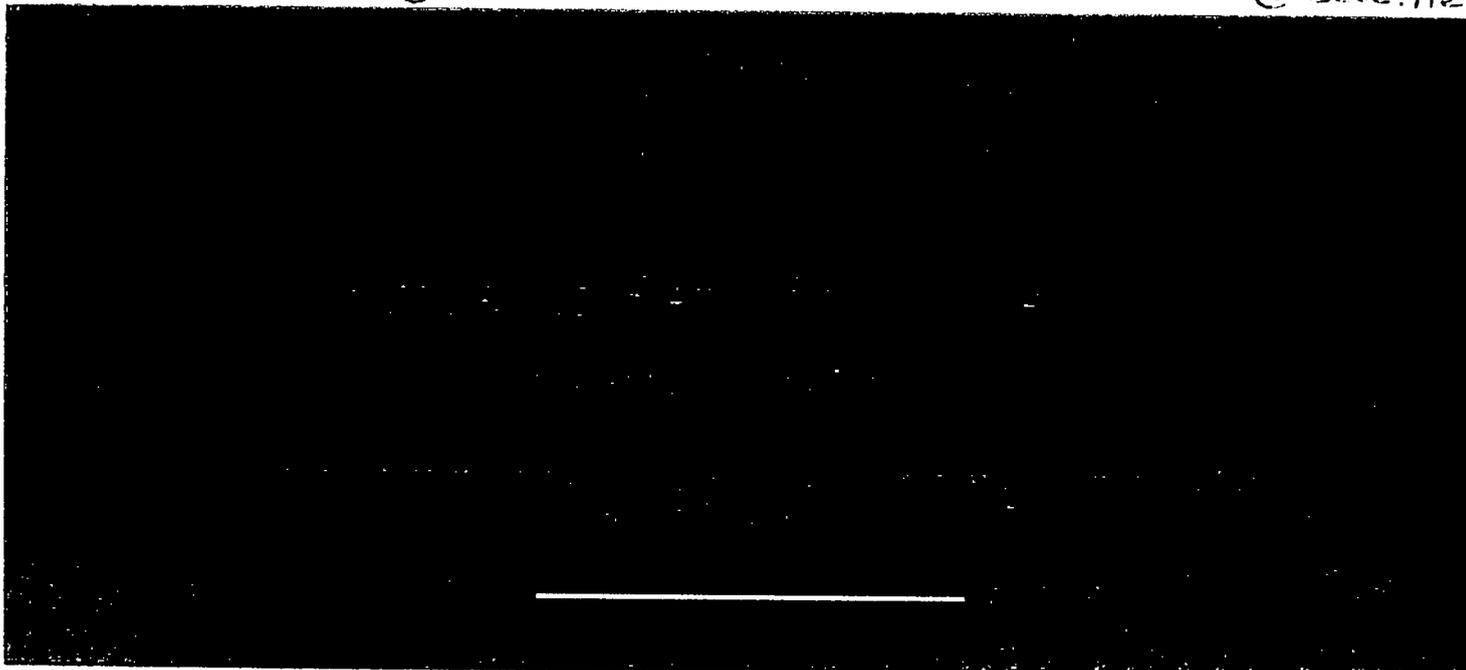
<b>SUBJECT:</b>
<p>Wilson C. Riles Middle School sent Shelly Hoover and Kim LeClaire to the Behavior Management training offered by SCOE October 4, 2008. The funding came from site funds.</p>

Leclair Reg # 1383

Jennifer Morones

228-2496

jmorones@scoe.net



October 4, 2008



**Time:**  
8:00-3:00

**Location:**  
Natomas High School Theater  
3301 Fong Ranch Road  
Sacramento 95833

**Audience:**  
Elementary/Secondary Teachers  
Support Providers/Mentor Teachers  
Site Administrators

**Cost:**  
\$20  
*FREE for SCOE-BTSA Support Providers*

*morning refreshments, lunch and materials provided*

Please register on the MyBTSA web site  
[www.btsasacramento.org/register](http://www.btsasacramento.org/register)

**Sacramento**  
Office of Education  
**County**

**BTSA**  
[www.btsasacramento.org](http://www.btsasacramento.org)  
Beginning Teacher  
Support & Assessment

228-2496

# Center Unified School District

**AGENDA REQUEST FOR:**

Dept./Site: Business Department

Date: 10/15/08

To: Board of Trustees

From: Jeanne Bess *JB*  
Director of Fiscal Services

Action Item

Information Item   X  

# Attached Page

**SUBJECT:**

**1099 Reporting Concepts Workshop  
Sponsored by CASBO**

CASBO is sponsoring a workshop designed to train individuals who are responsible for preparing Form 1099 reports for the IRS at year end. Items to be included in the workshop are new changes to California reporting requirements, filing instructions and deadlines, who should receive a 1099 and other pertinent information. Michelle Churchill will be attending the workshop.

The workshop will be held November 14, 2008, at the Sacramento Hilton Hotel. Cost of the workshop is \$205 and will be paid for with department funds.

## Workshop Topics

### New for 2008 Workshops

- Pending Federal and State legislation affecting 1099 Reporting
- NEW CHANGES to California reporting requirements
- Changes in the IRS TIN Matching Program
- More in-depth coverage of Non-resident Forms 945, and new Form 592

### Independent Contractors

- California requirements for reporting independent contractors
- District guidelines in determining Employee/Independent Contractor status
- Contract Procedures and Activity List
- California EDD Guidelines for hiring and paying Athletic Officials

### Identifying Taxpayer Numbers for Form W-9

- Step by Step instructions for using the new IRS TIN Matching Program
- Social Security Number versus an Employer Identification Number
- Identifying Sole Proprietors, Partnerships, and Corporations

### Reporting Certain Types of Vendor Payments

- Paying for services vs. Paying for supplies
- Handling payments made with purchasing cards and credit cards
- Handling reimbursements to independent contractors and parents of students
- Reporting extended service contracts
- Reporting legal services/attorneys
- Handling stipends paid by grants
- Board Member Travel
- Honorariums

### Filing Form 1099-Misc.

- What portion of a payment is reportable
- What types of payments are not reportable
- Box by Box instructions for filling out Form 1099-Misc
- Filing deadlines

### Making Form 1099-Misc. Corrections

- In what cases are corrections to forms necessary?
- How to properly correct and/or reissue forms
- When to correct California Forms

### California Reporting Issues

California has special rules for paying and reporting independent contractors and seminar providers who are not California residents. The workshop will cover what additional forms and information districts will need from vendors to avoid withholding California taxes from payments.

### What to do with a Foreign Vendor

Payments to vendors who are from other countries require special reporting procedures and forms. The workshop will cover the special requirements and forms to process and report foreign vendors.

### Backup Withholding Issues

- How to audit your form W-9 to avoid backup withholding
- Handling IRS B-notices
- Withholding, depositing, and reporting of back-up withholding
- When and how to file Form 945

## Workshop Dates and Locations

### October 30, 2008

Marriott Hotel  
2200 E. Holt Blvd.  
Ontario, CA 91766  
(909) 975-5000

### November 17, 2008

Radisson Hotel  
2233 Ventura Street  
Fresno, CA 93721  
(559) 268-1000

### November 14, 2008

Hilton Hotel  
2200 Harvard Street  
Sacramento, CA 95815  
(916) 922-4700

## Workshop Schedule

8:00 - 9:00 a.m.	Registration, coffee, pastries
9:00 - 12:00 p.m.	Workshop
12:00 - 1:00 p.m.	Lunch
1:00 - 4:30 p.m.	Workshop

## Hotel Information

Upon arrival at the hotel, check the function board for the name of the meeting room assigned to CASBO. Each attendee is required to sign in with the registrar and will receive a registration packet. If pre-registered attendees are not signed in by 9:00 a.m. their seats may be given away to on-site registrants. CASBO does not offer room blocks for this workshop. If you require hotel accommodations, you must contact the hotel directly to make reservations.

## Registration Fees

The registration fee for members of CASBO is **\$205**. Registration for non-members is **\$295**. Late and onsite registration will be accepted on a space available basis only at a fee of **\$255** for members and **\$345** for non-members.

## Save With Institutional Membership!

As an institutional member, all your district or county office of education staff members receive the member rate at all CASBO workshops! If you are not a member, join today and start saving! Call the CASBO office at (916) 447-3783 for an application.

## Cancellation Policy

Cancellation requests must be in writing. You may fax in your cancellation request to (916) 447-8990 or mail it in to the CASBO office. A \$45 fee is charged for cancellations requested 10 business days or more in advance of the workshop date. **No refunds are given for requests received less than 10 business days before the workshop date.** CASBO reserves the right to cancel any workshop with fewer than 25 participants in a single location. If the workshop is canceled by CASBO, enrollees will be given the opportunity to attend the workshop in a different location or obtain a full refund.

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
Dept./Site:	Superintendent's Office	Action Item <u>    X    </u>
To:	Board of Trustees	Information Item <u>          </u>
Date:	October 15, 2008	# Attached Pages <u>          </u>
From:	Dr. Kevin J. Jolly, Superintendent	
Principal/Administrator Initials:	<u>                          </u>	

<p><b>SUBJECT: Placing Times on the Agenda</b></p> <p>To inform the public to the approximate time an item may be discussed, times will be added to each agenda item. Discussions will not be ended based on the time, but rather when discussion is concluded.</p> <p><b>RECOMMENDATION: Center Unified School Board of Trustees approve the Placing of Times on the Agenda.</b></p>
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# CSBA Sample Board Policy

All Personnel

BP 4132(a)

4232

**PUBLICATION OR CREATION OF MATERIALS**

4332

Note: The following optional policy may be modified to reflect district practice. In general, federal copyright law provides that the owner of the copyright is the creator of the work. However, 17 USC 201 specifies that the employer is the copyright holder of a "work for hire" created by an employee within the scope of his/her employment. Examples of a "work for hire" may include an instructional text, test, computer program, or web design. Although the district is the owner of a copyright of a "work for hire," 17 USC 201 authorizes the employee and district to enter into an agreement to transfer ownership of the copyright to the employee, jointly to the district and employee, or to a third party.

This topic may also be a subject of collective bargaining agreements.

The Governing Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of district operations.

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

The Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

*(cf. 3600 - Consultants)*

Note: Education Code 60076 authorizes the district to claim royalties or other compensation for instructional materials when the materials were written or prepared during the normal school day during which the employee was required to be on duty.

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the district.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*  
*(cf. 6161 - Equipment, Books and Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the Superintendent or designee shall negotiate a contract with the employee to protect the district's right as to the ownership or partial ownership of the copyright.

## PUBLICATION OR CREATION OF MATERIALS (continued)

(cf. 3312 - Contracts)

Note: Courts have held that materials created by independent contractors or consultants are not a "work for hire" within the definition of 17 USC 201. Thus, whenever a district contracts with a consultant to prepare any type of material, it is recommended that a written contract be developed outlining the respective rights of the parties with regard to the copyright of the materials.

The Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying the district's right to ownership of the copyright of any work produced by the contractor or consultant for the district.

The Superintendent or designee may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district. (Education Code 35170)

### *Legal Reference:*

#### EDUCATION CODE

32360 Copyrights; use of funds

32361 Copyrights; use of employee work time

35170 Authority to secure copyrights

35182 Marketing or licensing noneducational mainframe electronic data-processing software

60076 Royalties or other compensation

#### LABOR CODE

2870-2872 Inventions made by an employee

#### UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright

201 Copyright ownership and transfer

#### COURT DECISIONS

Community for Creative Non-Violence v. Reid, (1989) 490 U.S. 730

### *Management Resources:*

#### WEB SITES

Copyright Clearance Center: <http://www.copyright.com>

Copyright Society of the USA: <http://www.csusa.org>

U.S. Copyright Office: <http://www.copyright.gov>

(1/85 12/89) 7/08

# **Board Policy**

**BP 4132 4232,4332**

## **Personnel**

### **Publication or Creation of Materials**

The Governing Board may market or license any noneducational electronic software developed by the district. Proceeds from this marketing or licensing shall be used exclusively for educational purposes. (Education Code 35182)

The Governing Board may secure copyrights in the name of the district or Board for all copyrightable works or materials developed by district personnel. No funds or employee time shall be expended by the district to secure a copyright for any individual or firm.

The Governing Board recognizes that staff members under contract to the school district may, in carrying out their professional responsibilities, develop patentable or copyrightable educational materials for use in the school program. It is understood by the Governing Board and the staff members that such materials developed as part of regular employment are equally the properties of the school district and the employee.

The Superintendent shall insure that the contractual agreement and the assignment of copyright interests form shall be executed between the employee and the school district when requested by the Governing Board and/or the employee.

Educational materials created by an employee during his/her leisure hours are the property of the employee.

#### **Legal Reference:**

##### **EDUCATION CODE**

**32360 Copyrights; use of funds**

**32361 Copyrights; use of employee worktime**

**35170 Authority to secure copyrights**

**60076 Inapplicability of article; royalties or other compensation of school officials writing or preparing instructional materials; claim of district to royalty**

**Policy**

**adopted: November 19, 1986**

**Revised: November 13, 1990**

**CENTER UNIFIED SCHOOL DISTRICT**

**Antelope, California**

# CSBA Sample Board Policy

All Personnel

BP 4161(a)

LEAVES

4261

4361

Note: Employee leave provisions are frequently governed by a collective bargaining agreement or a memorandum of understanding between the Governing Board and employee organizations. The following optional policy should be deleted or revised for consistency with any such district agreements.

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

Note: Items #1-10 below reflect categories of leave which are described in more detail in the cited cross-referenced policies or administrative regulations. In addition, Education Code 44963 and 45198 allow Boards to grant leaves with or without pay to certificated and classified staff for any purpose or period of time, as long as no employee is deprived of any leave to which he/she is legally entitled. Any additional types of leaves so granted by the Board may be added to the following list.

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*  
*(cf. 4261.1 - Personal Illness/Injury Leave)*

2. Industrial accident or illness

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

3. Family care and medical leave

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

4. Military service

*(cf. 4161.5/4261.5/4361.5 - Military Leave)*

5. Personal necessity and personal emergencies

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

## LEAVES (continued)

Note: Pursuant to Education Code 44986, the Board may grant to any certificated employee who has applied for disability benefits a leave of absence, not to exceed 30 days beyond final determination of the employee's eligibility for disability benefits by the State Teachers' Retirement System. If the employee is determined to be eligible, that leave must be extended for the term of the disability, up to 39 months.

6. Disability leave for certificated employees in accordance with Education Code 44986
7. Vacations for classified staff and certificated management staff, as applicable
8. Sabbaticals for purposes of study or training related to the employee's job duties

*(cf. 4161.3 - Professional Leaves)*

*(cf. 4261.3 - Professional Leaves)*

9. Attendance at work-related meetings and staff development opportunities

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

10. Compulsory leave

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

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

## Long-Term Leaves

Note: The following optional section should be revised as necessary for consistency with a collective bargaining agreement or a memorandum of understanding between the Board and employee organizations.

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

## LEAVES (continued)

### Administrative and Supervisory Personnel

Note: Leave provisions for administrative and supervisory personnel who are not subject to collective bargaining agreements may be detailed in an individual contract, memorandum of understanding, or Board policy. The following optional section is for use by districts that, via policy, grant the same leave provisions to administrative and supervisory employees as are granted to other certificated or classified employees.

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

*(cf. 2121 - Superintendent's Contract)*  
*(cf. 4300 - Administrative and Supervisory Personnel)*  
*(cf. 4312.1 - Contracts)*

*Legal Reference: (see next page)*

**LEAVES (continued)**

*Legal Reference:*

EDUCATION CODE

- 22850-22856 Pension benefits, STRS members on military leave*
- 44018 Compensation for employees on active military duty*
- 44036-44037 Leaves of absence for judicial and official appearances*
- 44043.5 Catastrophic leave*
- 44800 Effect of active military service on status of employees*
- 44842 Failure to provide notice or to report to work*
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence*
- 44962-44988 Leaves of absence (certificated)*
- 45059 Employee ordered to active military/naval duty, computation of salary*
- 45190-45210 Leaves of absence (classified)*

FAMILY CODE

- 297-297.5 Registered domestic partner rights, protections and benefits*

GOVERNMENT CODE

- 3543.1 Release time for representatives of employee organizations*
- 3543.2 Scope of representation*
- 12945.1-12945.2 California Family Rights Act*
- 20990-21013 Pension benefits, PERS members on military leave*

LABOR CODE

- 230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies*
- 230.3 Leave for emergency personnel*
- 230.4 Leave for volunteer firefighters*
- 230.8 Leave to visit child's school*
- 233 Illness of child, parent, spouse or domestic partner*

MILITARY AND VETERANS CODE

- 395-395.9 Military leave*
- 395.10 Leave when spouse on leave from military deployment*

UNITED STATES CODE, TITLE 29

- 2601-2654 Family and Medical Leave Act of 1993*

UNITED STATES CODE, TITLE 38

- 4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994*

(12/88 10/98) 7/08

# **Board Policy**

**BP 4161 4261**

## **Personnel**

### **Leaves**

The Governing Board shall provide for paid and unpaid employee leaves of absence in accordance with law, Board policy, administrative regulation and collective bargaining agreements.

The Board recognizes the following justifiable reasons for absence as provided by law:

1. **Personal illness or injury**
2. **Industrial accident or illness**
3. **Childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child**
4. **Military service**
5. **Family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies**
6. **Vacations for classified staff and certificated management staff, as applicable**
7. **Jury duty or required court appearances**
8. **Religious observances**
9. **Participation in child's school or day care activities**
10. **For certificated staff, sabbaticals for purposes of study or travel; for classified staff, sabbaticals for purposes of study or retraining**
11. **Attendance at work-related meetings and staff development opportunities**
12. **Compulsory leave**

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4131 - Staff Development)

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

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

- (cf. 4161.2/4261.2/4361.2 - Personal Leaves)
- (cf. 4161.3 - Professional Leaves)
- (cf. 4161.5/4261.5/4361.5 - Military Leave)
- (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4231 - Staff Development)
- (cf. 4261.1 - Personal Illness/Injury Leave)
- (cf. 4261.11 - Industrial Accident/Illness Leave)
- (cf. 4261.3 - Professional Leaves)
- (cf. 4331 - Staff Development)
- (cf. 4361 - Leaves)

### **Long-term Leaves**

With Board approval, certificated employees may receive a voluntary personal leave of absence without pay and without increment, seniority or tenure credit, for a period of up to one school year, for any of the following purposes:

- \* Professional study, training or research
- \* Restoration of health
- \* Care for a member of the immediate family who is ill
- \* Maternity/child care
- \* Campaign for or service in an elected public office
- \* Peace Corps or like service
- \* Teaching in a foreign country
- \* Service on a government committee
- \* Travel, rest or recreation
- \* Other reasons the Board deems necessary

Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested.

All long-term leave agreements shall be reduced to writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return to employment.

All long-term leaves for certificated employees shall begin at the end of the semester, except in cases of emergency.

Certificated employees on leave for an entire school year shall notify the district by March 1 of their intent to return to work the following school term. Classified employees on leave for a year shall notify the district of their intent to return 30 days before the expiration date of the leave. If such notification is not made, the employee shall be deemed to have resigned.

At the end of a long-term leave, the employee shall be reinstated:

1. As an employee of the district
2. On the same salary schedule placement as he/she was placed prior to the leave
3. Into a position which is appropriate to his/her credential(s), if the individual is credentialed or into a position that capitalizes on his/her training, skills or knowledge if he/she is classified.

If permitted under the terms of the district's contract with the insurance company, employees on leave may remain active participants in the health insurance program by paying the full premiums required in advance.

Employees shall not accept gainful employment while on long-term leave without prior written approval of the Board.

Employees may request the Board, in writing, to return to work prior to the expiration date of the leave. The Board may approve or reject the request.

The Board reserves the right to rescind a leave of absence upon discovery that the agreed upon terms of the approval were violated.

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

**Legal Reference:**

**EDUCATION CODE**

44036 Leaves of absence for judicial and official appearances

44037 Unlawful to encourage exemption from jury duty

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45190-45210 Leaves of absence (classified)

**GOVERNMENT CODE**

3543.2 Scope of representation

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: May 5, 1999 Antelope, California

# CSBA Sample Board Policy

Students

BP 5112.1(a)

## EXEMPTIONS FROM ATTENDANCE

Note: The following policy is optional. See the accompanying administrative regulation for a list of conditions under which students may legally be exempted from regular and continuation education.

Each student between the ages of 6 and 18 shall be subject to compulsory full-time education. (Education Code 48200)

*(cf. 5113.1 - Truancy)*

However, the Superintendent or designee may grant exemptions from compulsory attendance to a student as allowed by law and in the best interest of the student. Exemptions shall not be used to remove a student from the school for disciplinary purposes.

*(cf. 5111 - Admission)*

*(cf. 5112.2 - Exclusions from Attendance)*

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

*(cf. 5113.2 - Work Permits)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5144 - Discipline)*

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

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

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

*(cf. 6158 - Independent Study)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

*(cf. 6183 - Home and Hospital Instruction)*

*(cf. 6184 - Continuation Education)*

*(cf. 6200 - Adult Education)*

As needed, the Superintendent or designee may require a student or his/her parent/guardian to submit written documentation that the student fulfills one of the conditions specified in law and administrative regulation for which exemption is authorized.

*(cf. 5125 - Student Records)*

*Legal Reference: (see next page)*

## EXEMPTIONS FROM ATTENDANCE (continued)

### *Legal Reference:*

#### EDUCATION CODE

33190 *Affidavit by persons conducting private school instruction*

46100-46147 *Minimum school day*

46170 *Minimum school day, continuation education*

48200-48341 *Compulsory education law*

48400-48454 *Compulsory continuation education*

48800-48802 *Attendance at community college*

49110-49119 *Permits to work*

49130-49135 *Permits to work full time*

#### LABOR CODE

1285-1312 *Employment of minors*

1390-1399 *Employment of minors*

#### CODE OF REGULATIONS, TITLE 5

11522 *Parental consent for exemption based on high school proficiency certificate*

#### UNITED STATES CODE, TITLE 20

1681-1688 *Title IX, discrimination*

#### UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 *Marital or parental status*

#### COURT DECISIONS

*Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 342*

### *Management Resources:*

#### WEB SITES

*California Department of Education, Attendance Improvement: <http://www.cde.ca.gov/ls/ai/>*

# **Board Policy**

## **BP 5112.1 Students**

### **Exemptions From Attendance**

Each child between the ages of 6 and 18 shall be subject to compulsory full-time education. (Education Code 48200)

However, the Governing Board may grant exemptions from compulsory attendance to a student as allowed by law and in the best interest of the student. Exemptions shall not be used to remove a student who is a disciplinary problem.

- (cf. 5111 - Admission)
- (cf. 5112.2 - Exclusions from Attendance)
- (cf. 5112.3 - Student Leave of Absence)
- (cf. 5113.2 - Work Permits)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 6158 - Independent Study)
- (cf. 6183 - Home and Hospital Instruction)

### **Legal Reference:**

#### **EDUCATION CODE**

33190 Affidavit by persons conducting private school instruction

46113 Minimum schoolday for grades four through eight

48200-48341 Compulsory education law

48400-48454 Compulsory continuation education

48800.5 Petition for enrollment as special full-time student

#### **LABOR CODE**

1295.5 Employment of minors; performance of sports-attending services

1390-1399 Employment of minors

#### **UNITED STATES CODE, TITLE 20**

1681-1688 Title IX, Discrimination

#### **UNITED STATES CODE, TITLE 29**

794 Section 504 of the Rehabilitation Act of 1973

#### **CODE OF FEDERAL REGULATIONS, TITLE 34**

106.40 Marital or parental status

#### **COURT DECISIONS**

Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 342

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: June 23, 2004      Antelope, California**

# CSBA Sample Administrative Regulation

Students

AR 5112.1(a)

## EXEMPTIONS FROM ATTENDANCE

Note: The following optional administrative regulation should be modified to reflect the ages of students served by the district and the position responsible for performing duties related to attendance exemptions. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor or may, with approval of the County Board of Education, contract with the County Superintendent of Schools to supervise the attendance of district students.

### Exemptions from Regular Education Program

A student may be exempted from full-time attendance in the district's regular education program if he/she:

1. Is being instructed in a private full-time school and the Superintendent or designee verifies that the private school has filed an affidavit pursuant to Education Code 33190 (Education Code 48222, 48223)
2. Is being instructed by a private tutor who holds a valid state credential for the grade taught, provided that the instruction consists of study and recitation for at least three hours a day for 175 days of each calendar year (Education Code 48224)
3. Holds a work permit to work temporarily in the entertainment or allied industries (Education Code 48225, 48225.5)

*(cf. 5113.2 - Work Permits)*

4. Holds a work permit and attends part-time classes (Education Code 48230)
5. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term (Education Code 48231)

Note: Education Code 48232 requires the Governing Board to adopt policy if it wishes to grant student leaves of absence for the purposes described in item #6 below. See BP/AR 5112.3 - Student Leave of Absence for language fulfilling this mandate. Districts that do not offer such leaves of absence should delete optional item #6 below.

6. Is at least age 15 and is taking a leave of absence for up to one semester for the purpose of supervised travel, study, training, or work not available to the student under another educational option (Education Code 48232)

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

**EXEMPTIONS FROM ATTENDANCE (continued)**

7. Attends a community college as a special full-time student on the grounds that he/she would benefit from advanced scholastic or vocational work (Education Code 48800.5)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

**Exemptions from Continuation Education**

Note: The remainder of this regulation is for use by districts that maintain high schools and are required by Education Code 48432 to establish and maintain continuation education classes. Pursuant to Education Code 48400, all students age 16 or 17 who are not attending full-time day school are required to attend continuation school, unless they are exempt as provided below. See BP/AR 6184 - Continuation Education.

A student who would otherwise be subject to compulsory continuation education pursuant to Education Code 48400 or 48402 may be exempted if he/she: (Education Code 48410)

1. Has graduated from a public high school maintaining a four-year course above grade 8 or has had an equal amount of education in a private school or from a private tutor

In the case of a private school, the exemption shall be granted only if the Superintendent or designee has verified that the private school has filed an affidavit pursuant to Education Code 33190. (Education Code 48415)

Note: 5 CCR 11522 requires the district to provide a form to obtain parent/guardian consent before a student age 16-17 can be exempted from compulsory continuation education on the basis of demonstrated proficiency as described in item #2 below. Pursuant to Education Code 48414, a student age 16-17 who terminates his/her enrollment on this basis must be permitted to re-enroll without prejudice. See AR 6146.2 - Certificate of Proficiency/High School Equivalency.

2. Has successfully demonstrated proficiency equal to or greater than standards established by the California Department of Education and has verified approval submitted by his/her parent/guardian

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

3. Is attending a public or private full-time day school or satisfactory part-time classes maintained by other agencies
4. Is attending adult school for not less than four hours per calendar week

*(cf. 6200 - Adult Education)*

5. Is attending a regional occupational program or center pursuant to Education Code 48432

**EXEMPTIONS FROM ATTENDANCE (continued)**

*(cf. 6178.2 - Regional Occupational Center/Program)*

Note: Education Code 48410 authorizes students to be exempted from continuation education because of their physical condition or if they provide care for their dependents, as provided in item #6 below. Pursuant to Title IX (20 USC 1681-1688), no school receiving federal assistance may deny participation in a class because of a student's pregnancy or parenthood, but such students may request an exemption from the regular program; see BP 5146 - Married/Pregnant/Parenting Students.

6. Is disqualified because of his/her physical or mental condition or because of personal services that must be rendered to his/her dependents

*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*

7. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term pursuant to Education Code 48231

Note: Education Code 48416 requires the Board to adopt policy if it wishes to grant student leaves of absence for the purposes described in the following paragraph. See BP/AR 5112.3 - Student Leave of Absence for language fulfilling this mandate. Districts that do not offer such leaves of absence should delete the following optional paragraph.

In addition, a student who is between the ages of 16 and 18 may be exempted from continuation education if he/she is taking a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work not available to the student under another educational option. (Education Code 48416)

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# **Administrative Regulation**

## **AR 5112.1 Students**

### **Exemptions From Attendance**

A student may be exempted from full-time attendance in the district's regular education program if he/she:

1. Is being instructed in a private full-time school and the district attendance supervisor or designee verifies that the private school has filed an affidavit pursuant to Education Code 33190 (Education Code 48222, 48223)
2. Is being instructed by a private tutor who holds a valid state credential for the grade taught, provided that the instruction consists of study and recitation for at least three hours a day for 175 days of each calendar year (Education Code 48224)
3. Holds a work permit to work temporarily in the entertainment or allied industry (Education Code 48225)

(cf. 5113.2 - Work Permits)

4. Holds a work permit and attends part-time classes (Education Code 48230)
5. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term (Education Code 48231)
6. Is at least 15 years old and is taking a leave of absence for up to one semester for the purpose of supervised travel and study (Education Code 48232)

(cf. 5112.3 - Student Leave of Absence)

7. Attends a community college as a special full-time student on the grounds that he/she would benefit from advanced scholastic or vocational work (Education Code 48800.5)

(cf. 6172 - Gifted and Talented Student Program)

A student may be exempted from full-time attendance in the district's continuation education program if he/she: (Education Code 48410)

1. Has graduated from a public or private high school maintaining a four-year course above the eighth grade

**2. Has successfully demonstrated proficiency equal to or greater than standards established by the California Department of Education and has verified approval submitted by his/her parent/guardian**

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

**3. Is attending a public or private full-time day school, or satisfactory part-time classes maintained by other agencies**

**4. Is attending adult school for not less than four hours per week**

**(cf. 6200 - Adult Education)**

**5. Is attending a regional occupation program or center pursuant to Education Code 48432**

**6. Is disqualified because of his/her physical or mental condition or because of personal services that must be rendered to his/her dependents**

**(cf. 5141.22 - Infectious Diseases)**

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

**(cf. 6158 - Independent Study)**

**(cf. 6183 - Home and Hospital Instruction)**

**(cf. 6184 - Continuation Education)**

**7. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term pursuant to Education Code 48231**

**Regulation CENTER UNIFIED SCHOOL DISTRICT  
approved: June 23, 2004 Antelope, California**

# CSBA Sample Board Policy

**Instruction**

BP 6142.1(a)

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION**

Note: The following policy and accompanying administrative regulation are **optional**. Education Code 51934 requires districts to provide HIV/AIDS prevention instruction to students in grades 7-12. Pursuant to Education Code 51933, districts are not required to provide comprehensive sexual health education; however, if such instruction is provided, it must satisfy all of the criteria listed in Education Code 51933. See the accompanying administrative regulation.

During the Categorical Program Monitoring (CPM) review, California Department of Education (CDE) staff will review the district's policies and procedures regarding HIV/AIDS instruction. The following paragraph reflects the purposes of the law as stated in Education Code 51930, as well as the desired outcomes of the CPM review.

The Governing Board recognizes that the purpose of the district's sexual health and HIV/AIDS prevention instruction is to provide students with the knowledge and skills necessary to protect them from unintended pregnancy and sexually transmitted diseases and to encourage students to develop healthy attitudes concerning adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family. The Board therefore desires to provide a well-planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.8 - Comprehensive Health Education)*

Note: In 2008, the State Board of Education adopted voluntary content standards for health education as required by Education Code 51210.8. One of the six content areas is growth, development, and sexual health. See BP/AR 6142.8 - Comprehensive Health Education.

The district's curriculum shall be aligned with the state's content standards, based on medically accurate and factual information, and designed to teach students to make healthy choices and reduce high-risk behaviors. The district's program shall comply with the requirements of law, Board policy, and administrative regulation and shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.25 - Availability of Condoms)*

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

*(cf. 6143 - Courses of Study)*

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

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

The Superintendent or designee may appoint a coordinator and/or an advisory committee regarding the district's comprehensive sexual health program. The advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing, and evaluating the district's comprehensive sexual health education program. The Board shall consider the advisory committee's recommendations when approving the district's program.

*(cf. 1220 - Citizen Advisory Committees)*

**Parent/Guardian Consent**

Note: Prior to providing instruction in sexual health or HIV/AIDS prevention, Education Code 51938 requires districts to notify parents/guardians of the instruction and of the opportunity to request that their child not receive the instruction. See the accompanying administrative regulation for details of the required notice.

According to the CDE, Education Code 51938 requires districts to use a "passive consent" or "opt-out" model regarding HIV/AIDS prevention instruction, whereby the student receives the instruction unless the parent/guardian otherwise notifies the district. However, according to the CDE, districts may choose to use an "active consent" or "opt-in" model regarding comprehensive sexual health instruction, whereby the parent/guardian must first give affirmative consent before his/her child receives sexual health instruction. Districts that wish to adopt an active consent/opt-in model for sexual health instruction should modify the following paragraph accordingly.

A parent/guardian may request in writing that his/her child be excused from participating in HIV/AIDS prevention or sexual health education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51939)

*(cf. 5022 - Student and Family Privacy Rights)*

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

Note: Pursuant to Education Code 51938 and 51513, the district may administer to students in grades 7-12 an anonymous, voluntary survey regarding sexual behaviors upon providing written parent/guardian notification and allowing parents/guardians to request in writing that the survey not be administered (i.e., "passive consent"). Parents/guardians of students below grade 7 must give permission (i.e., "active consent") before the research instrument is administered to their child. In addition, 20 USC 1232h mandates districts to adopt a policy regarding the district's arrangements to protect student privacy when such a survey is administered. See BP/AR 5022 - Student and Family Privacy Rights for language implementing this requirement.

*Legal Reference: (see next page)*

## SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

### Legal Reference:

#### EDUCATION CODE

220 Prohibition of discrimination

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act

#### HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

#### PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

#### UNITED STATES CODE, TITLE 20

1232h Protection of student rights

7906 Sex education

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

#### WEB SITES

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

American Academy of Pediatrics: <http://www.aap.org>

American College of Obstetricians and Gynecologists: <http://www.acog.org>

American Public Health Association: <http://www.apha.org>

California Department of Education, Sex Education and HIV/STD Instruction:  
<http://www.cde.ca.gov/ls/he/se>

California Department of Public Health: <http://www.cdph.ca.gov>

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

California Safe Schools Coalition: <http://www.casafeschools.org>

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

National Academy of Sciences: <http://www.nationalacademies.org>

U.S. Department of Health and Human Services, Office of the Surgeon General:  
<http://www.surgeongeneral.gov>

U.S. Food and Drug Administration: <http://www.fda.gov>

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# **Board Policy**

## **BP 6142.1 Instruction**

### **Sexual Health And HIV/AIDS Prevention Instruction**

The Governing Board recognizes that accurate information about family life and human sexuality may contribute to a decreased risk for sexually transmitted diseases or unintended pregnancies. The Board also recognizes that Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) pose a public health crisis and that education is a necessary component for helping to slow the spread of this disease. The Board therefore desires to provide a well-planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention.

(cf. 6142.8 - Comprehensive Health Education)

The district's curriculum shall be based on medically accurate and factual information and shall help students understand the biological, psychological, social, moral, and ethical aspects of human sexuality. The district's program shall comply with the requirements of law and administrative regulation and shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.23 - Infectious Disease Prevention)  
(cf. 5141.25 - Availability of Condoms)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

The Superintendent or designee may appoint a coordinator and an advisory committee regarding the district's comprehensive sexual health program. This advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing and evaluating the district's comprehensive sexual health education program. The Board shall consider the advisory committee's recommendations when approving the district's program.

(cf. 1220 - Citizen Advisory Committees)

### **Parent/Guardian Notification and Excuse**

At the beginning of each school year, or at the time of a student's enrollment, parents/guardians shall be notified about instruction in comprehensive sexual health

education and HIV/AIDS prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection
2. That parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants

If the district chooses to use outside consultants or to hold an assembly with guest speakers to teach the comprehensive sexual health or HIV/AIDS prevention education, the notification shall include: (Education Code 51938)

- a. The date of the instruction
- b. The name of the organization or affiliation of each guest speaker
- c. Information stating the right of the parent/guardian to request a copy of Education Code 51933-51934

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the district shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. (Education Code 51938)

(cf. 5145.6 - Parental Notifications)

The district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate. (Education Code 51938, 51939)

Parents/guardians shall be asked to sign and return to the school an acknowledgment that they have received the notification.

(cf. 5022 - Student and Family Privacy Rights)

Upon written request, a parent/guardian may excuse his/her child from participating in comprehensive sexual health or HIV/AIDS prevention education or from participating in questionnaires or surveys regarding health behaviors and risks. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51939)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

**Legal Reference:**

**EDUCATION CODE**

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act

**HEALTH AND SAFETY CODE**

1255.7 Parents surrendering physical custody of a baby

**PENAL CODE**

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

**UNITED STATES CODE, TITLE 20**

1232h Protection of Student Rights

7906 Sex education

**Management Resources:**

**CDE PUBLICATIONS**

Health Framework for California Public Schools, 2003

**WEB SITES**

California Department of Education, Sex Education and HIV/STD Instruction:

<http://www.cde.ca.gov/ls/he/se/>

California Department of Health Services: <http://www.dhs.ca.gov>

California Department of Social Services: <http://www.dss.cahwnet.gov>

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

California Safe Schools Coalition: <http://www.casafeschools.org>

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

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: March 2, 2005 Antelope, California

# CSBA Sample Administrative Regulation

**Instruction**

AR 6142.1(a)

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION**

**Note:** The following administrative regulation is optional. Education Code 51934 requires districts to provide HIV/AIDS prevention instruction to students in grades 7-12. Pursuant to Education Code 51933, districts are not required to provide comprehensive sexual health education; however, if such instruction is provided, it must contain all of the components listed in Education Code 51933.

### **Instruction and Materials**

**Note:** The following section lists the requirements of Education Code 51933 and 51934 that are applicable to both HIV/AIDS prevention and sexual health instruction. Districts that do not offer comprehensive sexual health instruction should delete references to that program. During the Categorical Program Monitoring (CPM) process, California Department of Education (CDE) staff will check to see if the district's HIV/AIDS prevention instruction and materials comply with items #1-7 below.

The Superintendent or designee shall ensure that the district's sexual health and HIV/AIDS prevention instruction and materials are: (Education Code 51933, 51934):

1. **Age appropriate**

*Age appropriate* refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

2. **Factually and medically accurate and objective**

*Medically accurate* means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

3. **Available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner, as otherwise provided in the Education Code**

*(cf. 6174 - Education for English Language Learners)*

4. **Appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds, and students with disabilities**

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

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

*(cf. 1312.3 - Uniform Complaint Procedures)*

5. Accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
6. Not teaching or promoting religious doctrine
7. Not reflecting bias or promoting prejudice against students in protected categories of discrimination pursuant to Education Code 220

*(cf. 5145.3 - Nondiscrimination/Harassment)*

Note: Education Code 51931 defines "HIV/AIDS prevention instruction" as instruction on the nature of HIV/AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV/AIDS. Education Code 51931 defines "comprehensive sexual health instruction" as education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases. Education Code 51932 specifies that, when human reproductive organs are described in a separate instructional context, such as an illustration in a physiology textbook, this instruction shall not be considered comprehensive sexual health instruction or HIV/AIDS prevention instruction. Similarly, when gender, sexual orientation, and family life are addressed in a separate instructional context, such as social studies, which does not also discuss human reproductive organs and their function, this instruction shall not be considered comprehensive sexual health instruction or HIV/AIDS prevention instruction. Education Code 51930-51939 requirements pertaining to instructional content, teacher training, and parental notification and consent do not apply to instruction that is not sexual health instruction or HIV/AIDS prevention instruction as defined.

Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent, if such courses contain: (Education Code 51932)

1. Solely a description or illustration of human reproductive organs that may appear in a textbook adopted pursuant to law on physiology, biology, zoology, general science, personal hygiene, or health

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.93 - Science Instruction)*

2. Instruction or materials that discuss gender, sexual orientation, or family life and do not discuss human reproductive organs and their function

*(cf. 6143 - Courses of Study)*

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)****Additional Requirements for HIV/AIDS Prevention Instruction**

HIV/AIDS prevention instruction shall be offered at least once in junior high or middle school and once in high school. (Education Code 51934)

Note: Education Code 51934 requires districts to provide HIV/AIDS prevention instruction to students in grades 7-12. In addition to items #1-7 listed in the section entitled "Instruction and Materials" above, during the CPM process, CDE staff will check to ensure that the district's instruction includes all of the components listed in items #1-7 below.

Instruction shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences. The district's curriculum shall satisfy the criteria listed in items #1-7 in the section entitled "Instruction and Materials" above and shall also include: (Education Code 51931, 51934)

1. Information on the nature of HIV/AIDS and its effects on the human body
2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection
3. Discussion of methods to reduce the risk of HIV infection, including:
  - a. Emphasis that sexual abstinence, monogamy, the avoidance of multiple sexual partners, and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention
  - b. Statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection
  - c. Information on other methods that may reduce the risk of HIV transmission from intravenous drug use
4. Discussion of the public health issues associated with HIV/AIDS
5. Information on local resources for HIV testing and medical care
6. Development of refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
7. Discussion about societal views on HIV/AIDS, including stereotypes and myths

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)

regarding persons with HIV/AIDS and emphasizing compassion for persons living with HIV/AIDS

**Additional Requirements for Sexual Health Instruction**

Note: Education Code 51933 specifies that, if a district elects to provide sexual health instruction, the instruction must comply with all of the criteria specified below as well as items #1-7 in the section entitled "Instruction and Materials" above. The following optional section is for use by districts that provide sexual health instruction and should be deleted by districts that do not offer such curriculum.

The district's sexual health education curriculum shall satisfy the criteria listed in items #1-7 in the section entitled "Instruction and Materials" above as well as the following criteria: (Education Code 51931, 51933)

1. Instruction and materials shall encourage a student to communicate with his/her parents/guardians about human sexuality.
2. Instruction and materials shall teach respect for marriage and committed relationships.

Note: Pursuant to Education Code 51933, a district's sexual health education program for students in grades 7-12 must also include the criteria listed in items #3-7 below. At their discretion, districts offering sexual health instruction for students in grades 1-6 may also offer medically accurate and age-appropriate instruction on any of the general topics listed in items #3-7 below.

3. Beginning in grade 7, instruction and materials shall teach that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy, teach that abstinence from sexual activity is the only certain way to prevent sexually transmitted diseases, and provide information about the value of abstinence while also providing medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.
4. Beginning in grade 7, instruction and materials shall provide information about sexually transmitted diseases. This instruction shall include how sexually transmitted diseases are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local resources for testing and medical care for sexually transmitted diseases.
5. Beginning in grade 7, instruction and materials shall provide information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception.

(cf. 5141.25 - Availability of Condoms)

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

6. Beginning in grade 7, instruction and materials shall provide students with skills for making and implementing responsible decisions about sexual conduct.

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

7. Beginning in grade 7, instruction and materials shall provide students with information on the law concerning surrendering physical custody of a minor child 72 hours or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5.

*(cf. 6143 - Courses of Study)*

**Professional Development**

The district's instruction shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. (Education Code 51932, 51933, 51934)

**Note:** During the CPM process, CDE staff will check to ensure that the district has provided professional development in accordance with the requirements of Education Code 51935 as specified below.

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/AIDS prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

*(cf. 4131 - Staff Development)*

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/AIDS prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/AIDS. In-service training shall be voluntary for district personnel who have demonstrated expertise or received in-service training from the CDE or federal Centers for Disease Control and Prevention. (Education Code 51935)

**Note:** The following optional paragraph is for use by districts that choose to offer in-service training for instructors of sexual health education.

The Superintendent or designee may expand HIV/AIDS in-service training to cover the topic of comprehensive sexual health education for district personnel teaching sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)**Use of Consultants or Guest Speakers**

Note: Pursuant to Education Code 51933 and 51934, the district's HIV/AIDS prevention or sexual health instruction may be taught by outside consultants or delivered by guest speakers at an assembly and any such instruction must comply with the same requirements as instruction provided by the district and in accordance with Education Code 51930-51939.

If the district elects to use guest speakers, parents/guardians must be provided additional notice about the speaker and his/her organization; see item #4 in the section below entitled "Parent/Guardian Notification."

The Superintendent or designee may contract with outside consultants with expertise in comprehensive sexual health or HIV/AIDS prevention education, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver the instruction or to provide training for district personnel. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

*(cf. 6145.8 - Assemblies and Special Events)*

**Parent/Guardian Notification**

Note: Education Code 51938 requires the district to provide parents/guardians the following notification. During the CPM review, the CDE will check to ensure that the notification was provided and contains the information required by Education Code 51938, as listed in items #1-4 below. A sample notification letter is available on the CDE's web site. Districts that do not offer curriculum in sexual health education should delete references to that program.

At the beginning of each school year, or at the time of a student's enrollment, parents/guardians shall be notified about instruction in comprehensive sexual health education and HIV/AIDS prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection
2. That parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)

If the district chooses to use outside consultants or to hold an assembly with guest speakers to teach the comprehensive sexual health or HIV/AIDS prevention education, the notification shall include: (Education Code 51938)

- a. The date of the instruction
- b. The name of the organization or affiliation of each guest speaker
- c. Information stating the right of the parent/guardian to request a copy of Education Code 51933-51934

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the district shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. (Education Code 51938)

*(cf. 5145.6 - Parental Notifications)*

**Note:** The following paragraph is optional and should be modified to reflect district practice. For information regarding parent/guardian consent for the instruction, see the section entitled "Parent/Guardian Consent" in the accompanying Board policy.

Parents/guardians shall be asked to sign and return to the school an acknowledgment that they have received the notification. If a parent/guardian wishes to excuse his/her child from instruction, he/she must provide a separate written request, as specified in Board policy.

(11/02 11/03) 7/08

# **Administrative Regulation**

## **AR 6142.1 Instruction**

### **Sexual Health And HIV/AIDS Prevention Instruction**

#### **HIV/AIDS Prevention Instruction**

**HIV/AIDS prevention instruction shall be offered at least once in junior high or middle school and once in high school by instructors trained in the appropriate courses. Instruction shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences and shall include: (Education Code 51934)**

- 1. Information on the nature of HIV/AIDS and its effects on the human body.**
- 2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection.**
- 3. Discussion of methods to reduce the risk of HIV infection, including:**
  - a. Emphasis that sexual abstinence, monogamy, the avoidance of multiple sexual partners and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention.**
  - b. Statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection.**
  - c. Information on other methods that may reduce the risk of HIV transmission from intravenous drug use.**
- 4. Discussion of the public health issues associated with HIV/AIDS.**
- 5. Information on local resources for HIV testing and medical care.**
- 6. Development of refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.**
- 7. Discussion about societal views on HIV/AIDS, including stereotypes and myths regarding persons with HIV/AIDS. This instruction shall emphasize compassion for persons living with HIV/AIDS.**

### **In-Service Training and Use of Consultants**

**The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/AIDS prevention education, through regional planning, joint powers agreements or contract services. (Education Code 51935)**

**In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/AIDS prevention education and with the California Department of Education. (Education Code 51935)**

**The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/AIDS. In-service training shall be voluntary for district personnel who have demonstrated expertise or received in-service training from the California Department of Education or federal Centers for Disease Control and Prevention. (Education Code 51935)**

**Regulation    CENTER UNIFIED SCHOOL DISTRICT  
approved: March 3, 2004    Antelope, California**

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	Superintendent's Office	<b>Action Item</b> _____ <b>X</b> _____
<b>To:</b>	Board of Trustees	<b>Information Item</b> _____
<b>Date:</b>	October 15, 2008	<b># Attached Pages</b> _____
<b>From:</b>	Dr. Kevin J. Jolly, Superintendent	
<b>Principal/Administrator Initials:</b>	_____	

<b>SUBJECT: Second Reading: Board Policies/Regulations/Exhibits</b>			
Replace	BP	0200	Goals for the School District
Replace	BP/AR	3311	Bids
Replace	BP	3517	Facilities Inspection
Replace	BP/AR	4112.24	Teacher Qualifications Under the No Child Left Behind Act
Replace	BP/AR	4112.41/4212.41/4312.41	Employee Drug Testing
Replace	BP	4136/4236/4336	Nonschool Employment
Delete	BP	4137	Tutoring
Replace	BP	4151/4251/4351	Employee Compensation
Replace	BP/AR	5131.1	Bus Conduct
Replace	BP	6141	Curriculum Development and Evaluation
Add	AR	6141	Curriculum Development and Evaluation
Replace	BP	6141.5	Advanced Placement
Replace	BP/AR	6142.8	Comprehensive Health Education
Replace	BP/AR	6146.11	Alternative Credits Toward Graduation
Replace	BP	6162.6	Use of Copyrighted Materials
Replace	BP/AR	6163.2	Animals at School
Replace	BP/AR	6172	Gifted and Talented Student Program
Add	BP/AR	6172.1	Concurrent Enrollment in College Classes
Add	BP	6178.2	Regional Occupational Center/Program
Add	BP	7160	Charter School Facilities
Replace	AR	7160	Charter School Facilities
Replace	BB	9230	Orientation
Replace	BB	9324	Minutes and Recordings
 <b>RECOMMENDATION: CUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.</b>			

# 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 and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities and shall be limited in number so as to be reasonably achievable within established timelines.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 9000 - Role of the Board)*

Note: Items #1-14 below list areas of consideration in the development of goals. Districts are encouraged to replace the list with their own locally developed goals.

When developing the district's goals, the Board shall consider the following areas:

1. Developing curriculum, assessments, and instructional materials that are aligned with the state's content standards, frameworks, and assessments

*(cf. 6141 - Curriculum Development and Evaluation)*

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

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

2. Maintaining safe and orderly campuses which promote learning

*(cf. 0450 - Comprehensive Safety Plan)*

3. Ensuring that all students achieve proficiency in essential areas of skill and knowledge and attain the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy

*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

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

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

*(cf. 6178 - Career Technical Education)*

4. Providing for the specialized needs of identified groups of students, including providing necessary support and intervention programs and closing the gap between low-achieving and high-achieving students

*(cf. 5149 - At-Risk Students)*

**GOALS FOR THE SCHOOL DISTRICT (continued)**

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6179 - Supplemental Instruction)*

5. Providing a system of shared accountability for student achievement with clear performance standards and consequences

*(cf. 0510 - School Accountability Report Card)*  
*(cf. 2140 - Evaluation of the Superintendent)*  
*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4215 - Evaluation/Supervision)*  
*(cf. 4315 - Evaluation/Supervision)*  
*(cf. 9400 - Board Self-Evaluation)*

6. Promoting student health, nutrition, and physical activity in order to enhance learning

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6142.7 - Physical Education)*  
*(cf. 6142.8 - Comprehensive Health Education)*

7. Developing each student's self-respect, respect for others, appreciation for diversity, and sense of personal responsibility

*(cf. 5137 - Positive School Climate)*  
*(cf. 6141.6 - Multicultural Education)*  
*(cf. 6142.3 - Civic Education)*

8. Allocating time and resources for staff collaboration, planning, and professional development activities aligned with the district's goals

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

9. Maintaining fiscal integrity for the district and aligning resources to instructional needs and priorities for student achievement

*(cf. 3100 - Budget)*  
*(cf. 3400 - Management of District Assets/Accounts)*  
*(cf. 3460 - Financial Reports and Accountability)*

10. Improving the organization, management, and decision-making structure and capabilities of the district to better support the education of students

**GOALS FOR THE SCHOOL DISTRICT (continued)**

*(cf. 0420.5 - School-Based Decision Making)*  
*(cf. 2000 - Concepts and Roles)*

11. **Employing technology in ways that enhance learning, teaching, and noninstructional operations**

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 6163.4 - Student Use of Technology)*

12. **Providing and maintaining facilities to meet the needs of present and future students**

*(cf. 7000 - Concepts and Roles)*  
*(cf. 7110 - Facilities Master Plan)*

13. **Maintaining positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools**

*(cf. 1100 - Communication with the Public)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 6020 - Parent Involvement)*

14. **Collaborating with other public agencies and private organizations to ensure that children's physical, social, and emotional needs are met**

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

Each goal shall include measurable standards, performance indicators, and benchmarks that can be used to determine the district's progress toward meeting that goal.

The Superintendent or designee shall, with the involvement of district and school site staff, develop a strategic plan containing short-term objectives, actions, and timelines designed to enable the district to achieve its long-term goals. The Superintendent or designee shall also ensure that district improvement plans and reform efforts are aligned with the district's goals.

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0520.1 - High Priority Schools Grant Program)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 0520.4 - Quality Education Investment Schools)*  
*(cf. 6171 - Title I Programs)*

## **GOALS FOR THE SCHOOL DISTRICT (continued)**

The Superintendent or designee shall ensure that these goals are communicated to staff, parents/guardians, students, and the community and that those groups are given an opportunity to provide feedback to the district about the goals.

### **Monitoring and Evaluation**

Note: The following section should be modified to reflect district practice. In order to help ensure that the Board's meetings are focused on the district's goals for student achievement, CSBA's Agenda Online program allows items from the Board meeting agenda to link to specific district goals.

The Board shall regularly monitor the progress of the district's efforts in achieving the goals. To that end, the Superintendent or designee shall provide the Board with the necessary data and analysis to help the Board evaluate the effectiveness of the district's efforts. These data shall include an analysis of the progress based on the performance indicators and benchmarks for each goal, as well as other measures of student achievement, such as the Academic Performance Index, Adequate Yearly Progress, student attendance, and graduation rates.

*(cf. 0500 - Accountability)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*(cf. 9322 - Agenda/Meeting Materials)*

If the Board determines that sufficient progress is not being made toward a particular goal, the Board and Superintendent shall determine what types of additional district resources and support should be provided so that progress in increasing student achievement can be made. District goals shall be revised as necessary.

*Legal Reference: (see next page)*

**GOALS FOR THE SCHOOL DISTRICT (continued)**

*Legal Reference:*

EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*

33400-33407 *CDE evaluation of district programs*

44660-44665 *Evaluation of certificated employees*

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*

52050-52059 *Public Schools Accountability Act*

64000-64001 *Consolidated application process*

CODE OF REGULATIONS, TITLE 5

15440-15463 *Standards and criteria for fiscal accountability*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312 *Local educational agency plan*

*Management Resources:*

CSBA PUBLICATIONS

*Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2006*

*Maximizing School Board Governance: Vision, 1996*

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

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

(2/98 3/03) 7/08

# **Board Policy**

## **BP 0200 Philosophy, Goals, Objectives and Comprehensive Plans**

### **Goals For The School District**

The Governing Board shall adopt long-term goals for achieving the district's overall vision for its schools as well as clear performance standards and benchmarks which can be used to determine if the district is meeting these goals. Goals shall be limited in number so as to be reasonably achievable within established timelines.

- (cf. 0000 - Vision)
- (cf. 0100 - Philosophy)
- (cf. 0500 - Accountability)
- (cf. 6010 - Goals and Objectives)
- (cf. 9000 - Role of the Board)

The Superintendent or designee may establish short-term, interim objectives and comprehensive plans to ensure adequate, regular progress toward the district's long-term goals.

- (cf. 0400 - Comprehensive Plans)

The district's goals are to:

1. Maintain safe, healthful and orderly campuses which promote learning.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 5144 - Discipline)

2. Provide appropriate instruction to meet the varied academic and career goals of students by identifying and responding to individual student needs.

- (cf. 6000 - Concepts and Roles)
- (cf. 6030 - Integrated Academic and Vocational Instruction)

3. Ensure that all students achieve academic proficiency in essential areas of skill and knowledge.

- (cf. 6011 - Academic Standards)
- (cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)
- (cf. 6146.5 - Elementary School Promotion/Standards of Proficiency)

**4. Provide for the specialized needs of identified groups of students.**

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

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

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

**5. Develop each student's self-respect, respect for others, appreciation for diversity and sense of personal responsibility.**

(cf. 5137 - Positive School Climate)

(cf. 6141.6 - Multicultural Education)

**6. Provide time and resources for collaboration, planning and professional development for all staff.**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

**7. Maintain fiscal integrity for the district.**

(cf. 3100 - Budget)

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

(cf. 3460 - Financial Reports and Accountability)

**8. Improve the organization, management and decision-making structure and capabilities of the district to better support the education of students.**

(cf. 0420.5 - School-Based Decision Making)

(cf. 2000 - Concepts and Roles)

**9. Employ technology in ways that enhance learning, teaching and noninstructional operations.**

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 6162.7 - Use of Technology in Instruction)

(cf. 6163.4 - Student Use of Technology)

**10. Provide and maintain facilities to meet the needs of present and future students.**

(cf. 7000 - Concepts and Roles)

(cf. 7110 - Facilities Master Plan)

11. Maintain positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

12. Collaborate with other public agencies and private organizations to ensure that children's physical, social and emotional needs are met.

(cf. 1020 - Youth Services)

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

13. Provide a system of shared accountability for student achievement with clear performance standards and consequences.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

(cf. 2123 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 6162.5 - Student Assessment)

(cf. 9400 - Board Self-Evaluation)

**Legal Reference:**

**EDUCATION CODE**

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

**Management Resources:**

**CSBA PUBLICATIONS**

Maximizing School Board Leadership: Vision, 1996

**Policy CENTER UNIFIED SCHOOL DISTRICT**

adopted: August 5, 1998      Antelope, California

# CSBA Sample Board Policy

## Business and Noninstructional Operations

BP 3311(a)

### BIDS

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

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

*(cf. 3000 - Concepts and Roles)*

*(cf. 3300 - Expenditures and Purchases)*

Note: Requirements for competitive bidding, including notice and advertising, are specified in Public Contract Code 20111-20118.4. However, pursuant to Public Contract Code 20118, districts may be exempt from these requirements and may "piggyback" onto the bid of any public corporation or agency for specific items when the Board determines it is in the best interest of the district. See the accompanying administrative regulation for a list of those items that may be leased or purchased using this procedure.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

Note: Public Contract Code 20111.5 authorizes the district to establish a prequalification procedure for any contract for which bids are legally required; see the accompanying administrative regulation.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

*(cf. 9270 - Conflict of Interest)*

*Legal Reference: (see next page)*

**BIDS (continued)**

*Legal Reference:*

EDUCATION CODE

- 17595 Purchases through Department of General Services*
- 38083 Purchase of perishable foodstuffs and seasonable commodities*
- 38110-38120 Apparatus and supplies*
- 39802 Transportation services*

GOVERNMENT CODE

- 4330-4334 Preference for California-made materials*
- 6252 Definition of public record*
- 53060 Special services and advice*
- 54201-54205 Purchase of supplies and equipment by local agencies*

PUBLIC CONTRACT CODE

- 1102 Emergencies*
- 2001-2001 Responsive bidders*
- 3400 Bids, specifications by brand or trade name not permitted*
- 3410 United States produce and processed foods*
- 6610 Bid visits*
- 12200 Definitions, recycled goods, materials and supplies*
- 20103.8 Award of contracts*
- 20107 Bidder's security*
- 20111-20118.4 Contracting by school districts*
- 20189 Bidder's security, earthquake relief*
- 22002 Definition of public project*
- 22030-22045 Alternative procedures for public projects (UPCCAA)*
- 22050 Alternative emergency procedures*
- 22152 Recycled product procurement*

COURT DECISIONS

- Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241*
- Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449*
- City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861*

ATTORNEY GENERAL OPINIONS

- 89 Ops.Cal.Atty.Gen. 1 (2006)*

*Management Resources:*

WEB SITES

- CSBA: <http://www.csba.org>*
- California Association of School Business Officials: <http://www.casbo.org>*

(6/97 11/00) 7/08

# **Board Policy**

**BP 3311**

## **Business and Noninstructional Operations**

### **Bids**

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Governing Board may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

#### **Legal Reference:**

##### **EDUCATION CODE**

17595 Purchases through Department of General Services

38083 Purchase of perishable foodstuffs and seasonable commodities

38110 Purchase of supplies through county superintendent

38111 Purchases by district governing board

38112 Purchases of necessary supplies

39802 Transportation bids and contracts for services

##### **GOVERNMENT CODE**

4330-4334 Preference of California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

##### **PUBLIC CONTRACT CODE**

2000-2001 Responsive bidders

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20103.8 Award of contracts

20107 Bidder's security

20111-20118.4 School districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

**COURT DECISIONS**

**Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449**

**City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861**

**ATTORNEY GENERAL OPINIONS**

**89 Ops.Cal.Atty.Gen. 1 (2006)**

**Management Resources:**

**WEB SITES**

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**California Association of School Business Officials: [www.casbo.org](http://www.casbo.org)**

**Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: May 16, 2001      Antelope, California**

# CSBA Sample Administrative Regulation

**Business and Noninstructional Operations**

AR 3311(a)

## **BIDS**

Note: Pursuant to Government Code 54202, school districts are mandated to adopt bidding procedures governing the purchase of equipment and supplies.

The following administrative regulation is for use by districts that have not adopted the provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA). Procedures and bid limits under the UPCCAA are specified in Public Contract Code 22030-22045.

### **Advertised/Competitive Bids**

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

Note: Pursuant to Public Contract Code 20111, the Superintendent of Public Instruction (SPI) is required to annually adjust the monetary requirement for contracts to be competitively bid to reflect U.S. Department of Commerce data. The following optional sentence allows the amount to escalate automatically once the SPI has made the annual determination. For 2008, the bid limit is \$72,400.

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

*Maintenance* means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided

**BIDS (continued)**

by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Note: Pursuant to Public Contract Code 20111, a contract required to be put out to bid must be awarded to the responsible bidder submitting the "lowest responsive bid." A "responsible bidder" possesses the quality, fitness, and capacity to satisfactorily perform the proposed work. (City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court) A "responsive bid" conforms to the district's specifications. (Konica Business Machines v. Regents of the University of California) Before determining whether a bid is not responsive or a bidder is not a responsible bidder, legal counsel should be consulted, as appropriate.

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

**Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

**BIDS (continued)**

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash
  - b. A cashier's check made payable to the district
  - c. A certified check made payable to the district
  - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

Note: Public Contract Code 20103.8 specifies that, in those cases when the bid includes items that may be added to or deducted from the scope of the work in the contract, the bid solicitation must specify the method to be used to determine the lowest bid, as detailed below. Districts should consult with legal counsel, as appropriate, as to the applicability of this law to school districts and other unclear provisions of this law.

5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

**BIDS (continued)**

- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.

6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

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

**Alternative Bid Procedures for Technological Supplies and Equipment**

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.1)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.

**BIDS (continued)**

2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The district shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.
8. The district, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

**Bids Not Required**

Note: The following paragraph lists those items that may be purchased through a "piggybacked" bid; see the accompanying Board policy. Many districts have used the piggyback procedure to purchase portable and relocatable buildings. The Attorney General has opined (89 Ops.Cal.Atty.Gen. 1 2006) that a district may not rely on the piggyback exception to contract for the acquisition and installation of factory-built modular building components (i.e., roofs and walls) for installation on a permanent foundation. Because of the lack of a permanent foundation and building mobility, this opinion does not apply to typical portable or relocatable single-classroom buildings. Districts considering using the piggyback process for relocatables, portables, modulares, and the like should consult district legal counsel. While Attorney General opinions are not binding, they are often given deference by the court and may also be considered by the State Allocation Board when making funding decisions.

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district

**BIDS (continued)**

in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

*(cf. 3300 - Expenditures and Purchases)*

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

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

Note: Pursuant to Public Contract Code 20113, a district may award contracts without competitive bidding in emergency situations, as specified below. In Marshall v. Pasadena Unified School District, a court held that the definition of "emergency" in Public Contract Code 1102 is applicable. Public Contract Code 1102 defines "emergency" as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

*(cf. 3517 - Facilities Inspection)*  
*(cf. 9323.2 - Actions by the Board)*

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

**BIDS (continued)****Sole Sourcing**

Note: "Sole sourcing" is the practice in which only one brand name product is specified, although comparable, competitive products are available.

Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designating a specific material, product, thing, or particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service. (Public Contract Code 3400)

However, specifications for such contracts may designate a product by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

**Prequalification Procedure**

Note: The following optional section is for use by districts that wish to establish a prequalification procedure for any contract for which bids are legally required.

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

**BIDS (continued)**

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

**Protests by Bidders**

Note: The law does not specify a procedure for handling protests by bidders. The following optional section provides one such procedure and should be modified to reflect district practice.
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A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

(11/00 3/06) 7/08

# **Administrative Regulation**

**AR 3311**

## **Business and Noninstructional Operations**

### **Bids**

#### **Advertised Bids**

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

Public project includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding \$72,400 for the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the district
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

#### **Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by advertising in a local newspaper or general circulation published in the district, or if no such paper exists then in some newspaper of general circulation, circulated in the county at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash
  - b. A cashier's check made payable to the district
  - c. A certified check made payable to the district

d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)

a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.

6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

#### **Bids Not Required**

Upon a determination that it is in the best interest of the district, the Board may authorize the purchase, lease or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property through a public corporation or agency ("piggyback") without advertising for bids. (Public Contract Code 20118)

(cf. 3310 - Purchasing Procedures)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on district preference. (Education Code 38083)

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

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113)

(cf. 9323.2 - Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (Public Contract Code 20114)

1. School building repairs, alterations, additions
2. Painting, repainting or decorating of school buildings
3. Repair or building of apparatus or equipment
4. Improvements on school grounds
5. Maintenance work as defined above

#### **Sole Sourcing**

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.

3. Only one brand or trade name is known.
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

#### **Protests by Bidders**

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

**Regulation CENTER UNIFIED SCHOOL DISTRICT**  
**approved: May 16, 2001 Antelope, California**

# CSBA Sample Board Policy

**Business and Noninstructional Operations**

BP 3517(a)

## **FACILITIES INSPECTION**

Note: As part of the Williams litigation settlement, Education Code 17070.75 requires that each school district participating in the School Facility Program or the Deferred Maintenance Program have a facility inspection system in place for all schools to ensure that school facilities are kept in good repair. Education Code 17002 defines "good repair" to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional as determined pursuant to the Facility Inspection Tool (FIT) developed by the Office of Public School Construction (OPSC) or a local evaluation instrument that uses the same criteria.

The information gathered on the FIT is also used to comply with other Williams settlement requirements. Education Code 33126 requires the information to be part of the assessment of school facility conditions on the school accountability report card (SARC); see BP 0510 - School Accountability Report Card. In addition, Education Code 35186 requires districts to establish a complaint procedure relative to the condition of school facilities; see AR/E 1312.4 - Williams Uniform Complaint Procedures.

The following policy is optional.

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

*(cf. 0510 - School Accountability Report Card)*

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

*(cf. 3111 - Deferred Maintenance Funds)*

*(cf. 3514 - Environmental Safety)*

Note: Education Code 17002 specifies the conditions that must be evaluated as part of the FIT. Items #1-15 below reflect the broad categories of conditions listed on the FIT.

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. **Gas Leaks:** Gas systems and pipes appear safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. **Windows/Doors/Gates/Fences (interior and exterior):** Conditions that pose a safety and/or security risk are not evident.

**FACILITIES INSPECTION (continued)**

4. **Interior Surfaces (floors, ceilings, walls, and window casings):** Interior surfaces appear to be clean, safe, and functional.
5. **Hazardous Materials (interior and exterior):** There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. **Structural Damage:** There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. **Fire Safety:** The fire equipment and emergency systems appear to be functioning properly.
8. **Electrical (interior and exterior):** There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. **Pest/Vermin Infestation:** Pest or vermin infestation is not evident.
10. **Drinking Fountains (inside and outside):** Drinking fountains appear to be accessible and functioning as intended.
11. **Restrooms:** Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. **Sewers:** Sewer line stoppage is not evident.
13. **Roofs (observed from the ground, inside/outside the building):** Roof system appears to be functioning properly.
14. **Playground/School Grounds:** The playground equipment and school grounds appear to be clean, safe, and functional.
15. **Overall Cleanliness:** School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

Note: For schools ranked in deciles 1-3 on the Academic Performance Index, Education Code 1240 requires the County Superintendent of Schools to visit those schools to determine (1) the status of any facility condition that may create an emergency or urgent threat to the health or safety of students or staff and (2) the accuracy of data reported on the SARC with respect to the safety, cleanliness, and adequacy of school facilities. Education Code 1240 requires that the County Superintendent provide a quarterly report to the Board on the results of any county office visit. Education Code 1240 provides that, if the County Superintendent determines that a facility condition poses an emergency or urgent threat, he/she may return

**FACILITIES INSPECTION (continued)**

to the school to verify repairs and/or prepare a report that identifies areas of noncompliance if the district has not provided evidence that the repairs will be made within 30 days or, for major repairs, in a timely manner. The County Superintendent may then present the report to the Board at a public meeting and post the report on the county office's web site.

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

*Legal Reference:*EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

*Management Resources:*CSBA PUBLICATIONSWilliams Settlement and the Emergency Repair Program, Policy Brief, January 2008COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONSFacility Inspection Tool Guidebook, February 2008WEB SITESCSBA: <http://www.csba.org>California County Superintendents Educational Services Association: <http://www.ccsesa.org>California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>Coalition of Adequate School Housing: <http://www.cashnet.org>State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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# **Board Policy**

**BP 3517**

## **Business and Noninstructional Operations**

### **Facilities Inspection**

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student learning and achievement, and employee morale, and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3111 - Deferred Maintenance Funds)

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that district schools are maintained in good repair in accordance with law. At a minimum, the inspection program shall determine facility conditions specified on the inspection and evaluation instrument, including any evidence of:

1. Gas leaks
2. Problems with mechanical systems, including heating, ventilation, or air conditioning systems
3. Broken windows or doors
4. Broken gates or fences that could pose a safety hazard
5. Unsafe or unclean interior surfaces, such as walls, floors, or ceilings
6. Improperly stored hazardous or flammable materials that may pose an immediate threat to students or staff
7. Damaged or nonfunctioning structural elements, such as posts, beams, or supports
8. Nonfunctioning fire sprinklers and emergency equipment, such as alarms or fire extinguishers
9. Improperly secured or nonfunctioning electrical systems, components, or equipment
10. Inadequate or nonfunctioning lighting

11. Major pest or vermin infestation
12. Inaccessible or nonfunctioning drinking fountains
13. Inaccessible, unclean, nonfunctioning, or inadequately supplied restrooms during school hours
14. Backed-up, clogged, odorous, or flooded sewage system
15. Nonfunctioning or damaged roofs, gutters, drains, or downspouts
16. Drainage problems on school grounds, including water damage to playgrounds or parking lots
17. Nonfunctioning or hazardous playground equipment or exterior fixtures
18. Nonfunctioning or hazardous fields, walkways, or parking lot surfaces
19. Unclean school grounds, including accumulated refuse or unabated graffiti

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

**Legal Reference:**

**EDUCATION CODE**

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

**CODE OF REGULATIONS, TITLE 2**

1859.300-1859.329 Emergency Repair Program

**Management Resources:**

**WEB SITES**

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

California Department of Education, Williams case:

<http://www.cde.ca.gov/ec/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: May 2, 2007      Antelope, California

# CSBA Sample Board Policy

Certificated Personnel

BP 4112.24(a)

## TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Note: The following policy is **optional**. The federal No Child Left Behind Act (NCLB) (20 USC 6319, 7801; 34 CFR 200.55-200.57) requires that all teachers of core academic subjects be "highly qualified" as defined by 20 USC 7801 and the State Board of Education. 5 CCR 6100-6126 contain state criteria for meeting the definition of a "highly qualified" teacher; see the accompanying administrative regulation.

20 USC 6319 requires that all teachers hired after the beginning of the 2002-03 school year who teach in a program supported by federal Title I funds must meet NCLB teacher requirements upon hire, and that all other teachers of core academic subjects must have met NCLB teacher qualification requirements by the end of the 2005-06 school year. The U.S. Department of Education (USDOE) granted California school districts a one-year extension of the 2005-06 deadline until the end of the 2006-07 school year to reach the goal, but this deadline has now passed. Thus, all teachers of core academic subjects are now required to meet NCLB requirements for "highly qualified" teachers, regardless of their date of hire or whether or not they teach in programs funded by Title I.

However, middle and high school teachers who teach multiple subjects in districts that have been identified by the USDOE as eligible to participate in the Small Rural Schools Achievement Program pursuant to 20 USC 7345 have additional time to become "highly qualified" under an extension announced by the USDOE in March 2004 and reflected in 5 CCR 6113. Pursuant to 5 CCR 6113, such middle and high school teachers must meet NCLB requirements in at least one core academic subject they are assigned to teach. If they were hired before the end of the 2003-04 school year, they were required to meet NCLB requirements by the end of the 2006-07 school year in all other core subjects they are assigned to teach. If hired after the end of the 2003-04 school year, they must meet these requirements within three years of the date of hire in all other core subjects they are assigned to teach.

Recognizing the importance of teacher effectiveness in improving student achievement, the Governing Board desires to recruit and hire teachers for core academic subjects who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB).

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 6171 - Title I Programs)*

All teachers employed to teach core academic subjects shall be "highly qualified" as defined by federal law and the State Board of Education. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

The Superintendent or designee shall inform teachers of NCLB requirements and shall identify additional qualifications, if any, that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

Note: As required by the USDOE, the California Department of Education submitted a revised state plan in November 2006 that includes activities to ensure equitable distribution of "highly qualified" teachers throughout each district and among school districts throughout the state. The following paragraph is optional.

The Superintendent or designee shall monitor the distribution of "highly qualified" teachers among district schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.

*(cf. 0520.1 - High Priority Schools Grant Program)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.4 - Quality Education Investment Schools)*  
*(cf. 4113 - Assignment)*  
*(cf. 4114 - Transfers)*  
*(cf. 4138 - Mentor Teachers)*

The Superintendent or designee shall report to the Board on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)

*(cf. 4131 - Staff Development)*  
*(cf. 4131.1 - Beginning Teacher Support/Induction)*

*Legal Reference: (see next page)*

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

*Legal Reference:*

EDUCATION CODE

44500-44508 *Peer Assistance and Review Program for Teachers*

44662 *Performance evaluation; Stull Act review*

44664 *Teacher evaluation; program to improve performance*

44865 *Alternative programs*

CODE OF REGULATIONS, TITLE 5

6100-6126 *Teacher qualifications, No Child Left Behind Act*

80021 *Short-term staff permit*

80021.1 *Provisional internship permit*

80089.3-80089.4 *Subject matter authorizations*

UNITED STATES CODE, TITLE 20

1401 *Definition of highly qualified special education teacher*

6311 *Parental notifications*

6312 *Title I local educational agency plan*

6314 *Schoolwide programs*

6315 *Targeted assistance schools*

6319 *Highly qualified teachers*

7345-7345b *Small Rural Schools Achievement Program*

7801 *Definitions, highly qualified teacher*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 *Highly qualified teachers*

200.61 *Parent notification regarding teacher qualifications*

300.18 *Highly qualified special education teachers*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings, January 2007*

*NCLB Teacher Requirements Resource Guide, March 1, 2004*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002*

*Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001*

*California Standards for the Teaching Profession, July 1997*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006*

*New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004*

WEB SITES

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

California Department of Education, NCLB Teacher Quality: <http://www.cde.ca.gov/nclb/sr/tq>

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

U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>

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# **Board Policy**

**BP 4112.24**

## **Personnel**

### **Teacher Qualifications Under The No Child Left Behind Act**

Recognizing the importance of teacher effectiveness in improving student achievement, the Governing Board desires to recruit and hire teachers who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB) in programs for educationally disadvantaged students and for students in core academic subjects.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

All teachers hired after the first day of the 2002-03 school year to teach core academic subjects in a program supported by Title I funds shall be "highly qualified," as defined by federal law and the State Board of Education, upon hire. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

(cf. 6171 - Title I Programs)

All teachers who were hired prior to the beginning of the 2002-03 school year in Title I programs and all teachers of core academic subjects in non-Title I programs shall demonstrate that they are "highly qualified" not later than the end of the 2006-07 school year. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

The Superintendent or designee shall monitor the distribution of "highly qualified" teachers among district schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.4 - Quality Education Investment Schools)

(cf. 4113 - Assignment)

(cf. 4114 - Transfers)

(cf. 4138 - Mentor Teachers)

The Superintendent or designee shall inform teachers of NCLB requirements and shall identify the additional qualifications, if any, that individual teachers need to demonstrate

in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

The Superintendent or designee shall publicly report on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)

(cf. 4131 - Staff Development)

**Legal Reference:**

**EDUCATION CODE**

44500-44508 Peer Assistance and Review Program for Teachers

44662 Performance evaluation; Stull Act review

44664 Teacher evaluation; program to improve performance

**CODE OF REGULATIONS, TITLE 5**

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80089.3-80089.4 Subject matter authorizations

**UNITED STATES CODE, TITLE 20**

1401 Definition of highly qualified special education teacher

6311 Parental notifications

6312 District Title I plan

6314 Schoolwide programs

6315 Targeted assistance schools

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

**CODE OF FEDERAL REGULATIONS, TITLE 34**

200.55-200.57 Highly qualified teachers

200.61 Parent notification regarding teacher qualifications

300.18 Highly qualified special education teachers

**Management Resources:**

**CSBA ADVISORIES**

California's Implementation of the No Child Left Behind Act, July 2003

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

NCLB Teacher Requirements Resource Guide, March 1, 2004

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Professional Teacher Induction Programs,  
March 2002

Standards of Quality and Effectiveness for Professional Teacher Preparation Programs,  
September 2001

**California Standards for the Teaching Profession, July 1997**  
**U.S. DEPARTMENT OF EDUCATION GUIDANCE**  
**New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004**

**Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006**

**WEB SITES**

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

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

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

**U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>**

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: May 2, 2007            Antelope, California**

# CSBA Sample Administrative Regulation

Certificated Personnel

AR 4112.24(a)

## TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Note: The following optional administrative regulation reflects requirements of the federal No Child Left Behind Act (NCLB) (20 USC 6319, 7801; 34 CFR 200.55-200.57) and 5 CCR 6100-6126 pertaining to qualifications of teachers of core academic subjects in both Title I and non-Title I programs. The district should select material applicable to the grade levels offered by the district.

### Definitions

*Core academic subjects* include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. (20 USC 7801)

Note: The following definition of "hard-to-staff setting," established in 5 CCR 6100, as amended by Register 2008, No. 21, is for use by districts that maintain middle and/or high schools that offer any of the programs specified below. The following paragraph should be revised to reflect programs offered by the district. Eligibility for the Small Rural Schools Achievement Program is described in 20 USC 7345.

*Hard-to-staff setting* means a middle or high school classroom eligible for the federal Small Rural Schools Achievement Program, a middle or high school special education classroom, or a middle or high school alternative education program as specified in Education Code 44865, including home teaching, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools, county community schools, and district community day schools. (5 CCR 6100)

(cf. 6181 - Alternative Schools)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Note: 5 CCR 6104 describes the High Objective Uniform State Standard Evaluation (HOUSSE) option by which teachers may demonstrate subject matter competency when allowed by law; see section on "Demonstration of Subject Matter Competency" below. As provided in the following definition, HOUSSE Part 1 includes consideration of the teacher's service to the profession. As amended by Register 2008, No. 21, 5 CCR 6104 provides examples of activities that constitute "service to the profession" for this purpose.

*High Objective Uniform State Standard Evaluation (HOUSSE)* is a method of determining a teacher's subject matter competence using forms developed by the California Department of Education (CDE). HOUSSE Part 1 consists of a summation of the teacher's years of experience, coursework, professional development, and service to the profession. HOUSSE Part 2, to be conducted only if Part 1 does not indicate subject matter competency, consists of direct observation and portfolio assessment and, if necessary, completion of the Peer Assistance and Review Program for Teachers or other individualized professional development plan. (5 CCR 6104)

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

(cf. 4139 - Peer Assistance and Review)

Note: The following definition of Level 1 and Level 2 professional development, established in 5 CCR 6100, as amended by Register 2008, No. 21, is for use by districts that maintain middle and/or high schools in "hard-to-staff" settings as defined above.

*Level 1 professional development* means training that will provide a teacher with the requisite understanding of each set of state content standards. *Level 2 professional development* means training that will provide a teacher with more in-depth understanding of the content standards than provided in a Level 1 professional development program. The trainings shall be consistent with state-adopted academic content standards, curriculum frameworks, and adopted texts and shall incorporate the assessment of subject matter competency as outlined in the CDE's document California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings. For each type of training, at least 36 hours in the core subject for which the teacher is being certified is required to substantively address the subject matter content. (5 CCR 6100, 6105)

*Teacher new to the profession* is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, on or after July 1, 2002. (5 CCR 6100)

*Teacher not new to the profession* is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002. (5 CCR 6100)

**Teacher Qualifications**

To meet the teacher qualification requirements of the federal No Child Left Behind Act (NCLB), a teacher of a core academic subject shall meet all of the following conditions: (20 USC 6319, 7801; 34 CFR 200.55, 200.56, 300.18; 5 CCR 6101, 6104, 6105, 6110)

1. Hold a bachelor's degree
2. Hold a full credential or be currently enrolled in an approved intern program for less than three years

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

3. Demonstrate subject matter competency in accordance with the applicable requirements below

(cf. 6171 - Title I Programs)

## TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT (continued)

A teacher who holds a supplementary authorization or is employed on a local teaching assignment shall meet the teacher qualification requirements of NCLB if he/she holds a California teaching credential and has demonstrated subject matter competency for the grade span and subject matter taught. (5 CCR 6116)

Note: 5 CCR 6115 provides that teachers will not be considered to have satisfied NCLB requirements under specified conditions, including possession of an emergency permit or pre-intern certificate. Effective June 30, 2006, pursuant to Commission on Teacher Credentialing action in December 2003, the emergency permit and pre-intern certificate were replaced by the short-term staff permit (STSP) and the provisional internship permit (PIP). See AR 4112.2 - Certification.

A teacher shall not meet the teacher qualification requirements of NCLB if he/she is teaching with a short-term staff permit, a provisional internship permit, or a state or local waiver for the grade or subject taught. (5 CCR 6115, 80021, 80021.1)

### Demonstration of Subject Matter Competency

Note: Subject matter competency requirements differ for elementary teachers (items #1, 2, and #6 below) and middle or high school teachers (items #3-6 below). The NCLB Teacher Requirements Resource Guide issued by the California Department of Education (CDE) clarifies that teachers of a specific grade and subject are expected to have the same skills and knowledge regardless of the configuration of the school. 5 CCR 6100 gives each district the discretion to determine, based on the curriculum taught, which grades and courses shall be included in the definition of elementary, middle, or high school grade spans.

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession:

1. *An elementary teacher who is new to the profession* shall pass a validated statewide subject matter examination certified by the Commission on Teacher Credentialing (CTC). (5 CCR 6102)
2. *An elementary teacher who is not new to the profession* shall complete one of the following: (5 CCR 6103-6104)
  - a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competency for credentialing purposes
  - b. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher
3. *A middle or high school teacher who is new to the profession* shall pass or complete one of the following for every core academic subject currently assigned: (5 CCR 6111)

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

- a. A validated statewide subject matter examination certified by the CTC
  - b. University subject matter program approved by the CTC
  - c. Undergraduate major in the subject taught
  - d. Graduate degree in the subject taught
  - e. Coursework equivalent to the undergraduate major
4. *A middle or high school teacher who is not new to the profession shall pass or complete one of the following for every core subject assigned: (5 CCR 6112)*
- a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competency for credentialing purposes
  - b. University subject matter program approved by the CTC
  - c. Undergraduate major in the subject taught
  - d. Graduate degree in the subject taught
  - e. Coursework equivalent to the undergraduate major
  - f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards
  - g. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher

<p>Note: 5 CCR 6105, as added by Register 2008, No. 21, establishes the following requirements for middle and high school teachers in a "hard-to-staff setting" as defined above and in 5 CCR 6100.</p>
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5. *A middle or high school teacher in a hard-to-staff setting, as defined above, shall complete professional development for the subject matter verification process within three years of the date of assignment to such a setting. (5 CCR 6100, 6105)*
- a. If the teacher has fewer than 20 total or 10 upper division nonremedial college-level semester units, or equivalent quarter units, in a core academic subject, he/she shall complete both Level 1 and Level 2 professional development courses as defined above.

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

- b. If the teacher has fewer than 32 semester nonremedial college-level units, but at least 20 total or 10 upper division nonremedial semester units, or the equivalent quarter units, in a core academic subject, he/she shall complete a Level 2 professional development course.

*(cf. 4131 - Staff Development)*

Note: 20 USC 1401, 34 CFR 300.18, and 5 CCR 6111 provide new special education teachers who teach multiple subjects the option to demonstrate subject matter competency through the HOUSSE, as provided in item #6 below. 34 CFR 300.18 clarifies that a fully credentialed regular education teacher who subsequently becomes fully certified as a special education teacher is considered to be a new special education teacher when first hired as a special education teacher.

6. *An elementary, middle, or high school special education teacher teaching multiple subjects* exclusively to students with disabilities may either: (20 USC 1401; 34 CFR 300.18; 5 CCR 6111)
- a. Meet the requirements above for teachers who are new or not new to the profession, as applicable
- b. In the case of a new special education teacher who has demonstrated subject matter competency in mathematics, language arts, or science, demonstrate competency in the other core academic subject(s) he/she teaches through the HOUSSE no later than two years after the date of employment

**Satisfaction of Requirements Outside District**

A teacher who has been determined by another district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements. (5 CCR 6120)

A teacher who has been determined to meet subject matter competency requirements outside of California shall be considered to have met those requirements for the particular subject and/or grade span in California. The date of issuance of a valid out-of-state credential shall be used to identify a teacher as new or not new to the profession. (5 CCR 6125)

A teacher prepared in a country other than the United States shall be considered to have met NCLB teaching requirements if he/she: (5 CCR 6126)

1. Holds a degree from a foreign college or university that is at least equivalent to a bachelor's degree offered by an American institution of higher education

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

2. Has completed a teacher preparation program that meets CTC requirements for out-of-country trained teachers
3. Demonstrates subject matter competency for the grade span and subjects taught through the same or equivalent processes and methods required of California teachers
4. Holds a California teaching credential

**Certification of Compliance**

Note: The following optional section is for use by districts that receive Title I funds. The CDE's NCLB Teacher Requirements Resource Guide contains a certificate of compliance to be completed by all teachers of core subjects and specifies that districts should keep the signed original copy for data reporting purposes.

All teachers teaching core academic subjects shall complete and sign a certificate of compliance with NCLB requirements and attach appropriate documentation. The Superintendent or designee shall verify the information and retain the signed original copy.

Note: See the accompanying exhibit E(1) for a sample attestation form that meets the requirements of the following paragraph.

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with NCLB requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at the district office and shall be available to any member of the public upon request. (20 USC 6319)

**District Plan for Highly Qualified Teachers**

Note: The following optional section is for use by districts that receive Title I funds. 20 USC 6319 specifies that at least five percent of Title I funds must be used each year for professional development, as defined in 20 USC 7801, to ensure that teachers become "highly qualified."

Within the Title I local educational agency plan, the Superintendent or designee shall develop a plan for ensuring that all teachers of core academic subjects will meet NCLB requirements in accordance with law. As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet NCLB requirements. (20 USC 6312, 6319)

**Parental Notifications**

Note: The following optional section is for use by districts that receive Title I funds.

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT**  
(continued)

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to: (20 USC 6311)

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 4222 - Teacher Aides/Paraprofessionals)*  
*(cf. 5145.6 - Parental Notifications)*

Note: See the accompanying exhibit E(2) for a sample parental notification that meets the following requirements. Such notification is also required for noncompliant middle and high school teachers teaching multiple subjects in districts eligible for the Small Rural Schools Achievement Program pursuant to 20 USC 7345, even though 5 CCR 6113 grants such teachers who are highly qualified in at least one core subject additional time to become highly qualified in all the core academic subjects they teach.

In addition, the Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. (20 USC 6311; 34 CFR 200.61)

The Superintendent or designee shall notify teachers, as appropriate, prior to distributing the above notice to parents/guardians.

The notice and information provided to parents/guardians shall be in an understandable and uniform format and, to the extent practicable, be provided in a language that the parents/guardians can understand. (20 USC 6311)

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# **Administrative Regulation**

**AR 4112.24  
Personnel**

## **Teacher Qualifications Under The No Child Left Behind Act**

### **Definitions**

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. (20 USC 7801)

Teacher new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or began an approved intern program, on or after July 1, 2002. (5 CCR 6100)

Teacher not new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002. (5 CCR 6100)

### **Teacher Qualifications**

To meet the teacher qualification requirements of the federal No Child Left Behind Act (NCLB) for staff teaching core academic subjects in Title I or non-Title I programs, a teacher shall meet all of the following conditions: (20 USC 6319, 7801; 34 CFR 200.55, 200.56, 300.18; 5 CCR 6101, 6104, 6110)

1. Hold at least a bachelor's degree
2. Hold a full credential or be currently enrolled in an approved intern program for less than three years

(cf. 4112.2 - Certification)  
(cf. 4112.21 - Interns)

3. Demonstrate subject matter competency in accordance with the applicable requirements below

(cf. 6171 - Title I Programs)

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession:

1. An elementary teacher who is new to the profession shall pass a validated statewide subject matter examination certified by the Commission on Teacher Credentialing (CTC). (5 CCR 6102)

2. An elementary teacher who is not new to the profession shall complete one of the following: (5 CCR 6103-6104)

a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competence for credentialing purposes

b. A high objective uniform state standard evaluation (HOUSSE), as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher

3. A middle or high school teacher who is new to the profession shall pass or complete one of the following for every core academic subject currently assigned: (5 CCR 6111)

a. A validated statewide subject matter examination certified by the CTC

b. University subject matter program approved by the CTC

c. Undergraduate major in the subject taught

d. Graduate degree in the subject taught

e. Coursework equivalent to the undergraduate major

4. A middle or high school special education teacher who is new to the profession, holds a special education credential or is currently enrolled in an approved special education intern program for less than three years, and has demonstrated subject matter competence in mathematics, language arts, or science in accordance with item #3 above, may demonstrate competence in other core academic subjects through the HOUSSE, as described below. The HOUSSE shall be completed not later than two years after the date of employment. (20 USC 1401; 34 CFR 300.18; 5 CCR 6111)

5. A middle or high school teacher who is not new to the profession shall pass or complete one of the following for every core subject assigned: (5 CCR 6112)

a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competence for credentialing purposes

b. University subject matter program approved by the CTC

c. Undergraduate major in the subject taught

- d. Graduate degree in the subject taught
- e. Coursework equivalent to the undergraduate major
- f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards
- g. The HOUSSE option, as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher

To determine a teacher's fulfillment of the HOUSSE option as described in items #2, #4 and #5 above, the Superintendent or designee shall complete the following steps in the manner prescribed by the California Department of Education: (5 CCR 6104)

1. The Superintendent or designee shall summarize the teacher's years of experience in the grade span or subject, core academic coursework in the assigned grade span or subject, in-depth standards-aligned professional development, and service to the profession in the relevant core academic content area.
2. If this summation does not identify sufficient experience, coursework, professional development, or service to demonstrate subject matter competency, the evaluation shall include direct observation and portfolio assessment in the grade span or subject taught. The observation and portfolio assessment shall be used to determine whether the teacher meets Standard 3 (understanding and organizing subject matter for student learning) and Standard 5.1 (establishing and communicating learning goals for all students) of the California Standards for the Teaching Profession.
3. If the teacher does not satisfactorily meet Standards 3 and 5.1 of the California Standards for the Teaching Profession, subject matter competency shall be demonstrated through completion of the Peer Assistance and Review Program for Teachers pursuant to Education Code 44500-44508 or other individualized professional development plan pursuant to Education Code 44664 aimed at assisting the teacher to meet Standards 3 and 5.1. (5 CCR 6104)

(cf. 4139 - Peer Assistance and Review)

A teacher who holds a supplementary authorization or is employed on a local teaching assignment shall meet the teacher qualification requirements of NCLB if he/she holds a California teaching credential and has demonstrated subject matter competency for the grade span and subject matter taught. (5 CCR 6116)

A teacher who has been determined by another school district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements. (5 CCR 6120)

A teacher who has been determined to meet subject matter competency requirements

outside of California shall be considered to have met those requirements for the particular subject and/or grade span in California. The date of issuance of a valid out-of-state credential shall be used to identify a teacher as new or not new to the profession. (5 CCR 6125)

A teacher prepared in a country other than the United States shall be considered to have met NCLB teaching requirements if he/she: (5 CCR 6126)

1. Holds a degree from a foreign college or university that is at least equivalent to a bachelor's degree offered by an American institution of higher education
2. Has completed a teacher preparation program that meets CTC requirements for out-of-country trained teachers
3. Demonstrates subject matter competency for the grade span and subjects taught through the same or equivalent processes and methods required of California teachers
4. Holds a California teaching credential

A teacher shall not meet the teacher qualification requirements of NCLB if he/she is teaching with a short-term staff permit, a provisional internship permit, or a state or local waiver for the grade or subject taught. (5 CCR 6115, 80021, 80021.1)

#### **Certification of Compliance**

All teachers teaching core academic subjects shall complete and sign a certificate of compliance and attach appropriate documentation. The Superintendent or designee shall verify the information and retain the signed original copy.

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with federal requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at the district office and shall be available to any member of the public upon request. (20 USC 6319)

#### **District Plan for Highly Qualified Teachers**

Within the Title I local educational agency plan, the Superintendent or designee shall develop a plan for ensuring that all teachers of core academic subjects will meet NCLB requirements within the timelines established by law. As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet NCLB requirements. (20 USC 6312, 6319)

#### **Parent Notifications**

At the beginning of each school year, the Superintendent or designee shall notify the

parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to: (20 USC 6311)

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications

(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. (20 USC 6311; 34 CFR 200.61)

The Superintendent or designee shall notify teachers, as appropriate, prior to distributing the above notice to parents/guardians.

The notice and information provided to parents/guardians shall be in an understandable and uniform format, and to the extent practicable, be provided in a language that the parents/guardians can understand. (20 USC 6311)

Regulation      CENTER UNIFIED SCHOOL DISTRICT  
approved: May 2, 2007      Antelope, California

# CSBA Sample Board Policy

All Personnel

BP 4112.41(a)

4212.41

EMPLOYEE DRUG TESTING

4312.41

**Note: The following optional policy is for use by districts that wish to institute an employee drug testing program. Federal law contains independent requirements for the drug and alcohol testing of school bus drivers. See BP/AR 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers.**

The Governing Board maintains a drug- and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by, or being under the influence of alcohol or drugs.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 4020 - Drug and Alcohol-Free Workplace)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

*(cf. 5131.61 - Drug Testing)*

## Pre-Employment Drug/Alcohol Testing for Safety-Sensitive Positions

**Note: The following optional section is for use by districts that require testing of applicants as part of a pre-employment medical exam given to every job applicant. Pursuant to Education Code 44839, prior to employing a certificated employee who has not yet held a certificated position in California, a district must require the employee to undergo a physical examination. Classified employees may also be required to take a pre-employment physical examination as specified in Education Code 45122. See BP 4112.4/4212.4/4312.4 - Health Examinations. Because it is a condition of employment, drug testing of current employees would be subject to collective bargaining.**

In Lanier v. City of Woodburn, the 9th Circuit Court of Appeals held that a city policy requiring all applicants to undergo a pre-employment drug/alcohol test was unconstitutional unless the city could demonstrate that the special needs of the position which required screening, beyond the generalized societal problem of drug use. Although the California Supreme Court previously held in Loder v. City of Glendale that an across-the-board pre-employment drug testing program is valid when given as part of a pre-employment medical exam required of every job applicant, the more recent 9th Circuit opinion effectively overrules that part of the opinion relative to the types of positions that may be subject to testing.

Thus, districts are authorized to institute a pre-employment testing program for those positions for which the district can demonstrate a special need for testing, such as safety-sensitive positions that involve work that may pose a danger to the public and/or require the operation of dangerous equipment. Examples of "safety-sensitive positions" would likely include school police/security officers or maintenance workers and could also include shop teachers, the school nurse, or staff responsible for distributing student medication, depending on the specific duties of the position. Whether all teaching or principal positions might qualify as "safety-sensitive" has not been decided in the 9th Circuit, although courts in other circuits have found such testing constitutional since teachers and principals need to ensure the safety of children and teach children the dangers of substance abuse.

**EMPLOYEE DRUG TESTING (continued)**

In Lanier v. City of Woodburn, the 9th Circuit Court of Appeals held that the need for drug/alcohol testing must be specific and substantial and that the governing body must make a specific finding demonstrating the need for testing potential employees in those specific positions. Thus, in order to provide the necessary justification for the district's program, the district should identify the specific positions and the duties of those positions that necessitate the need for testing in the blanks provided below. It is strongly recommended that districts consult legal counsel as part of this process.

Because students and staff have the right to a safe and secure campus where they are free from physical and psychological harm, the Board authorizes the testing of prospective employees in safety-sensitive positions for drug and alcohol use. The following positions are safety-sensitive and are subject to the district's program:

<b>Position</b>	<b>Safety-Sensitive Duties</b>
Bus Driver	Transportation of Students
Mechanic (Transportation)	Maintenance of bus to transport students

Once a conditional offer of employment has been made, prospective employees in these identified positions shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination.

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed the screening.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

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

Note: In Lanier v. City of Woodburn, the 9th Circuit Court of Appeals did not determine whether the employer could impose a suspicionless drug testing requirement upon every current employee who applies for or is offered a promotion. However, similar to the requirements imposed by the 9th Circuit for pre-employment testing, the U.S. Supreme Court has held that drug testing as a condition of promotion is permissible only when the testing is justified by the nature of the promotion sought, such as employees who carry firearms. (National Treasury Employees Union v. Von Raab) Therefore, districts wishing to institute a promotional drug testing program must also analyze the functions of the job for which testing is being sought and the specific duties that necessitate testing. Districts should consult legal counsel before implementing such a program.

## EMPLOYEE DRUG TESTING (continued)

*Legal Reference:*

EDUCATION CODE

- 44011 *Controlled substance offense*
- 44455 *Conviction for controlled substance offenses as grounds for revocation of credential*
- 44836 *Employment of certificated persons convicted of controlled substance offenses*
- 44940 *Compulsory leave of absence for certificated persons*
- 44940.5 *Procedures when employees are placed on compulsory leave of absence*
- 45123 *Employment after conviction for controlled substance offense*
- 45304 *Compulsory leave of absence for classified persons*
- 44839 *Medical certificate; periodic medical examination*
- 45122 *Physical examinations*

GOVERNMENT CODE

- 8350-8357 *Drug-free workplace*
- 12940 *Unlawful employment practices*

CODE OF REGULATIONS, TITLE 5

- 5504 *Medical certification procedures*

CALIFORNIA CONSTITUTION

- Article 1, Section 28(c) Right to Safe Schools*

UNITED STATES CODE, TITLE 20

- 7101-7184 *Safe and Drug-Free Schools and Communities Act*

UNITED STATES CODE, TITLE 41

- 701-707 *Drug-Free Workplace Act*

COURT DECISIONS

- Lanier v. City of Woodburn*, (2008, 9th Circuit) 518 F.3d 1147
- Knox County Education Association v. Knox County Board of Education*, (1998, 6th Circuit) 158 F.3d 361
- Loder v. City of Glendale*, (1997) 14 Cal. 4th 846
- Vernonia School District 47J v. Acton*, (1995) 115 S.Ct. 2386
- International Brotherhood of Teamsters v. Department of Transportation*, (1991) 932 F.2d 1292
- Skinner v. Railway Labor Executives' Assn.*, (1989) 489 U.S. 602
- National Treasury Employees Union v. Von Raab*, (1989) 489 U.S. 456

(10/93 6/97) 7/08

# **Board Policy**

BP 4112.41 4212.41,4312.41

## **Personnel**

### **Employee Drug Testing**

The Governing Board maintains a drug and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by or being under the influence of alcohol or drugs.

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

### **Pre-Employment Drug/Alcohol Testing**

Once a conditional offer of employment has been made, prospective employees shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination. The pre-employment physical examination is to be paid for by the applicant.

All medical examinations shall be conducted in accordance with state and federal law, and in accordance with Board policy and administrative regulation.

(cf. 4112.4 /4212.4/4312.4 - Health Examinations)

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

### **Legal Reference:**

#### **EDUCATION CODE**

44839 Medical certificate; periodic medical examination

45122 Physical examinations

#### **GOVERNMENT CODE**

8350-8357 Drug-free workplace

12940 Unlawful employment practices

#### **CODE OF REGULATIONS, TITLE 5**

5504 Medical certification procedures

#### **UNITED STATES CODE, TITLE 41**

701-707 Drug-Free Workplace Act

#### **UNITED STATES CODE, TITLE 20**

7101-7184 Safe and Drug-Free Schools and Communities Act

#### **COURT DECISIONS**

**Loder v. City of Glendale, (1997) 14 Cal. 4th 846**  
**National Treasury Employees Union v. Von Raab, (1989) 109 S.Ct. 1384**  
**International Brotherhood of Teamsters v. Department of Transportation, (1991) 932**  
**F.2d 1292**  
**Skinner v. Railway Labor Executives' Assn, (1989) 489 U.S. 602**  
**Vernonia School District 47J v. Acton, (1995) 115 S.Ct. 2386**

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: February 25, 1998 Antelope, California**

# CSBA Sample Administrative Regulation

All Personnel

AR 4112.41

4212.41

EMPLOYEE DRUG TESTING

4312.41

Note: The following optional administrative regulation is for use by districts implementing a pre-employment drug/alcohol screening program for prospective employees in safety-sensitive positions as identified in Board policy and should be modified to reflect district practice.

## Pre-Employment Drug/Alcohol Screening for Safety-Sensitive Positions

Note: Job applicants may have an expectation of privacy related to the procedure used for drug and alcohol screening. Courts will therefore analyze whether the testing procedure unreasonably intrudes upon the applicant's privacy. Districts should make efforts to ensure that the laboratory procedure ensures individual privacy (e.g., taking samples in a private restroom).

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district. To ensure an individual's privacy, the district shall not use test results for any purpose other than those stated in Board policy and administrative regulation, shall maintain the confidentiality of screening records, and shall not disclose such records unless the applicant consents or the Superintendent or designee is presented with a court order requiring the disclosure.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test, at the district's expense, shall be administered as soon as possible to confirm the results. Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

(10/93 6/97) 7/08

# **Administrative Regulation**

AR 4112.41 4212.41,4312.41

## **Personnel**

### **Employee Drug Testing**

#### **Pre-Employment Drug/Alcohol Screening**

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed a drug and alcohol screening required as part of the pre-employment physical examination.

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district.

To ensure the privacy of the drug and alcohol screening of job applicants, the district will not use test results for any purpose other than those stated in Governing Board policy and administrative regulation. The district shall maintain the confidentiality of screening records and shall not disclose these records unless the applicant has consented to the disclosure or the Superintendent or designee is presented with a court order requiring the disclosure.

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test shall be administered as soon as possible to confirm the results. This test also shall be conducted at the district's expense.

Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

Regulation    CENTER UNIFIED SCHOOL DISTRICT  
approved: February 25, 1998 Antelope, California

# CSBA Sample Board Policy

All Personnel

BP 4136(a)

4236

**NONSCHOOL EMPLOYMENT**

4336

Note: In order to help prevent financial conflicts of interest, Government Code 1126 prohibits a district employee or Governing Board member from engaging in any activity which is inconsistent, incompatible, in conflict with, or inimical to his/her duties. Government Code 1126 mandates the district to adopt procedures regarding this prohibition. See BB 9270 - Conflict of Interest for language regarding incompatible activities of Board members and other designated employees. Also see BP 4135/4235/4335 - Soliciting and Selling.

The following policy should be modified to reflect district practice.

In order to help maintain public trust in the integrity of district operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

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

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

*(cf. 9270 - Conflict of Interest)*

Note: Pursuant to Government Code 1126, the district may determine which particular outside activities would be incompatible with an employee's duties. The following list may be modified to reflect any specific positions or activities which the district has determined to be incompatible.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

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

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

## **NONSCHOOL EMPLOYMENT (continued)**

*(cf. 4135/4235/4335 - Soliciting and Selling)*

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

**Note:** Government Code 1126 mandates that the district's procedure include a provision for giving notice to employees of the determination of whether an activity is prohibited and of disciplinary action to be taken, as well as a process for employees to appeal either the determination or the imposition of disciplinary action. The following two paragraphs should be modified to reflect district practice.

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

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

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

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

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

*(cf. 4144/4244/4344 - Complaints)*

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

## **Tutoring**

**Note:** 5 CCR 80334 prohibits a certificated employee from accepting any compensation or benefit, other than his/her regular compensation, for the performance of any service which he/she must perform within the scope of his/her district employment. However, 5 CCR 80334 does not apply to overtime or the performance of supplemental services at the district's request, nor does it restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents/guardians, or other persons in recognition or appreciation of service. See BP/E 4112.21 - Professional Standards.

The following section may be modified to reflect district practice.

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

*Legal Reference: (see next page)*

**NONSCHOOL EMPLOYMENT (continued)**

*Legal Reference:*

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

51520 Prohibited solicitation on school premises

GOVERNMENT CODE

1126 Incompatible activities of employees

1127 Incompatible activities; off duty work

1128 Incompatible activities, attorney

CODE OF REGULATIONS, TITLE 5

80334 Unauthorized private gain or advantage

ATTORNEY GENERAL OPINIONS

70 Ops. Cal. Atty. Gen. 157 (1987)

*Management Resources:*

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

# **Board Policy**

**BP 4136 4236,4336**

## **Personnel**

### **Non-school Employment**

No employee shall engage in employment which would interfere with his/her contractual duties.

District personnel may receive compensation for outside activities as long as such activities are not inconsistent, incompatible, in conflict with, or inimical to the duties of the employee, or to the duties, functions or responsibilities of the school district.

The Superintendent is authorized to determine which outside activities are inconsistent, incompatible, or in conflict with any employee's duties.

Such outside activities may be prohibited if they:

1. Involve the use of district time, facilities, equipment or supplies, or the name, prestige or influence of the district for private gain or advantage.
2. Involve the acceptance of any money or other consideration from any person or agency, other than this school district, for the performance of any act which the district would normally consider a part of the duties of the employee.
3. Involve the performance of an act as part of the employee's outside activities which may later be subject to the control, inspection, review, audit or enforcement of any other officer or employee of the school district.
4. Make such time demands of the employee that there is interference with the proper discharge of the employee's duties.
5. Would be unethical, or bring disrepute to the district or cause poor public relations between the district and the community.

### **Tutoring**

It is expected that every effort will be made by the principal and teacher to resolve the learning problems of a student at school before recommending that parents engage a tutor or seek other outside professional help. In those exceptional cases where individual tutoring is recommended, the Superintendent shall establish such rules as will protect both the school district and teachers from charges of conflict of interest.

**Legal Reference:**

**EDUCATION CODE**

**35160 Powers of governing board after January 1, 1976**

**GOVERNMENT CODE**

**1126 Incompatible activities of employees**

**Policy**

**adopted: September 17, 1986**

**CENTER UNIFIED SCHOOL DISTRICT**

**Antelope, California**

# Delete

## **Board Policy**

**BP 4137  
Personnel**

**Tutoring**

The Governing Board expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that parents/guardians engage a tutor or other professional help. By maintaining a competent, dedicated staff and adequate instructional resources, the Board seeks to minimize the need for individual tutoring.

To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents/guardians for the fees to be charged.

(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)  
(cf. 4135 - Soliciting and Selling)

**Legal Reference:**  
**GOVERNMENT CODE**  
**1126 Incompatible activities of employees**

**Policy**  
**adopted: March 11, 1992**

**CENTER UNIFIED SCHOOL DISTRICT**  
**Antelope, California**

# CSBA Sample Board Policy

All Personnel

BP 4151(a)  
4251  
4351

## EMPLOYEE COMPENSATION

Note: Districts that include provisions related to employee compensation in their collective bargaining agreements should modify or delete the following optional policy accordingly.

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

*(cf. 3100 - Budget)*

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

*(cf. 4000 - Concepts and Roles)*

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

Note: Education Code 45023 requires the Governing Board to adopt and publish a certificated employee salary schedule. Pursuant to Education Code 45028, every certificated employee, except persons employed in administrative or supervisory positions, must be classified on the salary schedule on the basis of a uniform allowance for years of training and years of experience. In addition, Education Code 45028 specifies that a certificated employee may not be classified or paid differently solely because of the grade level at which he/she serves. However, Government Code 3543.2 permits the district and exclusive bargaining representative to "mutually agree" to a salary schedule based on criteria other than training and years of experience.

For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for review at the district office. (Education Code 45023, 45028)

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

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

*(cf. 4143/4243 - Negotiations/Consultation)*

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

*(cf. 4312.1 - Contacts)*

Note: Education Code 45038 and 45039 authorize a district to pay employees in either 10, 11, or 12 equal installments. In 2007, the Internal Revenue Service (IRS) issued new rules, 26 CFR 1.409A-1, as amended by 72 Fed. Reg. 19234, regarding tax implications for employees who work 10 months per year but are paid over a 12-month period so that they receive a paycheck every month. This is a form of "deferred

## EMPLOYEE COMPENSATION (continued)

compensation." If the district allows a employees to "elect" whether to receive their paychecks in such a manner then according to the IRS, such employees must submit written election forms to the district in order to avoid any additional tax on the deferred compensation. If the district requires employees to receive their paychecks in such a manner, without offering them an option, then the employees do not need to complete election forms, but the district must develop a written document describing how the employees will be paid, including the dates, schedule, and amounts of payment.

Education Code 45048 specifies when salary payments must be made and, should payment not be made in a timely manner, requires the district to pay the employee interest on the unpaid amount.

The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

(cf. 4140/4240 - Bargaining Units)

### Legal Reference:

#### EDUCATION CODE

- 45022-45061.5 Salaries, especially:
- 45023 Availability of salary schedule
- 45028 Salary schedule for certificated employees
- 45160-45169 Salaries for classified employees
- 45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

- 3540-3549 Meeting and negotiating, especially:
- 3543.2 Scope of representation
- 3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

- 226 Employee access to payroll records
- 232 Disclosure of wages

#### UNITED STATES CODE, TITLE 26

- 409A Deferred compensation plans

#### CODE OF FEDERAL REGULATIONS, TITLE 26

- 1.409A-1 Definitions and covered plans

### Management Resources:

#### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

NEA and NSBA Joint Guidance on the Tax Consequences of Deferred Compensation – Section 409A of the Internal Revenue Code, January 2008

#### WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

National School Boards Association: <http://www.nsba.org>

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Policy Reference UPDATE Service

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# **Board Policy**

**BP 4151 4251,4351  
Personnel**

## **Employee Compensation**

In order to secure and hold staff committed to student learning, the Governing Board recognizes the importance of an attractive compensation package which includes salaries, health benefits and other amenities.

The Board shall adopt separate salary schedules for certificated, classified, and management/supervisory/confidential personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for inspection at the district office. Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4121 - Temporary/Substitute Personnel)  
(cf. 4141/4241 - Collective Bargaining Agreement)

### **Legal Reference:**

#### **EDUCATION CODE**

44492-44494 Mentor teacher stipends

44977 Salary deductions during absence

45022-45061 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45030 Salary schedule for substitutes

45032 Power of governing board to increase salaries

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### **GOVERNMENT CODE**

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

**Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: February 25, 1998 Antelope, California**

# CSBA Sample Board Policy

**Students**

BP 5131.1(a)

## **BUS CONDUCT**

Note: The following policy should be modified to reflect district practice.

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3540 - Transportation)*  
*(cf. 3541.2 - Transportation for Students with Disabilities)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 5131 - Conduct)*

Note: 5 CCR 14103 mandates that the Governing Board adopt rules relating to bus driver authority, bus conduct, and the suspension of riding privileges. See the accompanying administrative regulation.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

*(cf. 3452 - School Bus Drivers)*

Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

## **Bus Surveillance Systems**

Note: The following optional section is for use by districts with school bus surveillance systems. For language regarding use of surveillance systems on school grounds, see BP/AR 3515 - Campus Security.

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent

## BUS CONDUCT (continued)

vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

*(cf. 3515 - Campus Security)*

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

*(cf. 5125 - Student Records)*

### *Legal Reference:*

#### EDUCATION CODE

35160 Authority of governing boards

39800 Transportation

39839 Transportation of guide dogs, signal dogs, service dogs

44808 Duty to supervise conduct of students

48900 Grounds for suspension and expulsion

48918 Expulsion procedures

49060-49079 Student records

49073-49079 Privacy of student records

#### GOVERNMENT CODE

6253-6270 California Public Records Act

#### CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

#### CODE OF REGULATIONS, TITLE 13

1200-1228 General provisions, school bus regulations

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

### *Management Resources:*

#### NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

*The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999*

#### WEB SITES

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

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tm>

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/policy/gen/guid/fpco>

(9/88 6/94) 7/08

# **Board Policy**

## **BP 5131.1 Students**

### **Bus Conduct**

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/ guardians and students and shall be posted at the front of each bus. Full cooperation of parents/guardians and students is required. (Code of Regulations, Title 5, Section 14103)

(cf. 3540 et seq. - Transportation)

(cf. 3543 - Procedures for Emergencies; Safety)

(cf. 3541.1 - Transportation for Students with Disabilities or Handicaps)

Video cameras may be used on schoolbuses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

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

(cf. 5144 - Discipline)

At the discretion of the Superintendent or designee, schoolbus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

### **Legal Reference:**

#### **EDUCATION CODE**

35160 Authority of governing boards

39800 Transportation

44808 Duty to supervise conduct of students

48918 Expulsion procedures

49061 Definition of student records

49073-49079 Privacy of student records

**GOVERNMENT CODE**

**6253-6253.4 Public records open to inspection**

**6254 Records exempt from disclosure**

**CODE OF REGULATIONS, TITLE 5**

**14103 Authority of the driver**

**UNITED STATES CODE, TITLE 20**

**1232g Family Educational Rights and Privacy Act**

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: November 16, 1994 Antelope, California**

# CSBA Sample Administrative Regulation

Students

AR 5131.1(a)

## BUS CONDUCT

### Bus Rider Rules

Note: 5 CCR 14103 mandates the Governing Board to adopt rules relating to bus driver authority, bus conduct, and the suspension of riding privileges. The following administrative regulation may be used to fulfill this mandate and should be revised to reflect district practice.

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.

*(cf. 3542 - School Bus Drivers)*

2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.

*(cf. 3541 - Transportation Routes and Services)*

3. Riders shall enter the bus in an orderly manner and go directly to their seats.

4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.

5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.

6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.

7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.

*(cf. 5144 - Discipline)*

8. Riders shall not use tobacco products, eat, or drink while riding the bus.

*(cf. 5131.62 - Tobacco)*

**BUS CONDUCT** (continued)

Note: Districts that do not allow students to possess cell phones or other mobile communications devices at school should modify the following item accordingly. For language regarding possession of cell phones at school, see BP 5131 - Conduct.

9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

*(cf. 5131 - Conduct)*

10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

Note: Pursuant to Education Code 39839 and 13 CCR 1216, service animals are the only type of animal permitted on school transportation services.

12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)

*(cf. 6163.2 - Animals at School)*

13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

*(cf. 3543 - Transportation Safety and Emergencies)*

Note: The following paragraph should be modified to reflect district practice.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.

Bus drivers shall not deny transportation services except as directed by the principal or designee.

**BUS CONDUCT** (continued)**Bus Surveillance Systems**

Note: The following optional section is for use by districts with school bus surveillance systems.

The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

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

(cf. 5131.5 - *Vandalism, Theft and Graffiti*)

Note: The following optional paragraph is provided for districts that rotate a limited number of cameras among all of their buses.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

Note: Pursuant to Education Code 49061, a "student record" is any item of information, except directory information, which directly relates to an identifiable student. Therefore, the content of recordings from the bus surveillance system is a student record and is subject to legal requirements regarding parent/guardian consent, access, and retention of student records; see BP/AR 5125 - Student Records.

34 CFR 99.3 generally prohibits the disclosure to third parties of "personally identifiable information" contained in student records without parent/guardian consent. However, because surveillance systems may display the images of several students at one time, there is a question as to whether a recording is a student record for each student whose image is displayed or a record only for the students directly related to the focus or subject of the recording. The issue often arises when parents/guardians of a student involved in a fight want to review the recording and the district must determine whether the parents/guardians of all students displayed in the recording, even if the students were not involved in the incident, must first give consent for review of the recording, which is a "record" of their child. Because there has been conflicting advice from the U.S. Department of Education's Family Policy Compliance Office as to whether parent/guardian consent is required, districts should consult legal counsel as appropriate.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

(cf. 5125 - *Student Records*)

(cf. 5125.1 - *Release of Directory Information*)

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# **Administrative Regulation**

## **AR 5131.1 Students**

### **Bus Conduct**

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.  
(cf. 3542 - Schoolbus Drivers)
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.
11. Students shall remain seated while bus is in motion.

12. Students shall have written permission to leave the bus other than home or school.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, or Transportation Supervisor, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the Transportation Supervisor.

#### **Video Camera Surveillance**

The Superintendent or designee shall supervise the use and maintenance of video cameras.

Students and staff shall not tamper or interfere with video camera equipment on schoolbuses.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any schoolbus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on schoolbuses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918.

(cf. 5125 - Student Records)

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a schoolbus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.

- a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
  - b. A viewing shall be provided or denied within five days of the request.
  - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
  3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
  4. All persons who view a tape shall be identified in a written log.

Regulation  
approved: November 16, 1994

CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California

# CSBA Sample Board Policy

**Instruction**

BP 6141(a)

## **CURRICULUM DEVELOPMENT AND EVALUATION**

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

The Governing Board desires to provide a research-based, sequential curriculum which promotes high levels of student achievement and emphasizes the development of basic skills, problem solving, and decision making. Upon recommendation of the Superintendent or designee, the Board shall adopt a written district curriculum which describes, for each subject area and grade level, the content objectives which are to be taught in all district schools.

*(cf. 6000 - Concepts and Roles)*  
*(cf. 6141.6 - Multicultural Education)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6142.5 - Environmental Education)*  
*(cf. 6142.6 - Visual and Performing Arts Education)*  
*(cf. 6142.7 - Physical Education)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.91 - Reading/Language Arts Instruction)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6142.93 - Science Instruction)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6178.2 - Regional Occupational Center/Program)*  
*(cf. 9000 - Role of the Board)*

The district's curriculum shall be aligned with the district's vision and goals for student learning, Board policies, academic content standards, state curriculum frameworks, state and district assessments, graduation requirements, school and district improvement plans, and, when necessary, related legal requirements.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 0520.1 - High Priority Schools Grant Program)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 0520.4 - Quality Education Investment Schools)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 9310 - Board Policies)*

## CURRICULUM DEVELOPMENT AND EVALUATION (continued)

The Superintendent or designee shall establish a process for curriculum development, selection, and/or adaptation which utilizes the professional expertise of teachers, principals, and district administrators representing various grade levels, disciplines, special programs, and categories of students as appropriate. The process also may provide opportunities for input from students, parents/guardians, representatives of local businesses and postsecondary institutions, and other community members.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

Note: Since instructional materials are often an important component of the curriculum, the process of adopting instructional materials should be coordinated with the curriculum review and adoption process. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials.

The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 6161 - Equipment, Books and Materials)*

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

When presenting a recommended curriculum for adoption, the Superintendent or designee shall provide research, data, or other evidence demonstrating the proven effectiveness of the proposed curriculum. He/she also shall present information about the resources that would be necessary to successfully implement the curriculum and describe any modifications or supplementary services that would be needed to make the curriculum accessible to all students.

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

*(cf. 3100 - Budget)*

*(cf. 4131 - Staff Development)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 5149 - At-Risk Students)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6179 - Supplemental Instruction)*

Note: The following optional paragraph may be revised to reflect district practice. Education Code 52376 requires districts with high schools to compare their career technical education programs with state model curriculum standards at least every three years; see AR 6178 - Career Technical Education. At their discretion, districts may choose to establish a schedule of regular reviews in other subject areas to ensure continued alignment of district curricula with state standards.

**CURRICULUM DEVELOPMENT AND EVALUATION (continued)**

The Board shall establish a review cycle for regularly evaluating the district's curriculum in order to ensure continued alignment with state and district goals for student achievement. At a minimum, these reviews shall be conducted whenever the State Board of Education adopts new or revised content standards or the curriculum framework for a particular subject or when new law requires a change or addition to the curriculum.

In addition, the Board may require a review of the curriculum in one or more subject areas as needed in response to student assessment results; feedback from teachers, administrators, or parent/guardians; new research on program effectiveness; or changing student needs.

*(cf. 0500 - Accountability)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*Legal Reference:*EDUCATION CODE

221.5 Equal opportunity

35160 Authority of governing boards

35160.1 Broad authority of school districts

51050-51057 Enforcement of courses of study

51200-51263 Required courses of study

51500-51540 Prohibited instruction

51720-51879.9 Authorized classes and courses of instruction

60000-60424 Instructional materials

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

4000-4091 School improvement programs

4400-4426 Improvement of elementary and secondary education

*Management Resources:*CSBA PUBLICATIONS

*Maximizing School Board Leadership: Curriculum, 1996*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Content Standards for California Public Schools: Kindergarten Through Grade 12*

*Curriculum Frameworks for California Public Schools: Kindergarten Through Grade 12*

WEB SITES

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

Association for Supervision and Curriculum Development: <http://www.ascd.org>

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

California Association for Supervision and Curriculum Development: <http://www.cascd.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

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# **Board Policy**

**BP 6141**

## **Instruction**

### **Curriculum Development And Evaluation**

The Governing Board accepts responsibility for establishing what students should learn. The Board shall adopt a district curriculum which reflects district philosophy, responds to student needs and abilities, and is consistent with the requirements of law. Insofar as possible, this curriculum shall also reflect the desires of the community and the needs of society as a whole.

The Board considers curriculum improvement to be a top priority for the district. Curriculum development and evaluation will therefore be an ongoing process in the district, routinely supported by planned allocations of resources and staff time.

The Board may establish a curriculum review cycle for comparing each area of the curriculum against state model curriculum standards and Board policy.

(cf. 6178 - Vocational Education)

The Superintendent or designee shall establish procedures which ensure that the curriculum development and evaluation process includes input from teachers, administrators, students and parents/guardians from all grade levels, disciplines, schools, special programs and categories of students. The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

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

The Superintendent or designee shall keep the Board informed about student interest and achievement in each area of the curriculum. The Superintendent or designee also shall facilitate the Board's efforts to discuss its findings with district staff and students before adopting the district curriculum.

#### **Legal Reference:**

##### **EDUCATION CODE**

221.5 Equal opportunity without regard to sex

35160 Authority of governing boards

35160.1 Broad authority of school districts

51050-51057 Enforcement of courses of study

51200-51263 Required courses of study, especially

51225.3 Requirements for high school graduation

51500-51540 Prohibited instruction  
51720-51879.9 Authorized classes and courses of instruction  
52160-52178.4 Bilingual-Bicultural Act  
52200-52213 Mentally gifted and talented pupil program  
52300-52414 Vocational education  
54000-54028 Programs for disadvantaged pupils  
54100-54145 Miller-Unruh Act of 1965  
56000-56865 Special education programs  
GOVERNMENT CODE  
3543.2 Scope of representation  
CODE OF REGULATIONS, TITLE 5  
4000-4091 School improvement programs  
4304-4320 Bilingual education programs  
4400-4426 Improvement of elementary and secondary education

**Management Resources:**

**CDE PROGRAM ADVISORIES**

1123.87 Curriculum Review, Improvement and Implementation, CIL:87/8-9

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
adopted: June 13, 1994      Antelope, California

# Add

## CSBA Sample Administrative Regulation

Instruction

AR 6141(a)

### CURRICULUM DEVELOPMENT AND EVALUATION

Note: The following optional administrative regulation may be revised to reflect district practice.

#### Curriculum Review Committee

Note: The following optional section may be revised to reflect the composition of the district's curriculum review committee. Also see AR 6161.1 - Selection and Evaluation of Instructional Materials for legal requirements for substantial teacher involvement in the selection of instructional materials, which may include establishment of an instructional materials evaluation committee.

The Superintendent or designee may establish a curriculum review committee to evaluate and recommend curriculum for Governing Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, representatives of local businesses and postsecondary institutions, other community members, and students as appropriate. This committee may be the same committee charged with the evaluation and recommendation of instructional materials pursuant to Board policy and administrative regulation.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

#### Curriculum Development/Selection Process

The Superintendent or designee shall research and identify available curriculum in the subject area(s) and grade level(s) scheduled for review. He/she may select a limited number of programs to present to the curriculum review committee for evaluation.

The committee shall recommend the curriculum that best meets the district's needs based on the following criteria and any additional factors deemed relevant by the committee:

1. Analysis of the effectiveness of the existing district curriculum for all students, including student achievement data disaggregated by grade level and student population

*(cf. 0500 - Accountability)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6190 - Evaluation of the Instructional Program)*

**CURRICULUM DEVELOPMENT AND EVALUATION (continued)**

2. Alignment of the proposed curriculum with expectations established by the Board and the State Board of Education as to what students need to know and be able to do in the subject(s) and grade level(s) under consideration

*(cf. 0000 - Vision)*

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

*(cf. 6011 - Academic Standards)*

3. Evidence of proven effectiveness of the proposed curriculum in raising student achievement, including the research and learning theory upon which the curriculum is based

4. Applicability and accessibility of the curriculum to all students, including, but not limited to, underperforming students, students with disabilities, English learners, and gifted and talented students

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

*(cf. 0520.1 - High Priority Schools Grant Program)*

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

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 0520.4 - Quality Education Investment Schools)*

*(cf. 5149 - At-Risk Students)*

*(cf. 6159 - Individualized Education Program)*

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

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6179 - Supplemental Instruction)*

5. The estimated cost to purchase, adapt, and/or develop the curriculum

6. Resources required to implement the curriculum, such as time, facilities, instructional materials and technology, staffing, staff development, and funding

*(cf. 0440 - District Technology Plan)*

*(cf. 3100 - Budget)*

*(cf. 4131 - Staff Development)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 7110 - Facilities Master Plan)*

7. If the curriculum includes instructional materials, the extent to which the materials meet criteria established by law and the district

8. Any potential impact on other parts of the educational program

**CURRICULUM DEVELOPMENT AND EVALUATION (continued)**

If it is determined that available prepackaged curriculum is not cost effective or is inadequate to meet the needs of the district's students, the Superintendent or designee may adapt curriculum or develop new curriculum. Curriculum modification or development shall be performed by teachers, school administrators, and district administrators, with support and assistance, when available, from curriculum experts from the county office of education, postsecondary institutions, and/or curriculum or professional associations. Any modified or new curriculum shall be reviewed by the curriculum committee in accordance with the above criteria prior to being recommended to the Board.

Upon approval by the Board, a new curriculum may be implemented in a limited number of schools or classrooms on a pilot basis so that modifications may be made as necessary before implementing the curriculum districtwide.

# CSBA Sample Board Policy

**Instruction**

BP 6141.5(a)

## **ADVANCED PLACEMENT**

**Note:** The following optional policy and administrative regulation are for use by districts that maintain high schools and may be revised to reflect district practice. Students who participate in Advanced Placement (AP) courses and pass AP examinations conducted by the College Board will receive college credit for those courses.

Education Code 52200-52212 provide funding for districts to develop educational opportunities for high-achieving and underachieving students in California public elementary and secondary schools who have been identified as gifted and talented. High schools often focus on AP and honors courses for their gifted and talented education program; see BP/AR 6172 - Gifted and Talented Student Program.

To encourage students to challenge themselves academically and to enable students to be more competitive when applying for admission to postsecondary institutions, the Governing Board shall provide opportunities for college-level coursework that will prepare interested high school students to pass Advanced Placement (AP) examinations.

*(cf. 0200 - Goals for the School District)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

**Note:** The following paragraph should be modified to reflect district practice.

The Board desires to provide at least four AP courses at each high school. The Superintendent or designee shall recommend subject areas for AP courses at each school based on student interest and the availability of qualified certificated staff, instructional materials, and other resources. The Superintendent or designee shall also explore alternative methods of delivering AP courses, such as online courses or distance learning.

The Superintendent or designee shall ensure that the district's educational program provides opportunities for students to acquire the skills necessary to successfully undertake AP coursework. To the extent possible, the Superintendent or designee shall collaborate with feeder middle schools in developing and implementing a preparation program.

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6143 - Courses of Study)*

All students who meet course prerequisites shall have equal access to AP courses.

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

Grades for AP courses shall be assigned in accordance with Board policy and administrative regulation.

**ADVANCED PLACEMENT (continued)**

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee shall explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

*(cf. 5126 - Awards for Achievement)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

To increase the capacity of district schools to offer these courses, the Superintendent or designee shall provide staff development and support to AP teachers. Such professional development may include, but not be limited to, opportunities for teachers to obtain course-specific information, as well as information on instructional methods and data-driven decisions; mentoring for prospective AP teachers; and opportunities for staff within the district to share course syllabi and practices.

*(cf. 4111 - Recruitment and Selection)*  
*(cf. 4113 - Assignment)*  
*(cf. 4131 - Staff Development)*

Note: The College Board has created a voluntary audit process in order to provide guidelines for administrators and AP teachers regarding the curricular and resource requirements for AP courses. The AP audit specifies a set of expectations established by college and university faculty for college-level courses. Courses that meet or exceed these expectations will be authorized to use the "AP" designation on students' transcripts. In addition, approved courses are listed in the AP Course Ledger, which is used by colleges to confirm high school course content. Schools that offer the AP exam without labeling the school's courses as AP on students' transcripts do not need to participate in the audit.

The following optional paragraph is for use by districts that wish to participate in the AP audit.

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the AP course audit.

*Legal Reference: (see next page)*

**ADVANCED PLACEMENT (continued)**

*Legal Reference:*

EDUCATION CODE

48980 Parental notifications

52200-52212 Gifted and talented education program

52240-52244 Advanced Placement program

CODE OF REGULATIONS, TITLE 5

3840 Advanced Placement as program option for gifted and talented students

*Management Resources:*

WEB SITES

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

Advancement Via Individual Determination: <http://www.avidcenter.org>

California Colleges.edu: <http://californiacolleges.edu>

California Department of Education, Advanced Placement Programs:

<http://www.cde.ca.gov/ci/gs/ps/apgen.asp>

College Board: <http://www.collegeboard.org/ap>

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

# **Board Policy**

## **BP 6141.5 Instruction**

### **Advanced Placement**

To encourage students to challenge themselves academically and to enable students to be more competitive when applying for admission to postsecondary institutions, the Governing Board shall provide opportunities for college-level coursework that will prepare interested high school students to pass Advanced Placement examinations.

The Board desires to provide at least four Advanced Placement courses at each high school. The Superintendent or designee shall recommend subject areas for Advanced Placement courses at each school based on student interest, availability of qualified certificated staff, and availability of instructional materials and other resources. To increase the capacity of the school to offer these courses, the Superintendent or designee shall provide staff development and support to Advanced Placement teachers and shall explore alternative methods of delivering Advanced Placement courses, including but not limited to online courses.

(cf. 4111 - Recruitment and Selection)  
(cf. 4113 - Assignment)  
(cf. 4131 - Staff Development)

The Superintendent or designee shall ensure that the district's curriculum provides opportunities for students to acquire the skills necessary to successfully undertake Advanced Placement coursework. To the extent possible, the Superintendent or designee shall collaborate with feeder middle schools in developing and implementing a preparation program.

(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6143 - Courses of Study)

The Superintendent or designee also shall provide academic support services designed to increase the rate of successful participation in Advanced Placement courses offered by the district.

(cf. 6164.2 - Guidance/Counseling Services)

All students who meet course prerequisites shall have equal access to Advanced Placement courses.

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

Grades for Advanced Placement courses shall be assigned in accordance with Board policy and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

**Legal Reference:**

**EDUCATION CODE**

48980 Parental notifications

52240-52244 Advanced Placement program

**CODE OF REGULATIONS, TITLE 5**

3840 Advanced Placement as program option for gifted and talented students

**Management Resources:**

**WEB SITES**

CDE: <http://www.cde.ca.gov>

AP Challenge Project: <http://www.apchallenge.net>

College Entrance Examination Board: <http://www.collegeboard.org/ap>

Advancement Via Individual Determination: <http://www.avidcenter.org>

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
Adopted: June 19, 2002      Antelope, California

# CSBA Sample Board Policy

**Instruction**

BP 6142.8(a)

## COMPREHENSIVE HEALTH EDUCATION

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

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors. The district's health education program shall be part of a coordinated school health system which supports the well-being of students and is linked to district and community services and resources.

*(cf. 1020 - Youth Services)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3554 - Other Food Sales)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.63 - Steroids)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.23 - Asthma Management)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.32 - Health Screening for School Entry)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5141.6 - Student Health and Social Services)*  
*(cf. 5141.7 - Sun Safety)*  
*(cf. 5142 - Safety)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

Note: The federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (42 USC 1751 Note) requires each district participating in the National School Lunch program (42 USC 1751-1769) or any program in the Child Nutrition Act of 1966, including the School Breakfast Program (42 USC 1771-1791), to adopt a districtwide school wellness policy which includes goals for nutrition education and physical education. See BP 5030 - Student Wellness for language fulfilling this mandate.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition education and physical activity.

*(cf. 0200 - Goals for the School District)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6142.7 - Physical Education)*

Note: The following optional paragraph should be revised as necessary to reflect grade levels offered by the district. Education Code 51210 requires that the adopted course of study for grades 1-6 include instruction in health, including instruction in the principles and practices of individual, family, and community health.

**COMPREHENSIVE HEALTH EDUCATION (continued)**

Education Code 51202 requires that certain health-related topics be addressed at the appropriate elementary and secondary grade levels and in appropriate subject areas, as determined by the district. Education Code 51934 requires that students be provided HIV/AIDS prevention instruction at least once in middle school or junior high school and at least once in high school. See AR 6143 - Courses of Study and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

In March 2008, the State Board of Education adopted voluntary content standards for health education as required by Education Code 51210.8; see the accompanying administrative regulation. The state's Health Framework for California Public Schools, scheduled to be revised in 2010 to reflect the content standards, provides nonprescriptive guidance on the scope and sequence of the health curriculum.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

*(cf. 6143 - Courses of Study)*

Note: The following optional paragraph may be revised to reflect district practice. Education Code 51890 defines a "comprehensive health education program" as one that includes community participation in the classroom. Education Code 51891 defines "community participation" as including participation by parents/guardians, practicing health care and public safety personnel, and public and private health care and service agencies in the planning, implementation, and evaluation of the program.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1240 - Volunteer Assistance)*

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145.8 - Assemblies and Special Events)*

*(cf. 6162.8 - Research)*

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards and effective instructional methodologies.

## COMPREHENSIVE HEALTH EDUCATION (continued)

(cf. 4131 - Staff Development)

Note: The following optional paragraph should be revised to reflect indicators agreed upon by the Governing Board and Superintendent for evaluating the district's health education program.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, and student achievement of district standards for health education.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

### Legal Reference:

#### EDUCATION CODE

8850.5 Family relationships and parenting education

35183.5 Sun protection

49413 First aid training

49430-49436 Pupil Nutrition, Health and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and dangerous drugs

51210 Areas of study

51210.8 State content standards for health education

51220.5 Parenting skills; areas of instruction

51260-51269 Drug education

51513 Personal beliefs

51880-51881.5 Health education, legislative findings and intent

51890-51891 Comprehensive health education programs

51913 District health education plan

51920 Inservice training, health education

51930-51939 Comprehensive sexual health and HIV/AIDS prevention education

#### CALIFORNIA CODE OF REGULATIONS, TITLE 5

11800-11801 District health education plan

### Management Resources:

#### CSBA PUBLICATIONS

Asthma Management in the Schools, Policy Brief, March 2008

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007

Management Resources continued: (see next page)

**COMPREHENSIVE HEALTH EDUCATION (continued)**

*Management Resources: (continued)*

CSBA PUBLICATIONS (continued)

Sun Safety in Schools, Policy Brief, July 2006

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

AMERICAN ASSOCIATION FOR HEALTH EDUCATION PUBLICATIONS

National Health Education Standards: Achieving Excellence, 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

WEB SITES

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

American Association for Health Education: <http://www.aahperd.org>

American School Health Association: <http://www.ashaweb.org>

California Association of School Health Educators: <http://www.cashe.org>

California Department of Education, Health Education: <http://www.cde.ca.gov/ci/he>

California Department of Public Health: <http://www.cdph.ca.gov>

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

California Subject Matter Project, Physical Education-Health Project: <http://csmp.ucop.edu/cpehp>

Center for Injury Prevention Policy and Practice: <http://www.cipp.org>

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

National Center for Health Education: <http://www.nche.org>

National Hearing Conservation Association: <http://www.hearingconservation.org>

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# **Board Policy**

## **BP 6142.8 Instruction**

### **Comprehensive Health Education**

The Governing Board believes that health education should foster the knowledge, skills, and behaviors that students need in order to lead healthy, productive lives. The district's health education program shall teach personal responsibility for one's own lifelong health, respect for and promotion of the health of others, the process of growth and development, and informed use of health-related information, products, and services.

Goals for the district's health education program shall be designed to promote student wellness and shall be developed in accordance with Board policy. Such goals shall include, but not be limited to, goals for nutrition education and physical activity.

- (cf. 5030 - Student Wellness)
- (cf. 6011 - Academic Standards)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6142.7 - Physical Education)

The district shall provide a planned, sequential, research-based, and age-appropriate health education curriculum for students in grades K-12. The content of health instruction shall be offered in accordance with law, Board policy, administrative regulation, and shall be aligned with state curriculum frameworks.

- (cf. 6143 - Courses of Study)

The Board intends for health education to be part of a coordinated school health system that links district, school, and community programs and services to promote the health and well-being of students.

- (cf. 1020 - Youth Services)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514 - Environmental Safety)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3554 - Other Food Sales)
- (cf. 4020 - Drug and Alcohol-Free Workplace)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.63 - Steroids)
- (cf. 5141.23 - Infectious Disease Prevention)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5141.6 - Student Health and Social Services)  
(cf. 5142 - Safety)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program.

(cf. 0500 - Accountability)

**Legal Reference:**

**EDUCATION CODE**

8850.5 Family relationships and parenting education

35183.5 Sun protection

49413 First aid training

49430-49436 Pupil Nutrition, Health and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49500-49505 School meals

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and dangerous drugs

51210 Areas of study

51220.5 Parenting skills; areas of instruction

51260-51269 Drug education

51265 Gang violence and drug and alcohol abuse prevention inservice

51513 Personal beliefs

51890-51891 Comprehensive health education programs

51913 District health education plan

51920 Inservice training, health education

51930-51939 Comprehensive sexual health and HIV/AIDS prevention education

**CALIFORNIA CODE OF REGULATIONS, TITLE 5**

11800-11801 District health education plan

**Management Resources:**

**CSBA PUBLICATIONS**

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

**CALIFORNIA DEPARTMENT OF HEALTH PUBLICATIONS**

Jump Start Teens, 1997

**WEB SITES**

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

California Department of Education, Health Education: <http://www.cde.ca.gov/ci/he>

**California Department of Health, School Health Connections:**

**<http://www.mch.dhs.ca.gov/programs/shc/shc.htm>**

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

**California Project LEAN (Leaders Encouraging Activity and Nutrition):**

**<http://www.californiaprojectlean.org>**

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

**National Hearing Conservation Association: <http://www.hearingconservation.org>**

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: June 7, 2006**

**Antelope, California**

# CSBA Sample Administrative Regulation

## Instruction

AR 6142.8(a)

## COMPREHENSIVE HEALTH EDUCATION

### Content of Instruction

Note: Items #1-6 below reflect six content areas delineated in the voluntary content standards for health education adopted by the State Board of Education in March 2008. The district may revise the following list to reflect the topics to be addressed in the district's program.

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs

*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.63 - Steroids)*

2. Human growth, development, and sexual health

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

Note: The optional paragraph under item #3 below includes examples of topics that are addressed in the state content standards within the content area of injury prevention and safety. In addition, pursuant to Education Code 51940, districts may, on a voluntary basis, use curricula distributed by the California Healthy Kids Resource Center that focuses on prevention of brain and spinal cord injuries.

3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, prevention of brain and spinal cord injuries, violence prevention, topics related to bullying and harassment, and Internet safety.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 5131 - Conduct)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5142 - Safety)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 6163.4 - Student Use of Technology)*

4. Mental, emotional, and social health

**COMPREHENSIVE HEALTH EDUCATION (continued)***(cf. 5137 - Positive School Climate)**(cf. 5141.52 - Suicide Prevention)**(cf. 5149 - At-Risk Students)***5. Nutrition and physical activity***(cf. 3550 - Food Service/Child Nutrition Program)**(cf. 5030 - Student Wellness)**(cf. 6142.7 - Physical Education)*

**Note:** The optional paragraph under item #6 below includes examples of topics that are addressed in the state content standards within the content area of personal and community health.

**6. Personal and community health**

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases such as asthma and diabetes, emergency procedures, and the effect of behavior on the environment.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)**(cf. 5141 - Health Care and Emergencies)**(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)**(cf. 5141.22 - Infectious Diseases)**(cf. 5141.23 - Asthma Management)**(cf. 5141.7 - Sun Safety)**(cf. 5146 - Married/Pregnant/Parenting Students)**(cf. 6142.5 - Environmental Education)*

**Note:** Items #1-6 below combine eight "overarching standards" described in the state content standards as essential concepts and skills to be taught to students.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services

*(cf. 5141.6 - Student Health and Social Services)*

4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health

**COMPREHENSIVE HEALTH EDUCATION (continued)**

5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

**Exemption from Health Instruction**

Note: Pursuant to Education Code 51513, districts may not administer exams, surveys, or questionnaires containing questions about a student's or his/her family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian has provided prior written consent. See AR 5022 - Student and Family Privacy Rights.

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5022 - Student and Family Privacy Rights)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6145.8 - Assemblies and Special Events)*

Students so excused shall be given an alternative educational activity.

**Involvement of Health Professionals**

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs

*(cf. 1325 - Advertising and Promotion)*

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# **Administrative Regulation**

**AR 6142.8  
Instruction**

**Comprehensive Health Education**

## **Content of Instruction**

The district's health education program shall include instruction to aid students in making decisions in matters of personal, family and community health, including the following topics: (Education Code 51890)

1. **The use of health care services and products**

(cf. 1020 - Youth Services)  
(cf. 5141.6 - Student Health and Social Services)

2. **Mental and emotional health and development**

3. **Use and misuse of drugs, including tobacco and alcohol**

(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.63 - Steroids)

4. **Family health and child development, including the legal and financial aspects and responsibilities of marriage and parenthood**

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

5. **Oral health, vision, and hearing**

6. **Nutrition, which may include related topics such as obesity and diabetes prevention**

(cf. 5030 - Student Wellness)

7. **Exercise, rest, and posture**

(cf. 6142.7 - Physical Education)

8. **Diseases and disorders, including sickle cell anemia and related genetic diseases and disorders**

(cf. 5141.23 - Infectious Disease Prevention)

9. Environmental health and safety

10. Community health

Instruction also shall include injury prevention and safety, which may include but not be limited to prevention of brain and spinal cord injuries, hearing conservation, and avoidance of overexposure to sun.

(cf. 5142 - Safety)

#### **Exemption from Health Instruction**

Upon written request from a parent/guardian, a student shall be excused from any part of the school's health instruction that conflicts with his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)

(cf. 5020 - Parent Rights and Responsibilities)

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

Students so excused shall be given an alternative educational activity.

#### **Involvement of Health Professionals**

The district's health education program shall be designed to actively involve the community, including professional health and safety personnel, in course evaluation. (Education Code 51913)

Health care professionals also shall be involved in the development and implementation of the district's health education plan and in course evaluation. Such professionals shall represent, at the district's option, the varied fields of health care, including voluntary collaborations with managed health care and health care providers; local public and private health, safety, and community service agencies; and other appropriate community resources. (Education Code 51913)

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative

**2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs**

**Regulation CENTER UNIFIED SCHOOL DISTRICT**  
**approved: June 7, 2006 Antelope, California**

# CSBA Sample Board Policy

**Instruction**

BP 6146.11(a)

## ALTERNATIVE CREDITS TOWARD GRADUATION

**Note:** The following optional policy is for use by districts that maintain high schools and should be revised to reflect district practice. Education Code 51225.3 requires the Governing Board to adopt alternative means for students to complete the prescribed course of study required for high school graduation as specified in BP 6146.1 - High School Graduation Requirements. Satisfying course requirements through alternative means does not exempt students from the requirement to pass the high school exit examination as a condition of graduation.

In order to meet individual student needs and encourage all students to complete their high school education, the Governing Board desires to provide flexibility in the completion of prescribed courses in accordance with law.

*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.3 - Reciprocity of Academic Credit)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6200 - Adult Education)*

With the active involvement of parents/guardians, administrators, teachers, and students, the Board shall adopt alternative means for students to complete the prescribed course of study required for high school graduation. These alternative means shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

**Note:** Items #1-12 below are optional. The district should select those items that reflect alternative means adopted by the Board and/or expand the list to add other means adopted by the Board.

Students may fulfill any course requirement for graduation through the following:

**Note:** Education Code 51225.3 authorizes students to satisfy course requirements through practical demonstration of skills and competencies, as provided in item #1 below. However, on its web site, the California Department of Education (CDE) indicates that the General Educational Development (GED) test administered pursuant to Education Code 51420-51427 is prohibited as an alternative means of satisfying course requirements; this prohibition is based on a policy of the national GED Testing Service. In addition, although the use of the California High School Proficiency Examination or other state or national tests is not expressly prohibited for these purposes, the CDE advises that such tests may not be aligned with district courses and are not intended for this use. The paragraph under item #1 below is optional.

1. Practical demonstration of skills and competencies (Education Code 51225.3)

**ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

Opportunities to demonstrate skills and competencies shall include, but not be limited to, challenging a course through successful completion of a district-developed examination which covers course objectives. The district shall not use results from the General Educational Development test or other state or national tests for this purpose.

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*  
*(cf. 6155 - Challenging Courses by Examinations)*

Note: If the district offers work experience education, Education Code 51760.3 and 5 CCR 1635 require the district to grant credit within prescribed limits for students who meet eligibility criteria and are provided specified instruction or counseling; see AR 6178.1 - Work Experience Education. However, the district may determine whether these courses satisfy course requirements for graduation.

2. Supervised work experience or other outside school experience in accordance with Education Code 51760.3 and 5 CCR 1635 (Education Code 51225.3)

*(cf. 6178.1 - Work Experience Education)*

3. Career technical education classes offered in high school (Education Code 51225.3)

*(cf. 6178 - Career Technical Education)*

4. Courses offered by regional occupational centers or programs (Education Code 51225.3)

*(cf. 6178.2 - Regional Occupational Center/Program)*

5. Interdisciplinary study (Education Code 51225.3)

6. Independent study (Education Code 51225.3)

*(cf. 6158 - Independent Study)*

Note: According to the CDE, students concurrently enrolled in college classes will receive credit from the postsecondary institution, but the district has discretion to determine whether completion of college classes will be awarded credit from the district; see AR 6172.1 - Concurrent Enrollment in College Classes.

7. Credit earned at a postsecondary institution (Education Code 48800, 51225.3)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

8. Private instruction in accordance with 5 CCR 1631

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

Note: Education Code 51740-51741 require that, in order to offer credit for correspondence instruction as provided in item #9 below, the district must receive authorization from the Superintendent of Public Instruction (SPI). Correspondence instruction could include a course offered online or through distance learning or other means provided that the coursework meets the criteria specified in 5 CCR 1633 and is approved by the SPI; see the accompanying administrative regulation.

9. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)
10. Military service and training in accordance with 5 CCR 1634 (Education Code 51440)

Note: Item #11 below is for use by districts that require driver education as part of the prescribed course of study, but allow students to alternatively meet this requirement through a program approved by the Department of Motor Vehicles pursuant to Vehicle Code 12814.6.

11. To satisfy the district's driver education and training requirement, a program approved by the Department of Motor Vehicles which offers driver education and behind-the-wheel instruction through a driving school or licensed independent driving instructor in accordance with Vehicle Code 12814.6

*(cf. 6143 - Courses of Study)*

Note: Item #12 below is for use by districts wishing to give physical education credit for the participation of students in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. Education Code 51242 authorizes districts to grant exemptions from physical education to high school students participating in such programs; see BP 6142.7 - Physical Education. This item may be expanded to specify a limit on the number of credits that may be obtained in this manner.

12. For credit toward the district's physical education requirement, participation in district interscholastic athletic programs carried on wholly or partially after regular school hours (Education Code 51242)

A student shall be eligible to satisfy graduation requirements in this manner only if the interscholastic program entails a comparable amount of time and physical activity.

*(cf. 6142.7 - Physical Education)*  
*(cf. 6145.2 - Athletic Competition)*

Note: Item #13 below is required. Pursuant to Education Code 51243 and 5 CCR 1632, districts are required to grant credit for foreign language studies completed in a private school; see the accompanying administrative regulation.

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

Note: Education Code 51740-51741 require that, in order to offer credit for correspondence instruction as provided in item #9 below, the district must receive authorization from the Superintendent of Public Instruction (SPI). Correspondence instruction could include a course offered online or through distance learning or other means provided that the coursework meets the criteria specified in 5 CCR 1633 and is approved by the SPI; see the accompanying administrative regulation.

9. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)
10. Military service and training in accordance with 5 CCR 1634 (Education Code 51440)

Note: Item #11 below is for use by districts that require driver education as part of the prescribed course of study, but allow students to alternatively meet this requirement through a program approved by the Department of Motor Vehicles pursuant to Vehicle Code 12814.6.

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*(cf. 6143 - Courses of Study)*

Note: Item #12 below is for use by districts wishing to give physical education credit for the participation of students in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. Education Code 51242 authorizes districts to grant exemptions from physical education to high school students participating in such programs; see BP 6142.7 - Physical Education. This item may be expanded to specify a limit on the number of credits that may be obtained in this manner.

12. For credit toward the district's physical education requirement, participation in district interscholastic athletic programs carried on wholly or partially after regular school hours (Education Code 51242)

A student shall be eligible to satisfy graduation requirements in this manner only if the interscholastic program entails a comparable amount of time and physical activity.

*(cf. 6142.7 - Physical Education)*  
*(cf. 6145.2 - Athletic Competition)*

Note: Item #13 below is required. Pursuant to Education Code 51243 and 5 CCR 1632, districts are required to grant credit for foreign language studies completed in a private school; see the accompanying administrative regulation.

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

13. For credit toward the district's foreign language requirement, foreign language studies successfully completed in a private school in accordance with 5 CCR 1632 (Education Code 51243)

Note: The following optional paragraphs should be revised to reflect district practice.

Upon receiving advance, written application by the student or his/her parent/guardian, the Superintendent or designee shall determine whether completion of the proposed alternative means would satisfy course requirements for graduation and what documentation shall be required, if any, to verify the student's successful completion. The Superintendent or designee shall make the final determination as to whether the student's completion of an alternative means is sufficient to satisfy the district's graduation requirements.

As appropriate, the Superintendent or designee shall determine the grade to be assigned to students for the completion of any of the above alternative means. When a grade is assigned by a private school, postsecondary institution, or other educational institution for completion of coursework, that same grade shall be awarded by the district provided that the Superintendent or designee has determined the alternative course to be substantially equivalent to a district course.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*Legal Reference: (see next page)*

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

*Legal Reference:*

EDUCATION CODE

- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts
- 48412 Certificate of proficiency
- 48645.5 Course credit, juvenile court schools
- 48800-48802 Attendance at community college; advanced education
- 51220 Areas of study; grades 7-12
- 51225.3 Requirements for graduation
- 51240-51246 Exemptions from requirements
- 51420-51427 General Educational Development test
- 51440 Veterans' education, evaluation and credit toward high school graduation
- 51740-51741 Authority to provide instruction by correspondence
- 51745-51749.3 Independent study
- 51760-51769.5 Work experience education
- 52300-52499.66 Career technical education

VEHICLE CODE

- 12814.6 Teen driver's act

CODE OF REGULATIONS, TITLE 5

- 1600-1635 Alternative credit
- 10070-10075 Work experience education
- 11500-11508 Regional occupational centers and programs
- 11520-11523 Proficiency examination and certificate
- 11700-11703 Independent study

UNITED STATES CODE, TITLE 20

- 2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

*Management Resources:*

WEB SITES

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

(7/04 3/06) 7/08

# **Board Policy**

## **BP 6146.11 Instruction**

### **Alternative Credits Toward Graduation**

**In order to meet individual student needs and encourage all students to complete their high school education, the Governing Board desires to provide flexibility in the completion of prescribed courses in accordance with law.**

**(cf. 6143 - Courses of Study)  
(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.3 - Reciprocity of Academic Credit)  
(cf. 6200 - Adult Education)**

**The Board shall actively involve parents/guardians, administrators, teachers, and students in helping the district develop alternative means for students to complete the prescribed course of study required for graduation. (Education Code 51225.3)**

**As an alternative to completing the course requirements for high school graduation, students may fulfill one or more of the course requirements through the following:**

- 1. Practical demonstration of skills and competencies (Education Code 51225.3)**

**(cf. 6155 - Challenging Courses by Examinations)**

- 2. Supervised work experience or other outside school experience in accordance with Education Code 51760.3 and 5 CCR 1635 (Education Code 51225.3)**

**(cf. 6178.1 - Work Experience Education)**

- 3. Career technical education classes offered in high schools (Education Code 51225.3)**

**(cf. 6178 - Vocational Education)**

- 4. Courses offered by regional occupational centers or programs (Education Code 51225.3)**

- 5. Interdisciplinary study (Education Code 51225.3)**

- 6. Independent study (Education Code 51225.3)**

(cf. 6158 - Independent Study)

7. Credit earned at a postsecondary institution (Education Code 48800, 51225.3)

(cf. 6172 - Gifted and Talented Student Program)

8. Private instruction in accordance with 5 CCR 1631

9. Military service and training in accordance with 5 CCR 1634 (Education Code 51440)

10. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)

11. To satisfy the district's driver education and training requirement, a program approved by the Department of Motor Vehicles which offers driver education and behind-the-wheel instruction through a driving school or licensed independent driving instructor in accordance with Vehicle Code 12814.6

(cf. 6143 - Courses of Study)

12. For credit toward the district's physical education requirement, participation in district interscholastic athletic programs carried on wholly or partially after regular school hours when such participation entails a comparable amount of time and physical activity (Education Code 51242)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6142.7 - Physical Education)

(cf. 6145.2 - Athletic Competition)

13. For credit toward the district's foreign language requirement, foreign language studies successfully completed in a private school in accordance with 5 CCR 1632 (Education Code 51243)

The Superintendent or designee shall determine whether a student has satisfactorily met course requirements through any of the above alternative means.

**Legal Reference:**

**EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

48645.5 Course credit, juvenile court schools

48800-48802 Attendance at community college; advanced education

51220 Areas of study; grades 7-12

51225.3 Requirements for graduation

51241-51246 Exemptions from requirements  
51440 Veterans' education, evaluation and credit toward high school graduation  
51740-51741 Authority to provide instruction by correspondence  
51760-51769.5 Work experience education  
VEHICLE CODE  
12814.6 Teen driver's act  
CODE OF REGULATIONS, TITLE 5  
1600-1635 Alternative credit

Management Resources:

WEB SITES

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

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: August 16, 2006 Antelope, California

# CSBA Sample Administrative Regulation

**Instruction**

AR 6146.11(a)

## ALTERNATIVE CREDITS TOWARD GRADUATION

### Definitions

A *semester period* is one period of 40 to 60 minutes of instructional time per week throughout one semester of at least 17 weeks, or a minimum of 12 clock hours of instructional time provided during the academic year or in summer school. While the content to be covered is planned within these time frames, a student may be granted one semester period of credit even though the student spends less than the aforementioned amount of time in completing the necessary work. (5 CCR 1600)

### Private Instruction

Note: The following section is for use by districts that grant credit toward graduation for private instruction as authorized by 5 CCR 1631; see item #8 in the accompanying Board policy.

A student who is regularly enrolled and in attendance at a high school shall receive credit toward high school graduation for private instruction under the following conditions: (5 CCR 1631)

1. The instruction entails fields and subjects included in the high school's courses of study and curricula.
2. The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction by examination(s) given under the school's supervision, thereby showing that he/she has made progress in learning satisfactory to the school.

### Correspondence Instruction

Note: The following section is for use by districts that grant credit for correspondence instruction pursuant to Education Code 51740-51741 and 5 CCR 1633; see item #9 in the accompanying Board policy.

The following paragraph is optional.

~~Prior to registering for a correspondence course, the student or his/her parent/guardian shall obtain verification from the Superintendent or designee that the course is essentially equivalent to the high school curriculum and meets district graduation requirements. The number of semester credits assigned to the course shall be determined before the student begins coursework.~~

Note: Pursuant to Education Code 51740 and 51741 and 5 CCR 1633, the district may pay the cost of the correspondence instruction when all the conditions listed below are satisfied.

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

The district shall grant credit toward graduation for correspondence instruction if all of the following conditions are met: (Education Code 51740, 51741; 5 CCR 1633)

1. The correspondence instruction is provided by the University of California, or other university or college in California accredited for teacher training, in subjects included within or related to the student's course of study.
2. The student is, for good reason, unable to take the course of study offered in the school.
3. The Superintendent or designee determines the number of semester periods to be credited for successful completion of a particular correspondence course.
4. No more than 40 total semester periods of correspondence instruction are credited to a student towards graduation.

**Military Service and Training**

Note: The following section is for use by districts that grant credit for military service and training pursuant to Education Code 51440 and 5 CCR 1634; see item #10 in the accompanying Board policy.

Credit toward graduation shall be granted for military service and training received while in the military service of the United States, within the maximum limits established in 5 CCR 1634. A person is eligible for this credit if he/she is either: (Education Code 51440; 5 CCR 1634)

1. A former member of the Armed Forces who is a California resident and who has received an honorable discharge
2. A member of the Armed Forces who is a California resident and was a California resident on the date he/she entered the Armed Forces

The Superintendent or designee shall keep a permanent record of the credit allowed for military service or training. (5 CCR 1634)

*(cf. 5125 - Student Records)*

**Private Foreign Language Instruction**

Note: Education Code 51243-51245 and 5 CCR 1632 require districts to give credit toward high school graduation for private school foreign language courses if the conditions and standards described below have been met; see item #13 in the accompanying Board policy.

**ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

The district shall grant credit for foreign language studies successfully completed in a private school and shall apply the credit toward meeting any foreign language requirement prescribed for grades 9-12, provided that all of the following conditions are met: (Education Code 51243-51245; 5 CCR 1632)

1. The courses are in languages designated in Education Code 51244.
2. The student is regularly enrolled or applying to the district in grades 9-12.
3. The student or his/her parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits a transcript or other documents from the private school showing that the student successfully completed the course.
4. The amount of credit sought equals at least one semester's work.
5. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools. This determination shall be based upon the private school's report of a test developed by the private school in cooperation with the district or, if the private school is located outside the district, the principal or designee may use a test given by a public school or other evidence which he/she deems appropriate.

(7/04 3/06) 7/08

# **Administrative Regulation**

**AR 6146.11  
Instruction**

## **Alternative Credits Toward Graduation**

**Alternative means specified by the district for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)**

### **Definitions**

**A semester period is one period of 40 to 60 minutes of instructional time per week throughout one semester of at least 17 weeks, or a minimum of 12 clock hours of instructional time provided during the academic year or in summer school. While the content to be covered is planned within these time frames, a student may be granted one semester period of credit even though the student spends less than the aforementioned amount of time in completing the necessary work. (5 CCR 1600)**

### **Supervised Work Experience Education**

**A student shall be granted up to 40 semester periods of credit for work experience education of one or more of the following types: (Education Code 51760.3; 5 CCR 1635)**

- 1. For exploratory work experience education, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.**
- 2. For general work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.**
- 3. For vocational work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.**

**To receive credit, the student must satisfy eligibility requirements and receive at least the minimum period of instruction or counseling pursuant to Education Code 51760.3.**

**(cf. 6178.1 - Work Experience Education)**

### **College Courses**

**To receive high school credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a written request and a transcript**

showing successful completion of the course. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate.

For students attending community college as special part-time students, credit shall be at a level jointly determined by the Governing Board and the community college governing board. (Education Code 48800)

(cf. 6172 - Gifted and Talented Student Program)

#### **Private Instruction**

A student who is regularly enrolled and in attendance at a high school shall receive credit toward high school graduation for private instruction under the following conditions: (5 CCR 1631)

1. The instruction entails fields and subjects included in the high school's courses of study and curricula.
2. The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction by examinations given under the school's supervision, thereby showing that he/she has made progress in learning satisfactory to the school.

#### **Correspondence Instruction**

The district shall grant credit for correspondence instruction under the following conditions: (Education Code 51740; 5 CCR 1633)

1. The correspondence instruction is provided by the University of California, or other university or college in California accredited for teacher training, in subjects included within or related to the student's course of study.
2. The student is, for good reason, unable to take the course of study offered in the school.
3. The Board determines the number of semester periods to be credited for successful completion of a particular correspondence course.
4. No more than 40 semester periods of correspondence instruction are credited to a student towards graduation.

#### **Foreign Language Instruction**

The district shall grant credit for foreign language studies successfully completed in a private school and shall apply the credit toward meeting any foreign language

requirement prescribed for grades 9-12, provided that all of the following conditions are met: (Education Code 51243-51245; 5 CCR 1632)

1. The courses are in languages designated in Education Code 51244.
2. The student is regularly enrolled or applying to the district in grades 9-12.
3. The student or parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits a transcript or other documents from the private school showing that the student successfully completed the course.
4. The amount of credit sought equals at least one semester's work.
5. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools. This determination shall be based upon the private school's report of a test developed by the private school in cooperation with the district or, if the private school is located outside the district, the principal or designee may use a test given by a public school or other evidence which he/she deems appropriate.

Regulation CENTER UNIFIED SCHOOL DISTRICT  
approved: August 16, 2006 Antelope, California

# CSBA Sample Board Policy

**Instruction**

BP 6162.6(a)

## **USE OF COPYRIGHTED MATERIALS**

Note: The purpose of copyright protection is to provide the creators of original materials with the exclusive right to reproduce, perform, prepare derivative works, distribute copies, or to sell, transfer, or perform the work or to authorize others to do so. Pursuant to 17 USC 107, the "fair use" doctrine is an exception and allows the unauthorized reproduction of copyrighted materials for such purposes as criticism, comment, news reporting, teaching, scholarship, or research based on the following criteria: (1) purpose and character of the use, (2) nature of the copyrighted work, (3) amount and substantiality of the portion used, and (4) effect of the use upon the potential market for or value of the copyrighted work. Other exceptions exist for schools, including library reproduction and archiving (17 USC 108); first sale (17 USC 109); and classroom performance, display, and distance education (17 USC 110). If not covered by an exception, the copyright owner's permission must be obtained before a work can be copied or performed.

The same copyright laws apply to material available on the Internet and most works distributed electronically are protected by copyright, including images, text, logos, software, sounds, movie clips, email, and postings to newsgroups. Thus, like other works, material found on the Internet may not be copied unless permission is given by the copyright holder or the use conforms to an exception, such as the "fair use" doctrine.

The following optional policy and administrative regulation reflect copyright guidelines adopted by Congress for use by educational institutions.

The Governing Board recognizes the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 6163.1 - Library Media Centers)*

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.

*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*  
*(cf. 6161 - Equipment, Books and Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

The Superintendent or designee shall ensure that the district observes all publisher licensing agreements between vendors and the district, including monitoring the number of users

## USE OF COPYRIGHTED MATERIALS (continued)

permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3312 - Contracts)*  
*(cf. 6163.4 - Student Use of Technology)*

~~The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.~~  
The legal, ethical and practical problems caused by plagiarism should be taught in all of the schools in Center Unified School District.

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

### *Legal Reference:*

#### EDUCATION CODE

35182 Computer software

#### UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

107 Fair use

110 Limitations on exclusive rights: Exemption of certain performances and displays

#### COURT DECISIONS

Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

### *Management Resources:*

#### U.S. COPYRIGHT OFFICE PUBLICATIONS

Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995

#### WEB SITES

Copyright Clearance Center: <http://www.copyright.com>

Copyright Society of the USA: <http://www.csusa.org>

U.S. Copyright Office: <http://www.copyright.gov>

# **Board Policy**

**BP 6162.6  
Instruction**

## **Use Of Copyrighted Materials**

It is the intent of the governing Board of Center Unified School District to adhere to the provisions of the U.S. copyright law (United States Code, Title 17), including the Berne Convention for the Protection of Literary and Artistic Works, and to maintain the highest ethical standards in the use of all copyrighted materials. The willful infringement of a copyright and plagiarism of any sort by district employees is prohibited. The Board, therefore, directs the Superintendent or designee to provide employees with guidelines that ensure compliance with the U.S. copyright law and adherence to standards of ethical conduct as they relate to the use of someone else's creative work.

Copyrighted materials, whether they be print or nonprint, may not be duplicated without first receiving written permission from the owner of such materials (copyright holder) and/or complying with guidelines presented in administrative regulations.

The Center Unified School District does not sanction the illegal use or unauthorized duplication of someone else's work in any form. Employees who willfully violate the district's copyright policy do so at their own risk and may be required to remunerate the district in the event of a loss resulting from litigation.

Employees are hereby notified that willful infringement of the law may result in disciplinary action.

The legal, ethical and practical problems caused by plagiarism should be taught in all of the schools in Center Unified School District.

**Legal Reference:  
UNITED STATES CODE, TITLE 17  
Public Law 96-517  
Amends Section 117 of Title 17**

**Policy  
adopted: August 2, 1995**

**CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California**

# CSBA Sample Board Policy

**Instruction**

BP 6163.2(a)

## **ANIMALS AT SCHOOL**

Note: The following optional policy and accompanying administrative regulation may be modified to reflect district practice.

The Governing Board recognizes that animals can be an effective teaching aid and can help support the district's instructional program. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6142.5 - Environmental Education)*

A teacher may bring an animal to school or arrange for students in his/her class to bring an animal to school for instructional purposes upon written permission from the principal or designee and subject to administrative regulation and other reasonable health, safety, and sanitation precautions. Teachers shall be responsible for ensuring that animals are strictly controlled and for ensuring that all such precautions are observed so as to protect both the students and the animal.

*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5142 - Safety)*  
*(cf. 5145.8 - Refusal to Harm or Destroy Animals)*  
*(cf. 6142.93 - Science Instruction)*  
*(cf. 6145.8 - Assemblies and Special Events)*

Note: Pursuant to Civil Code 54.2, individuals with disabilities have the right to be accompanied by specially trained guide dogs, signal dogs, or service dogs in all public places, including schools. Civil Code 54.1 defines a "guide dog" as a dog trained by an appropriately licensed person to assist a visually impaired or blind individual, a "signal dog" as a dog trained to alert a person who is deaf or hard of hearing, and a "service dog" as a dog individually trained to assist the physically disabled, such as pulling a wheelchair or fetching dropped items.

In Sullivan v. Vallejo USD, the court held that a disabled student had a right to use a service dog at school. According to the court, the district was required to incorporate the dog into the student's educational program and to accommodate the dog in a way that did not impinge on the legitimate rights of others. Thus, the student's placement might need to be changed because of her teacher's severe allergies; however, the district could not alter the student's placement to accommodate the purely personal feelings of students or faculty about dogs in the school environment.

Individuals with disabilities may be accompanied by specially trained guide dogs, signal dogs, or service dogs on school premises or on school transportation. (Education Code 39839; Civil Code 54.2)

**ANIMALS AT SCHOOL (continued)**

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 3541.2 - Transportation for Students with Disabilities)*
- (cf. 5131.1 - Bus Conduct)*
- (cf. 6159 - Individualized Education Program)*
- (cf. 6164.6 - Identification and Education Under Section 504)*

Note: The following optional paragraph requires the district to notify parents/guardians when an animal is brought into the class so that the district can be informed of any students with allergies, asthma, or other health conditions that may be affected by the animal. When an animal is brought into the classroom on a limited basis for instructional purposes, students with such health conditions may be provided an alternative instructional activity; see the accompanying administrative regulation.

When any animal is brought into the classroom, the principal or designee shall provide written notification to all parents/guardians of students in the affected class asking them to verify whether their child has any known allergies, asthma, or other health condition that may be affected by the animal's presence.

- (cf. 3514 - Environmental Safety)*
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*
- (cf. 5141.23 - Asthma Management)*

The district assumes no liability for the safety of animals voluntarily brought to school.

- (cf. 3320 - Claims and Actions Against the District)*
- (cf. 3530 - Risk Management/Insurance)*

*Legal Reference: (see next page)*

**ANIMALS AT SCHOOL (continued)**

*Legal Reference:*

EDUCATION CODE

233.5 *Instruction in kindness to pets and humane treatment of living creatures*

39839 *Transportation of guide dogs, signal dogs, service dogs*

51202 *Instruction in personal and public health and safety*

51540 *Safe and humane treatment of animals at school*

CIVIL CODE

54.1 *Access to public places*

54.2 *Guide, signal, or service dogs, right to accompany*

GOVERNMENT CODE

810-996.6 *California Tort Claims Act, especially:*

815 *Liability for injuries generally; immunity of public entity*

835 *Conditions of liability*

VEHICLE CODE

21113 *Public grounds*

CODE OF REGULATIONS, TITLE 13

1216 *Transportation of property*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

COURT DECISIONS

*Sullivan v. Vallejo City USD*, 731 F.Supp. 947 (1990)

*Management Resources:*

CSBA PUBLICATIONS

*Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments*, Policy Brief, July 2008

*Asthma Management in the Schools*, Policy Brief, March 2008

WEB SITES:

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

American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>

Humane Society of the United States: <http://www.hsus.org>

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

# **Board Policy**

**BP 6163.2  
Instruction**

## **Animals At School**

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals.

Seeing-eye dogs and service dogs may accompany students and staff at school as needed.

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

The district assumes no liability for the safety of animals voluntarily brought to school.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.1 - Accidents)

(cf. 5141.23 - Infectious Disease Prevention)

### **Legal Reference:**

#### **EDUCATION CODE**

233.5 Instruction in kindness to pets and humane treatment of living creatures

51202 Instruction in personal and public health and safety

51540 Safe and humane treatment of animals at school

#### **GOVERNMENT CODE**

810-996.6 California Tort Claims Act, especially:

815 Liability for injuries generally; immunity of public entity

835 Conditions of liability

#### **Management Resources:**

#### **HUMANE SOCIETY OF THE UNITED STATES**

Catalogue of Publications, 1996

Guidelines for the Study of Animals in Elementary and Secondary School Biology, HE  
1079

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: October 1, 1997 Antelope, California

# CSBA Sample Administrative Regulation

**Instruction**

AR 6163.2

## **ANIMALS AT SCHOOL**

**Note:** The following administrative regulation is **optional** and may be revised to reflect district practice.

In accordance with Board policy, a teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or health condition that may be affected by the animal, the teacher shall remove the animal from the classroom or provide an alternative instructional activity for the student as appropriate.

*(cf. 3514 - Environmental Safety)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.23 - Asthma Management)*

All animals brought to school must be in good physical condition and appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

All animals, with the exception of service animals, are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 5131.1 - Bus Conduct)*

All animals shall be humanely and properly housed in cages or containers specific for the species or otherwise appropriately controlled. The teacher shall also ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner. If the animal is to remain in the classroom longer than one day, the teacher shall be responsible for care and maintenance of the animal and ensure proper care when school is not in session, such as weekends, vacations, and holidays.

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5142 - Safety)*

The teacher shall ensure that students receive instruction regarding personal hygiene around animals.

*(cf. 5141.22 - Infectious Diseases)*

(10/96) 7/08

# **Administrative Regulation**

## **AR 6163.2 Instruction**

### **Animals At School**

All animals brought to school must be:

1. In good physical condition
2. Vaccinated against transmittable diseases
3. In clean, safe and suitable cages or containers or otherwise appropriately controlled

Students bringing animals to school must first obtain the consent of the teacher and the parent/guardian.

Animals shall not be brought to school on school buses without express permission of the principal or designee. Such permission shall not be required for seeing-eye dogs or service dogs needed by students.

(cf. 5131.1 - Bus Conduct)

Students shall not bring poisonous or wild animals to school. If wildlife specimens are used in a biology class, protective gloves and a face shield shall be worn by anyone handling these specimens and the animals' saliva and neurological tissue shall be treated as infectious.

(cf. 5141.23 - Infectious Disease Prevention)

Animals brought to school by students shall generally be taken home the same day they are brought to school.

With the consent of the principal or designee, animals may remain at school longer under the following conditions:

1. The animal shall remain in the classroom only for the number of days needed to achieve the educational goal.
2. The teacher shall provide a plan for the proper care, sanitation, feeding and handling of the animal.
3. The teacher shall be responsible for the animal's care in the event of any school

closure and may allow students to take class pets home over weekends.

4. The teacher shall be familiar with any potential dangers caused by the animal and shall give special consideration to any students who have allergies to certain animals.

Regulation CENTER UNIFIED SCHOOL DISTRICT  
approved: October 1, 1997 Antelope, California

# CSBA Sample Board Policy

Instruction

BP 6172(a)

## GIFTED AND TALENTED STUDENT PROGRAM

Note: The following optional policy is for use by districts that elect to offer a gifted and talented education (GATE) program pursuant to Education Code 52200-52212. Pursuant to Education Code 52207 and 52210, the Governing Board may instead choose to contract with another school district or with the county office of education to furnish GATE programs for district students.

If a district participates in School-Based Program Coordination (SBPC) pursuant to Education Code 52800-52887, it may choose to coordinate GATE funding under that program; see BP/AR 0420.1 - School-Based Program Coordination. In such a situation, according to the California Department of Education (CDE), the district, as opposed to each school, must still meet GATE program requirements related to identification of GATE students, determination of funding amounts, and alignment of funding expenditures with the district plan. District schools will be subject to the SBPC requirements of Education Code 52853.

To be eligible for state funding for the GATE program, districts must provide services to gifted and talented students at all grade levels, including grades K-1 even if students are not formally identified at those grade levels. The following paragraph should be revised to reflect grade levels offered by the district.

The Governing Board believes that all students deserve an education that challenges them to meet their fullest potential. The Board shall provide gifted and talented students in grades K-12 opportunities for learning commensurate with their particular abilities and talents.

*(cf. 0200 - Goals for the School District)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 6000 - Concepts and Roles)*

Note: To receive state funding, districts must submit a program application and district plan to the CDE and may be approved for one, two, or three years based on the quality of the plan as measured under the Recommended Standards for Programs for Gifted and Talented Students, adopted by the State Board of Education (SBE) pursuant to Education Code 52212. An application may be approved for five years with an on-site validation. See the accompanying administrative regulation for further information about the plan.

The Board shall approve a district plan for gifted and talented education (GATE) which meets criteria established by the State Board of Education for program approval.

The district's program shall be designed to provide articulated learning experiences across subjects and grade levels and shall be aligned with and extend the state academic content standards and curriculum frameworks.

*(cf. 6011 - Academic Standards)*  
*(cf. 6142.7 - Physical Education)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.91 - Reading/Language Arts Instruction)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6142.93 - Science Instruction)*  
*(cf. 6178 - Career Technical Education)*

## GIFTED AND TALENTED STUDENT PROGRAM (continued)

### Identification of Gifted and Talented Students

Note: **Optional** items #1-6 below reflect categories of abilities by which students may be identified for the GATE program pursuant to Education Code 52202 and 5 CCR 3822. The district should select those items that reflect criteria selected by the Board. The Board may establish any other criteria provided that the criteria meet the standards set forth in 5 CCR 3831.

Appropriate types of data that may be used by the district to determine whether students meet the following criteria are described in 5 CCR 3831; see the accompanying administrative regulation.

Students may be identified for the GATE program on the basis of demonstrated or potential abilities in any one or more of the following categories: (Education Code 52202; 5 CCR 3822)

1. **Intellectual Ability:** The student demonstrates extraordinary or potential for extraordinary intellectual development.
2. **Creative Ability:** The student characteristically perceives unusual relationships among aspects of the student's environment and among ideas, overcomes obstacles to thinking and doing, and/or produces unique solutions to problems.
3. **Specific Academic Ability:** The student functions at highly advanced academic levels in particular subject areas.
4. **Leadership Ability:** The student displays the characteristic behaviors necessary for extraordinary leadership.
5. **High Achievement:** The student consistently produces advanced ideas and products and/or attains exceptionally high scores on achievement tests.
6. **Performing and Visual Arts Talent:** The student originates, performs, produces, or responds at extraordinarily high levels in the arts.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6142.6 - Visual and Performing Arts Education)*

### Instructional Components

Note: Education Code 52206 requires that any special day classes, part-time groupings, or cluster groups offered by the district be an integrated, differentiated learning experience within the regular school day, and that other programs may augment or supplement these approaches. 5 CCR 3840 defines the program options; see the accompanying administrative regulation. The district may offer other services or activities with 90 days advance approval by the Superintendent of Public Instruction.

**GIFTED AND TALENTED STUDENT PROGRAM (continued)**

One program option specified in 5 CCR 3840 is postsecondary education opportunities, including attendance in college or community college classes. Pursuant to Education Code 48800, if the Board denies the petition of a highly gifted student, as defined in Education Code 52201, to enroll as a special part-time or full-time student at a community college, the Board must issue its written decision and the reasons for the denial and the parent/guardian may file an appeal with the County Board of Education; see BP 6172.1 - Concurrent Enrollment in College Classes for language reflecting this requirement.

Pursuant to 5 CCR 3840, postsecondary education opportunities also include participation in the Advanced Placement program; see BP/AR 6141.5 - Advanced Placement. The CDE clarifies that the Advanced Placement program is an appropriate use of GATE funding even though this program is also open to students who are not identified as gifted and talented. Similarly, the International Baccalaureate program is an acceptable option for high school students enrolled in the GATE program.

The following section should be revised to reflect the types of programs offered by the district.

The district's GATE program may include special day classes, part-time groupings, and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. This program may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment. (Education Code 52206; 5 CCR 3840)

*(cf. 5123 - Promotion/Acceleration/Retention)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6172.1 - Concurrent Enrollment in College Classes)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6177 - Summer School)*

GATE students may regularly participate, on a planned basis, in special counseling or instructional activity during or outside of the regular school day in order to benefit from additional educational opportunities not provided in the regular classroom. (5 CCR 3840)

*(cf. 6164.2 - Guidance/Counseling Services)*

In addition, the district may provide specialized services designed to assist underachieving, linguistically diverse, culturally diverse, and/or economically disadvantaged GATE students to achieve at levels commensurate with their abilities. (5 CCR 3840)

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6174 - Education for English Language Learners)*

The district's GATE program shall include an academic component and, as appropriate, instruction in basic skills for each student. (Education Code 52206)

## **GIFTED AND TALENTED STUDENT PROGRAM (continued)**

Note: The SBE's Recommended Standards for Programs for Gifted and Talented Students include support for the social and emotional development of GATE students. The following optional paragraph may be revised to reflect district practice.

The district's program shall support the social and emotional development of GATE students in order to increase responsibility, self-awareness, and social awareness and adjustment.

Staff development shall be provided to support teachers of GATE students in understanding the unique learning styles and abilities of these students and in developing appropriate instructional strategies.

*(cf. 4131 - Staff Development)*

### **Advisory Committee**

Note: The following optional section may be revised to reflect district practice. 5 CCR 3831 requires that the district's plan for the GATE program include procedures for ensuring continuous parent/guardian participation in planning, implementing, and evaluating the program. In addition, parent/guardian and community involvement is one of the criteria in the SBE's Recommended Standards for Programs for Gifted and Talented Students.

The Superintendent or designee shall appoint an advisory committee to support the needs of the GATE program and to assist in program planning, implementation, and evaluation. The committee shall include the district's program coordinator, certificated staff, parents/guardians of GATE students, community members, and students as appropriate.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

### **Program Evaluation**

Note: The following optional section should be revised to reflect district practice. 5 CCR 3831 requires that the district annually review student progress and program administration using methods identified in the district's GATE plan and that the district develop procedures for modifying the program based on the annual review. During the Categorical Program Monitoring process, the CDE will review the district's compliance with these provisions. In addition, Education Code 52212 requires submission of a program assessment each time the district submits an application to the CDE for renewal of program authorization. The types of data and information that districts may select and use to assess student progress and program administration are specified in the CDE's program application.

The Board shall annually review the progress of students enrolled in the district's GATE program and administration of the program using methods identified in the district's GATE plan, and may require modifications in the program as indicated by the results of this review. (5 CCR 3831)

*(cf. 0500 - Accountability)*

## **GIFTED AND TALENTED STUDENT PROGRAM (continued)**

*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6190 - Evaluation of the Instructional Program)*

### **Legal Reference:**

#### **EDUCATION CODE**

*37223 Weekend classes for mentally gifted minors*  
*41500-41573 Categorical education block grants*  
*48800-48802 Enrollment of gifted students in community college*  
*51740 Instruction by correspondence*  
*51745-51749.3 Independent study programs*  
*52200-52212 Gifted and talented education program*  
*52800-52887 School-Based Program Coordination*  
*64000 Categorical programs included in consolidated application*  
*64001 Single plan for student achievement, consolidated application programs*  
*76000-76002 Enrollment in community college*

#### **CODE OF REGULATIONS, TITLE 5**

*1633 Instruction by correspondence*  
*3820-3870 Gifted and talented education program*

### **Management Resources:**

#### **CALIFORNIA ASSOCIATION FOR THE GIFTED PUBLICATIONS**

*GATE Standards Workbook: A Guide to Design, Improve and Assess Gifted Programs, 2005*

*Meeting the Standards: A Guide to Developing Services for Gifted Students, 2002*

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Gifted and Talented Education Program Resource Guide, rev. 2005*

*Recommended Standards for Programs for Gifted and Talented Students, rev. 2005*

#### **WEB SITES**

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

*California Association for the Gifted: <http://www.cagifted.org>*

*California Department of Education, Gifted and Talented Education: <http://www.cde.ca.gov/sp/gt>*

*Council for Exceptional Children, The Association for the Gifted (CEC-TAG): <http://www.cectag.org>*

*National Association for Gifted Children: <http://www.nagc.org>*

(3/01 11/05) 7/08

# **Board Policy**

## **BP 6172 Instruction**

### **Gifted And Talented Student Program**

The Governing Board believes that all students deserve an education that challenges them to meet their fullest potential. The Board shall provide gifted and talented students opportunities for learning commensurate with their particular abilities and talents.

Programs for gifted and talented students may include special day classes, part-time and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. These programs may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment. (Education Code 52206)

- (cf. 5123 - Promotion/Acceleration/Retention)
- (cf. 6141.5 - Advanced Placement)
- (cf. 6146.11 - Alternative Credits Toward Graduation)
- (cf. 6158 - Independent Study)
- (cf. 6177 - Summer School)

The Board shall determine the most appropriate curricular components for participating students. Each participating student's program shall include an academic component and, as appropriate, instruction in basic skills. (Education Code 52206)

The Superintendent or designee shall ensure the full participation of eligible students regardless of their ethnic, cultural, linguistic, or economic background.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 6174 - Education for English Language Learners)

Staff development shall be provided to support teachers of gifted and talented students in understanding the unique learning styles and abilities of these students and in developing appropriate instructional strategies.

- (cf. 4131 - Staff Development)

The Board shall regularly evaluate the effectiveness of the district's program in meeting the needs of gifted and talented students.

(cf. 0500 - Accountability)  
(cf. 6190 - Evaluation of the Instructional Program)

The Superintendent or designee shall designate a district coordinator to be responsible for all aspects of the program. In addition, the Superintendent or designee shall appoint an advisory committee to support the needs of the program and to assist in program planning, implementation, and evaluation. The committee shall include the program coordinator, parents/guardians, staff, community members, and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)  
(cf. 6020 - Parent Involvement)

**Legal Reference:**

**EDUCATION CODE**

48800-48802 Enrollment of gifted students in community college

51740 Instruction by correspondence

51745-51749.3 Independent study programs

52200-52212 Gifted and Talented Pupil Program

76001 Enrollment in community college

76002 Community college courses

**CODE OF REGULATIONS, TITLE 5**

1633 Instruction by correspondence

3820-3870 Gifted and Talented Pupil Program

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Recommended Standards for Programs for Gifted and Talented Students, adopted

October 2001, rev. September 2005

**WEB SITES**

California Association for the Gifted: <http://www.cagifted.org>

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

National Association for Gifted Children: <http://www.nagc.org>

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
adopted: June 7, 2006      Antelope, California

# CSBA Sample Administrative Regulation

**Instruction**

AR 6172(a)

## **GIFTED AND TALENTED STUDENT PROGRAM**

Note: The following optional administrative regulation is for use by districts that elect to offer a gifted and talented education (GATE) program pursuant to Education Code 52200-52212.

### **Definitions**

A *gifted and talented student* is a student enrolled in a public school who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in categories selected by the Governing Board. (Education Code 52201)

A *highly gifted student* is one who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the student's teacher and principal. Highly gifted students shall generally constitute not more than one percent of the student population. (Education Code 52201)

A *special day class* for gifted and talented students consists of one or more classes totaling a minimum school day where each class: (5 CCR 3840)

1. Is composed of students identified as gifted and talented
2. Is designed to meet the specific academic needs of gifted and talented students for enriched or advanced instruction and is appropriately differentiated from other classes in the same subjects at the school
3. Is taught by a teacher who has specific preparation, experience, personal attributes, and competencies in the teaching of gifted children

A *part-time grouping* is one in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day and those classes are composed of identified gifted and talented students. (5 CCR 3840)

A *cluster grouping* is one in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher. (5 CCR 3840)

*Independent study* provides additional instructional opportunities supervised by a certificated district employee through special tutors or mentors or through enrollment in correspondence courses specified in Education Code 51740 and 5 CCR 1633. (5 CCR 3840)

## **GIFTED AND TALENTED STUDENT PROGRAM (continued)**

*(cf. 6158 - Independent Study)*

*Acceleration* means that students are placed in grades or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work. (5 CCR 3840)

*(cf. 5123 - Promotion/Acceleration/Retention)*

*Postsecondary education opportunities* offer students the opportunity to attend classes conducted by a college or community college or to participate in Advanced Placement programs. (5 CCR 3840)

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

*Enrichment activities* are supplemental educational activities that augment students' regular educational programs in their regular classrooms. Students use advanced materials and/or receive special opportunities from persons other than the regular classroom teacher. (5 CCR 3840)

### **Program Coordinator**

Note: The following optional section may be revised to reflect district practice. Education Code 52212 requires that the district's application for program funding designate a person who will fulfill specified program oversight responsibilities. The California Department of Education's (CDE) Gifted and Talented Education Program Resource Guide lists sample duties of the district coordinator.

The Superintendent or designee shall appoint a district coordinator for the gifted and talented education (GATE) program who has demonstrated experience and knowledge in gifted education and/or has opportunities to gain or continue such experience and knowledge.

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

Responsibilities of the district's GATE coordinator shall include program development and implementation, identification procedures, fiscal management, and the collection of auditable records for evaluation. (Education Code 52212)

Note: The following paragraph is optional. The CDE's Gifted and Talented Education Program Resource Guide lists sample duties of site-level program coordinators for use by districts that choose to establish such positions.

The Superintendent or designee also may appoint a GATE coordinator at each school site who shall be responsible for implementation of program services at that school site.

## **GIFTED AND TALENTED STUDENT PROGRAM (continued)**

### **Program Plan**

**Note:** 5 CCR 3831 requires the district to develop a written plan with specified components and to make the plan available to the public. During the Categorical Program Monitoring process, the CDE will review whether the district's plan contains the required components.

The Superintendent or designee shall develop a written plan which describes the differentiated curricula for the program and the methods used to examine the appropriateness of participating students' total educational experience. The plan shall include the components specified in 5 CCR 3831. (5 CCR 3831)

**Note:** The following optional paragraph is for use by districts that incorporate GATE funding into School-Based Program Coordination (SBPC); see BP/AR 0420.1 - School-Based Program Coordination. In such cases, Education Code 64001 requires that each participating school site have a single plan for student achievement which incorporates the components of the SBPC plan as specified in Education Code 52853, including, but are not limited to, instructional and auxiliary services to meet the needs of GATE students.

Whenever a school's GATE program is incorporated into School-Based Program Coordination, its school site council shall address the needs of GATE students within the school's single plan for student achievement. (Education Code 52853, 64001)

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

*(cf. 0420.1 - School-Based Program Coordination)*

### **Identification of Gifted and Talented Students**

The Superintendent or designee shall design methods to seek out and identify gifted and talented students from varying linguistic, economic, and cultural backgrounds whose extraordinary capacities require special services and programs. (5 CCR 3820)

**Note:** The following optional paragraph may be revised to reflect district practice. The CDE's Gifted and Talented Education Program Resource Guide contains sample forms for obtaining parent/guardian permission for student testing and for program participation.

Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program.

**Note:** Pursuant to Education Code 52202 and 5 CCR 3822, the Board may determine the categories of abilities for which students may be identified for the GATE program; see the accompanying Board policy. 5 CCR 3823 describes appropriate data that may be used to determine whether students meet the criteria and requires that the range of data used by districts be broad enough to reveal gifts and talents across cultural, economic, and linguistic groups. The CDE's Gifted and Talented Education Program Resource Guide contains a resource list of commonly used instruments for identification of GATE students.

**GIFTED AND TALENTED STUDENT PROGRAM (continued)**

The district should select the items below which reflect data used by the district.

Students shall be selected for the program based on their demonstrated or potential ability for high performance in categories identified by the Board, as evidenced by any of the following indicators: (5 CCR 3823)

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student products
6. Opinions of professional persons

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6164.2 - Guidance/Counseling Services)*

Final determination of a student's eligibility shall be made by the Superintendent or designee. (5 CCR 3824)

Note: Pursuant to 5 CCR 3824, the following evaluation authorizes the use of an identification and placement committee. Districts that choose to establish such a committee may revise the following paragraph accordingly.

The Superintendent or designee shall base his/her decision upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist. An individual recognized as an expert in the gifted and talented category under consideration, and/or an individual who has in-depth understanding of the student's linguistic or cultural group, shall participate in the evaluation of the evidence unless there is no doubt as to the student's eligibility. These persons may review screening, identification, and placement data in serial order and shall be required to meet only as necessary to resolve any differences in assessment and recommendations. (5 CCR 3824)

In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background and, when appropriate, studies of the factors contributing to the student's underachievement, including handicapping or disadvantaged conditions. (5 CCR 3823)

**GIFTED AND TALENTED STUDENT PROGRAM (continued)**

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6174 - Education for English Language Learners)*

Prior to a student's participation in the program, the Superintendent or designee shall obtain written consent from the student's parent/guardian. (5 CCR 3831)

Note: The following optional paragraph should be revised to reflect district practice. The State Board of Education's (SBE) Recommended Standards for Programs for Gifted and Talented Students recommends that the district establish an eligibility appeals process.

If the Superintendent or designee determines that a student is not eligible, the student's parent/guardian may appeal the decision. The Superintendent or designee may use a committee, including the district's GATE coordinator and certificated personnel, to review the student's evidence and determine whether the initial identification decision should be reversed.

Note: Education Code 52202 requires the district to "consider" identifying as gifted and talented any transfer student who was identified as a GATE student in his/her previous district, but does not require the district to continue that identification. Pursuant to 5 CCR 3831, the district's GATE plan must include a procedure for the consideration of the identification of transfer students. The following paragraph may be expanded to include any procedure established by the district, which may include a review of all the evidence used to identify the student in the previous district.

The Superintendent or designee shall consider identifying for the district's GATE program any student who has transferred from another district in which he/she was identified as a GATE student. (Education Code 52202; 5 CCR 3831)

Note: The following paragraphs are optional and should be revised to reflect district practice. The SBE's Recommended Standards for Programs for Gifted and Talented Students and the CDE's web site address the continuing eligibility of identified students and the need to re-examine previously unidentified students.

Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral through the process noted above or the Superintendent or designee determines it to be in the student's best interest.

Once identified as a GATE student, a student shall remain eligible even though services provided to the student may change.

(11/03 11/05) 7/08

# **Administrative Regulation**

## **AR 6172 Instruction**

### **Gifted And Talented Student Program**

#### **Definitions**

**A gifted and talented student is a student enrolled in a public school who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in categories selected by the Governing Board. (Education Code 52201)**

**A highly gifted student is one who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the student's teacher and principal. Highly gifted students shall generally constitute not more than one percent of the student population. (Education Code 52201)**

**A special day class for gifted and talented students consists of one or more classes totaling a minimum school day where each class: (5 CCR 3840)**

- 1. Is composed of students identified as gifted and talented**
- 2. Is designed to meet the specific academic needs of gifted and talented students for enriched or advanced instruction and is appropriately differentiated from other classes in the same subjects at the school**
- 3. Is taught by a teacher who has specific preparation, experience, personal attributes, and competencies in the teaching of gifted children**

**A part-time grouping is one in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day and those classes are composed of identified gifted and talented students. (5 CCR 3840)**

**A cluster grouping is one in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher. (5 CCR 3840)**

**Independent study provides additional instructional opportunities supervised by a certificated district employee through special tutors or mentors or through enrollment in correspondence courses specified in Education Code 51740 and 5 CCR 1633. (5 CCR 3840)**

(cf. 6158 - Independent Study)

Acceleration means that students are placed in grades or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work. (5 CCR 3840)

(cf. 5123 - Promotion/Acceleration/Retention)

Postsecondary education opportunities offer students the opportunity to attend classes conducted by college or community college or to participate in Advanced Placement programs. (5 CCR 3840)

(cf. 6141.5 - Advanced Placement)

Enrichment activities are supplemental educational activities that augment students' regular educational programs in their regular classrooms. Students use advanced materials and/or receive special opportunities from persons other than the regular classroom teacher. (5 CCR 3840)

#### Program Plan

The Superintendent or designee shall develop a written plan for the district's program which shall include the components specified in 5 CCR 3831 and be designed in accordance with state program standards.

#### Identification of Gifted and Talented Students

Students shall be selected for the program based on their demonstrated or potential ability for high performance in accordance with the categories specified in Education Code 52202 and 5 CCR 3822.

Evidence of a student's capability shall include any of the data specified in 5 CCR 3823 and shall consider the economic, linguistic, and cultural characteristics of students' background. (5 CCR 3823)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

The Superintendent or designee shall design methods to seek out and identify gifted and talented students from varying linguistic, economic, and cultural backgrounds and whose extraordinary capacities require special services and programs. (5 CCR 3820)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

**(cf. 6174 - Education for English Language Learners)**

**Prior to making a final determination of a student's eligibility, the pertinent evidence shall be evaluated by the student's principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist. A person recognized as an expert in the gifted and talented category under consideration, and/or a person who has in-depth understanding of the student's linguistic or cultural group, shall participate in the evaluation of the evidence unless there is no doubt as to the student's eligibility. These persons shall meet as necessary to resolve any differences in assessment and recommendations. (5 CCR 3824)**

**The district's advisory committee on gifted and talented education shall make the final determination of a student's eligibility.**

**The Superintendent or designee shall identify as gifted and talented any student who has transferred from a district in which he/she was identified as a gifted and talented student.**

**Written consent shall be secured from a student's parent/guardian before he/she participates in the program. (5 CCR 3831)**

#### **Community College Enrollment**

**With parent/guardian consent, a principal may recommend students of any age or grade level for part-time enrollment in community college courses. For any particular grade level, a principal may not recommend for community college summer session attendance more than five percent of the total number of students who completed that grade immediately prior to the time of recommendation unless all of the criteria specified in Education Code 48800 are satisfied. (Education Code 48800)**

**The principal may only recommend a student for community college summer session if that student satisfies both of the following conditions: (Education Code 48800)**

- 1. Demonstrates adequate preparation in the discipline to be studied**
- 2. Exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance**

**If a community college course is to be held at a district high school campus, the Board shall define, at a regularly scheduled meeting, the times that the campus will be closed to the general public. (Education Code 76002)**

**Special part-time students may enroll in up to 11 units per semester, or the equivalent, in a community college. Such students shall receive credit for community college courses that they complete at a level jointly determined appropriate by the Board and the community college governing board. (Education Code 48800, 76001)**

Any student's parent/guardian may petition the Board to authorize the student to attend a community college as a special full-time student if he/she believes the student would benefit from advanced scholastic or vocational work that would thereby be available. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented as defined above, the Board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that falls at least 30 days after the request has been submitted. (Education Code 48800, 48800.5)

Regulation · CENTER UNIFIED SCHOOL DISTRICT  
approved: June 7, 2006      Antelope, California

# Add

## CSBA Sample Board Policy

Instruction

BP 6172.1(a)

### CONCURRENT ENROLLMENT IN COLLEGE CLASSES

Note: The following optional policy may be revised to reflect district practice. Education Code 48800-48802 and 76000-76002 authorize enrollment in community college courses as an option for a limited number of district students to benefit from advanced scholastic or career technical work.

In addition, a limited number of school districts receive funding through the Foundation for California Community Colleges to operate Early College High Schools. These schools are designed so that students can achieve two years of college credit at the same time they are earning a high school diploma, and are targeted toward student groups that historically have below-average high school and college graduation rates (e.g., low-income, at-risk, English language learner, and minority students). For more information, see the Foundation's or California Department of Education's (CDE) web site.

The Governing Board desires to provide opportunities for eligible district students to enroll concurrently in courses offered at postsecondary institutions in order to foster individual student achievement, increase opportunities for students to complete college preparatory course requirements or career technical education preparation, and prepare students for a smooth transition into college by providing exposure to the collegiate environment.

*(cf. 6143 - Courses of Study)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.1 - Regional Occupational Center/Program)*

Note: The following paragraph is optional. Education Code 51225.3 provides that completion of postsecondary courses may be used as an alternative means of satisfying high school graduation requirements when approved by the Governing Board. According to the CDE, students enrolled in college classes will receive credit from the postsecondary institution but, pursuant to Education Code 48800-48802 and 76001-76002 and as a result of the repeal in 2005 of 5 CCR 1630, the district has discretion to determine whether completion of such courses will receive credit from the district. See BP 6146.11 - Alternative Credits Toward Graduation.

When it is determined that the postsecondary course in which the student intends to enroll is substantially equivalent to a course provided by the district, the student may receive credit toward high school graduation requirements in addition to credit received from the college.

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

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

### Approval of Concurrent Enrollment

Note: Although the Board may approve students for postsecondary classes in accordance with Education Code 48800 and 48800.5, the decision to admit a student into a postsecondary class rests with the college. Pursuant to Education Code 76002, a community college may restrict the admission of special part-time or full-time students based on age, completion of a specified grade level, and/or demonstrated eligibility for

**CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)**

instruction using assessment methods and procedures approved by the Board of Governors of the California Community Colleges. Education Code 76001 requires that community colleges assign a low enrollment priority to special part-time or full-time students in order to ensure that they do not displace regularly admitted students.

The following **optional** paragraph may be revised to reflect criteria for approval established by the Board.

The Board may approve a limited number of students of any age or grade level to apply for part-time or full-time concurrent enrollment in a community college or four-year college when it is determined to be in the student's best interest and the student is adequately prepared for such coursework.

Upon recommendation of the principal and with parent/guardian consent, the Board may authorize a student to apply for attendance at a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of instruction offered at the community college level. (Education Code 48800)

Note: Education Code 48800 provides a five percent enrollment cap on the number of students at each grade level that may be recommended for community college summer session. However, this enrollment cap does not include students who are enrolled in college-level lower division general education courses or in career technical education courses leading to a degree or certificate in the subject area, under the conditions specified in Education Code 48800.

In addition, the enrollment cap does not apply to courses necessary to assist students in passing the high school exit examination when the enrolled student is a high school senior who has completed, or will complete by the end of the summer session, all graduation requirements except for passage of the exit exam. Such courses must not offer the student college credit in English language arts or mathematics.

Within the enrollment limits and exceptions allowed by law, the principal may recommend a student for community college summer session if that student demonstrates adequate preparation in the discipline to be studied and exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance. (Education Code 48800)

*(cf. 6162.52 - High School Exit Examination)*

Any student's parent/guardian may petition the Board to authorize full-time attendance at a community college if he/she believes the student would benefit from advanced scholastic or career technical work that would be available. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented as defined in Education Code 52201, the Board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that falls at least 30 days after the request has been submitted. (Education Code 48800, 48800.5)

## CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

Note: Pursuant to Education Code 48800.5, if the Board denies any student's petition for full-time enrollment in a community college, the student's parent/guardian may file an appeal with the County Board, which must render a final decision, in writing, within 30 days.

### Program Evaluation

Note: The following optional section should be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating the district's program.

~~The Superintendent or designee shall regularly report to the Board regarding the number of district students participating in the concurrent enrollment option, their success in completing in postsecondary courses, and any impact on their achievement in district courses.~~

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6190 - Evaluation of the Instructional Program)*

### Legal Reference:

#### EDUCATION CODE

46145-46147 Minimum day, high school

48800-48802 Enrollment of gifted students in community college

51225.3 Alternative means of satisfying graduation requirements

52200-52212 Gifted and talented education program

76000-76002 Enrollment in community college

### Management Resources:

#### WEB SITES

California Community Colleges System: <http://www.cccco.edu>

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

California Postsecondary Education Commission: <http://www.cpec.ca.gov>

California State University: <http://www.calstate.edu>

Foundation for California Community Colleges, Early College High School Initiative:

<http://www.foundationccc.org/ECHS>

University of California: <http://www.universityofcalifornia.edu>

# Add

## **CSBA Sample Administrative Regulation**

**Instruction**

AR 6172.1(a)

### **CONCURRENT ENROLLMENT IN COLLEGE CLASSES**

#### **Credit**

Note: Pursuant to Education Code 48800-48802 and 76001-76002, and as a result of the repeal of 5 CCR 1630 in 2005, the district has discretion to determine whether to grant credit for completion of postsecondary courses; see the accompanying Board policy. Education Code 51225.3 authorizes the Governing Board to grant credit for such courses as an alternative means of satisfying high school graduation requirements; see BP 6146.11 - Alternative Credits Toward Graduation.

Special part-time students may enroll in up to 11 units per semester, or the equivalent, in a community college. Such students shall receive credit for community college courses that they complete in an amount jointly determined appropriate by the district and the community college governing board. (Education Code 48800, 76001)

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

Note: According to the California Department of Education, concurrent enrollment requires an agreement between the parties on appropriate forms provided by the postsecondary institution. The following optional paragraph may be revised to reflect district practice.

A written agreement regarding the student's enrollment in postsecondary courses and the credits to be awarded for successful completion shall be signed by the student, parent/guardian, principal, and college representative. The student shall be informed whether the credits to be earned are considered academic credits or elective credits and whether the course would need to be completed again during the college years to satisfy college requirements.

To receive district credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a transcript showing completion of the course with a passing grade.

*(cf. 5125 - Student Records)*

#### **Minimum School Day**

Except under the conditions specified in Education Code 46146, the minimum day of attendance in district schools shall be 180 minutes for any student who is enrolled part-time in a community college and any student in grades 11-12 who is enrolled part-time in the California State University or University of California, when the student is enrolled in classes for which academic credit will be provided upon satisfactory completion of enrolled courses. (Education Code 46146, 48801)

**CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)**

*(cf. 6112 - School Day)*

A student enrolled full-time at a community college shall be exempted from full-time attendance in the district's regular education program. (Education Code 48800.5)

*(cf. 5112.1 - Exemptions from Attendance)*

However, both part-time and full-time community college students shall be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (Education Code 48800.5, 48801)

**Community College Classes on High School Campus**

Note: The following optional section is for use by districts that maintain high schools. Education Code 76002 details criteria that must be satisfied before the community college district can claim state apportionment for high school students, including the fact that any community college class offered on a high school campus cannot be held during the time the campus is closed to the general public, as defined by the Board at a regularly scheduled meeting.

If a community college class is to be offered at a district high school campus, the class shall not be held during the time the campus is closed to the general public. (Education Code 76002)

Add

## CSBA Sample Board Policy

Instruction

BP 6178.2(a)

### REGIONAL OCCUPATIONAL CENTER/PROGRAM

Note: The following policy is for use by any district with high school students who attend a Regional occupational center or program (ROC/P). ROC/Ps established pursuant to Education Code 52300-52335.6 allow students from various schools or districts to attend career technical education programs at a designated facility, regardless of the geographic location of their residence in a county or region, and are intended to provide advanced, focused occupational training. ROC/P classes also may be held on high school campuses.

The Governing Board desires to provide opportunities for district students to receive specialized training and career technical skills through a regional occupational center or program (ROC/P) that prepares them for employment, advanced training, or postsecondary education.

*(cf. 6112 - School Day)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.1 - Work Experience Education)*

Note: Education Code 52301 authorizes the establishment of an ROC/P by (1) the County Superintendent of Schools, with the approval of the State Board of Education (SBE); (2) two or more districts through a joint powers agreement (JPA), with the approval of the SBE and the County Superintendent; or (3) a single district with an average daily attendance (ADA) of 50,000 or more located in a class 1 county or a district with an ADA of 100,000 or more located in a class 2 county, as defined in Education Code 1205.

The district should select the appropriate option below.

#### OPTION 1: (Participation in County-Operated ROC/P)

Note: The following paragraphs are for use by districts whose students participate in an ROC/P maintained by the County Superintendent. Pursuant to Education Code 52310.5, the governing board of a county ROC/P is the County Board of Education. The following option reflects information provided in the California Department of Education's (CDE) Regional Occupational Centers and Programs Operations Handbook regarding this type of delivery system and should be revised to reflect district practice.

The district shall refer eligible students to an ROC/P that has been established by the County Superintendent of Schools and is under the governance of the County Board of Education. (Education Code 52301, 52310.5)

The Board and Superintendent or designee shall maintain effective communications with the County Board and County Superintendent in order to ensure that district students receive a high-quality career technical program. The Superintendent or designee shall work with the County Superintendent to identify appropriate means for the district to provide input into ROC/P program development, budget adoption, program evaluation, and other matters.

**REGIONAL OCCUPATIONAL CENTER/PROGRAM (continued)**

The Board may enter into a contract with the county-operated ROC/P to provide district teachers, student support services, facilities, or other services to students enrolled in the ROC/P.

**OPTION 2: (Multidistrict JPA)**

Note: The following paragraphs are for use by districts that participate in the operation of an ROC/P through a JPA with one or more other districts. Pursuant to Education Code 52310.5, the governing board of an ROC/P maintained by two or more districts consists of at least one member of the board of each participating school district, selected by the board of that district. The following option reflects information provided in the CDE's Regional Occupational Centers and Programs Operations Handbook regarding this type of delivery system and should be revised to reflect district practice.

~~The district shall jointly operate an ROC/P with one or more other school districts in accordance with the terms of a joint powers agreement (JPA). The Board shall select one or more members of the Board to represent the district on the governing board of the ROC/P. (Education Code 52301, 52310.5)~~

~~Board members selected to represent the district on the governing board of the ROC/P shall communicate to that body the district Board's positions on matters pertaining to ROC/P program development, budget adoption, program evaluation, and other issues as directed by the Board.~~

~~When specified in the JPA, the district may provide teachers, student support services, facilities, or other services to students enrolled in the ROC/P.~~

~~The Superintendent or designee shall maintain effective communications with the administrator and staff of the ROC/P and shall ensure that the district is fulfilling its responsibilities as delineated under the JPA.~~

**OPTION 3: (Single District ROC/P)**

Note: The following paragraphs are for use by districts that individually operate their own ROC/P. Pursuant to Education Code 52310.5, the governing board of an ROC/P maintained by a single school district is the board of that school district.

Districts operating their own ROC/Ps should review all applicable legal requirements, the CDE's Regional Occupational Centers and Programs Operations Handbook, and the CDE's Model Programs and Practices which presents standards and quality indicators used to recognize exemplary programs in the areas of curriculum and instruction, student accomplishments, community involvement and collaboration, business services, organizational structure, personnel services, program accountability, and student support services. The district may choose to maintain a separate policy manual and administrative regulations governing the operations of the ROC/P.

**REGIONAL OCCUPATIONAL CENTER/PROGRAM (continued)**

~~The district shall operate its own ROC/P, with the district Board serving as the governing board of the ROC/P. (Education Code 52301, 52310.5)~~

~~The Board shall adopt and regularly review the mission, goals, budget, curriculum, and policies of the ROC/P to ensure that the program is focused on student learning and meets all applicable state and federal laws, regulations, and standards.~~

~~The Board shall establish an employer advisory board to perform the duties specified in Education Code 52302.2. The employer advisory board shall be composed of representatives of trade organizations and businesses or government agencies that hire a significant number of employees each year and require the skills and knowledge that are taught in the course sequence(s) in that occupational area, as well as at least one representative from a school district career technical educational advisory committee. (Education Code 52302.2)~~

*(cf. 1700 - Relations Between Private Industry and the Schools)*

**Student Eligibility and Participation**

Note: The following section applies to all districts with students attending an ROC/P of any type.

Education Code 52314 provides that high school students must have priority for enrollment in ROC/P classes and Education Code 52302.5 requires priority for services to be given to students ages 16-18. Participation by students under age 16 generally requires an approved comprehensive high school plan pursuant to Education Code 52314. Education Code 52302.8 establishes limits for state funding for adult students and provides that the ROC/P may contract with a community college district to provide classes to adult students.

To enroll in the ROC/P on a part-time or full-time basis, a district high school or adult student must have his/her admittance approved by the ROC/P based on a determination that he/she will benefit from the program. To be eligible, a student must be at least 16 years of age, unless he/she meets one of the conditions specified in Education Code 52314. (Education Code 52314, 52314.5, 52315)

*(cf. 5147 - Dropout Prevention)*

*(cf. 6200 - Adult Education)*

Note: If the district chooses to enroll adult students in ROC/P courses during the school day on a high school campus, then Education Code 52314 mandates that the district Board adopt policy specifically authorizing such enrollment, as provided below.

Adult students may have access to ROC/P classes offered on high school campuses during the school day.

**REGIONAL OCCUPATIONAL CENTER/PROGRAM (continued)**

Note: The following paragraph is optional. Pursuant to Education Code 48410 and 48432, the Governing Board may exempt from continuation education a student who is enrolled in an ROC/P; see AR 5112.1 - Exemptions from Attendance and BP/AR 6184 - Continuation Education. In addition, a student who attends an ROC/P may be exempted from physical education courses under the conditions specified in Education Code 52316; see BP 6142.7 - Physical Education.

A student who is attending an ROC/P may be exempted from the district's full-time compulsory continuation education program and/or physical education in accordance with law, Board policy, and administrative regulation. (Education Code 48410, 52316)

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 6142.7 - Physical Education)*

*(cf. 6184 - Continuation Education)*

Note: The following paragraph is optional. Education Code 51225.3 requires the Board to adopt alternative means for completing the prescribed course of study required for high school graduation. Education Code 51225.3 and 52310 provide that one such alternative means may include completion of courses offered through an ROC/P; see BP 6146.11 - Alternative Credits Toward Graduation. Students fulfilling course requirements through an ROC/P are still subject to the requirements of Education Code 60850-60859 to successfully pass the high school exit examination as a condition of high school graduation; see BP/AR 6146.1 - High School Graduation Requirements and BP/AR 6162.52 - High School Exit Examination.

According to the CDE, students who complete the ROC/P training receive certificates typically indicating the competencies they have mastered. Depending on the course, students may also receive industry certification that is recognized regionally, statewide, or nationally. In addition, many ROC/P courses are articulated with a local community college district and also award college credit upon successful completion.

Credits earned from courses completed in an ROC/P may be applied toward fulfillment of high school graduation course requirements. (Education Code 51225.3, 52310)

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

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

**Student Services**

Note: The following optional section applies to all districts with students attending an ROC/P of any type.

Education Code 52311 authorizes the district to provide or arrange for transportation between the district school and the ROC/P. The district may charge a fee for such service in accordance with Education Code 39807.5. See AR 3250 - Transportation Fees, AR 3260 - Fees and Charges, and BP 3541 - Transportation Routes and Services.

The district may provide or arrange for transportation to the ROC/P in accordance with law, Board policy, and administrative regulation.

*(cf. 3250 - Transportation Fees)*

## REGIONAL OCCUPATIONAL CENTER/PROGRAM (continued)

*(cf. 3260 - Fees and Charges)*

*(cf. 3541 - Transportation Routes and Services)*

Note: Pursuant to Education Code 52378, districts participating in the Supplemental School Counseling Program for grades 7-12 are required to provide an opportunity for counselors to meet with students and parents/guardians to explain available educational options, including ROC/Ps if such programs are available to district students; see AR 6164.2 - Guidance/Counseling Services.

The district's academic counseling program shall be designed to increase students' awareness of available educational options aligned with their career goals, including, as appropriate, career technical programs offered through the ROC/P.

*(cf. 6164.2 - Guidance/Counseling Services)*

### Program Evaluation

Note: The following optional section applies to all districts with students attending an ROC/P of any type.

Pursuant to Education Code 52304.1, the review and assessment described below are the responsibility of each district maintaining a high school.

The Board shall annually hold a public hearing to review and assess the participation of district students in grades 11-12 in the ROC/P and shall adopt an annual plan to increase participation of students in this program, unless it is determined that there are no additional district students who would benefit from this participation. (Education Code 52304.1)

Note: The following optional paragraph may be revised to reflect district practice. ROC/Ps that receive funding under the federal Carl D. Perkins Career and Technical Education Act of 2006 (20 USC 2301-2414) must annually submit a program evaluation to the CDE which includes enrollment and outcome data; also see BP/AR 6178 - Career Technical Education. Pursuant to Education Code 52335.12, when longitudinal data on students enrolled in ROC/Ps can be disaggregated from the California longitudinal student achievement data system established pursuant to Education Code 60900, each ROC/P will be expected to annually report to the CDE on the academic and workforce preparation progress of the secondary students enrolled in the ROC/P as a condition of receiving additional funding based on ADA.

The Board also shall review student achievement data for participating district students.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

*Legal Reference: (see next page)*

**REGIONAL OCCUPATIONAL CENTER/PROGRAM (continued)***Legal Reference:*EDUCATION CODE

1205 Classification of counties  
 37223 Weekend classes  
 39807.5 Transportation to ROC/P, parent/guardian payment  
 41850 Transportation to ROC/P, apportionments  
 44910 Permanent employment status; preclusion of ROC/P service  
 46140 Attendance credit  
 46300 Computation of average daily attendance  
 48410 Exemption from compulsory continuation education  
 48430-48433 Continuation education, ROC/P classes  
 51225.3 Requirements for graduation  
 52300-52335.6 Regional occupational centers/programs  
 52378 Supplemental school counseling program, grades 7-12  
 60850-60859 High school exit examination  
 60900 California longitudinal student achievement data system

GOVERNMENT CODE

6500-6536 Joint powers agreements

LABOR CODE

3368 Workers' compensation, responsibility in jointly operated ROC/P

UNEMPLOYMENT INSURANCE CODE

15037.1 Education and job training, performance accountability

CODE OF REGULATIONS, TITLE 5

10080-10092 Community classrooms  
 10100-10111 Cooperative vocational education  
 11500-11508 Regional occupational centers and programs

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006  
 6319 Highly qualified teachers

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2008-2012 State Plan for Career Technical Education

Regional Occupational Centers and Programs Operations Handbook March 2008

Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Department of Education, ROC/P: <http://www.cde.ca.gov/ci/ct/rp>

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

Add

## CSBA Sample Board Policy

Facilities

BP 7160(a)

### CHARTER SCHOOL FACILITIES

Note: The following optional policy and administrative regulation should be modified to reflect district practice.

Education Code 47614, as added by Proposition 39 (operative November 8, 2000), requires that, upon request by a charter school, a district make facilities available to the charter school that are reasonably equivalent to those in other district schools. The State Board of Education has developed implementing regulations (5 CCR 11969.1-11969.10). These regulations were substantially revised and amended in January 2008 and became operative on March 29, 2008. Thus, the new requirements in the amended regulations are applicable to requests for facilities submitted to districts by charter schools beginning in the fall of 2008 for the 2009-10 school year. Although the revised regulations are likely to be challenged in court, districts must begin implementing the new requirements until a decision is reached.

Upon request by a charter school operating within the district, the Governing Board shall provide facilities in accordance with law, Board policy, and administrative regulation.

*(cf. 0420.4 - Charter Schools)*  
*(cf. 7110 - Facilities Master Plan)*

Note: The district is required to grant facilities, upon request, to a charter school "operating in the district." As specified in Education Code 47614 and 5 CCR 11969.2, a charter school is "operating in the district" when certain conditions are satisfied, including the identification by the charter school of at least 80 in-district students who are meaningfully interested in enrolling in that charter school. As amended by Register 2008, No. 9, 5 CCR 11969.2 clarifies that the district must provide facilities regardless of whether the district is or will be the chartering authority or whether the charter school has a facility within district boundaries.

A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school operating within the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

Note: Pursuant to Education Code 47614, facilities provided to the charter school must be contiguous, furnished, and equipped. In addition, the facilities must be sufficient to accommodate all of the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools in the district. As amended by Register 2008, No. 9, 5 CCR 11969.1-11969.10 specify a detailed process and timelines that the district must follow in evaluating the charter school's request for facilities. See the accompanying administrative regulation.

**CHARTER SCHOOL FACILITIES (continued)**

When determining whether the offered facilities are "reasonably equivalent," 5 CCR 11969.3 requires the district to develop a comparison group of district-operated schools with similar grade levels of the charter school. The district must then compare the capacity and condition of the comparison group schools with the offered facilities using the formulas and factors specified in 5 CCR 11969.3.

The Superintendent or designee shall ensure that requests received are evaluated and processed in accordance with law, Board policy, and administrative regulation.

Note: Pursuant to 5 CCR 11969.2, charter school facilities may be located at more than one site if the charter school's students cannot be "accommodated" on any single district site, provided that the district minimizes the number of sites and considers student safety. The term "accommodated" is not defined in law, and the extent to which a district may need to reorganize existing district programs at a site in order to "accommodate" the charter school students is unclear. 5 CCR 11969.2, as amended by Register 2008, No. 9, clarifies that when evaluating and accommodating a charter school's request, the charter school's in-district students must be given the same consideration as students in district-run schools, subject to the requirement that the facilities provided to the charter school be contiguous. See the accompanying administrative regulation.

If the district's preliminary or final offer of facilities does not accommodate the charter school at a single school site, 5 CCR 11969.2, as amended, requires the Governing Board to first make a finding that the charter school cannot be accommodated at a single school site and to adopt a written statement of reasons explaining the finding. In Ridgecrest Charter School v. Sierra Sands Unified School District, an appellate court held that a district must begin with the assumption that all charter school students will be assigned to a single school site and then adjust other factors to accommodate this goal. How those factors will be weighed and whether those factors would make a single school site feasible will be a case-by-case determination. Districts with questions on this issue should consult legal counsel.

If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall consider the offer, make a specific finding that the district cannot accommodate the charter school's students at a single school site, and adopt a written statement of reasons explaining the finding. (5 CCR 11969.2)

*Legal Reference: (see next page)*

## CHARTER SCHOOL FACILITIES (continued)

### *Legal Reference:*

#### EDUCATION CODE

17070.10-17080 *Leroy F. Greene School Facilities Act of 1998, including:*

17078.52-17078.66 *Charter schools facility funding; state bond proceeds*

17280-17317 *Field Act*

46600 *Interdistrict attendance agreements*

47600-47616.5 *Charter Schools Act of 1992, as amended*

48204 *Residency requirements for school attendance*

#### GOVERNMENT CODE

53094 *Authority to render zoning ordinance inapplicable*

53097.3 *Charter school ordinances*

#### CODE OF REGULATIONS, TITLE 2

1859.2 *Definitions*

1859.31 *Classroom inventory*

1859.160-1859.171 *Charter school facilities program, new construction*

#### CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 *Charter school facilities*

#### COURT DECISIONS

*Ridgecrest Charter School v. Sierra Sands Unified School District*, (2005) 130 Cal.App.4<sup>th</sup> 986

*Sequoia Union High School District v. Aurora Charter High School* (2003) 112 Cal.App.4<sup>th</sup> 185

#### ATTORNEY GENERAL OPINIONS

80 *Ops. Cal. Atty. Gen.* 52 (1997)

### *Management Resources:*

#### CSBA PUBLICATIONS

*Charter Schools: A Manual for Governance Teams*, rev. 2008

#### WEB SITES

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

California Department of Education, Charter Schools Office: <http://www.cde.ca.gov/sp/cs>

Coalition for Adequate School Housing: <http://www.cashnet.org>

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

# CSBA Sample Administrative Regulation

Facilities

AR 7160(a)

## CHARTER SCHOOL FACILITIES

Note: Education Code 47614, as added by Proposition 39 (operative November 8, 2000), requires that districts make available to eligible charter schools facilities that are reasonably equivalent to those in other district schools. The State Board of Education has developed implementing regulations (5 CCR 11969.1-11969.10). These regulations were substantially revised and amended in January 2008 and became operative on March 29, 2008. Thus, the new requirements in the amended regulations are applicable to requests for facilities submitted to districts by charter schools beginning in the fall of 2008 for the 2009-10 school year. Although the revised regulations are likely to be challenged in court, until a decision is reached, districts must begin implementing the new requirements, as reflected in the provisions below.

### Definitions

*Average daily classroom attendance (ADA) or classroom ADA* is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

*In-district classroom ADA* is classroom ADA attributable to in-district students. *In-district students* are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

Note: 5 CCR 11959.2 provides that the district need not provide facilities for nonclassroom-based charter school students, unless it so chooses. Items #1-2 below are optional.

The district may allow a charter school to include *nonclassroom ADA* in the ADA calculation only: (5 CCR 11969.2)

1. To the extent of the instructional time that the students generating the nonclassroom-based ADA are actually in the classroom under the direct supervision of and control of a charter school employee
2. If the district and charter school agree upon the time(s) that the facilities devoted to students generating the nonclassroom-based ADA will be used

Note: 5 CCR 11969.2 clarifies that the district need not be the authorizing entity, nor contain the charter school within its boundaries, in order to be responsible for the provision of facilities to an eligible charter school that satisfies the definition of "operating in the district," as specified below.

**CHARTER SCHOOL FACILITIES (continued)**

An eligible charter school *operating in the district* is one that is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

Note: Register 2008, No. 9 amended 5 CCR 11969.2 to significantly expand the definition of "furnished and equipped" for purposes of calculating whether the offered facilities are reasonably equivalent, as specified below.

*Furnished and equipped* means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the comparison group schools established under 5 CCR 11969.3(a) and that the facilities have equipment that is reasonably equivalent to the comparison group schools. *Equipment* means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). *Equipment* has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with nondistrict resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

**Determination of Reasonably Equivalent Facilities**

The district shall provide facilities to a charter school sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. (Education Code 47614; 5 CCR 11969.3)

Note: In determining whether the offered facilities are sufficient to accommodate the charter school students in "reasonably equivalent" conditions, 5 CCR 11969.3 requires the district to develop a comparison group of district-operated schools with similar grade levels. As amended by Register 2008, No. 9, 5 CCR 11969.3 provides that if none of the district-operated schools has grade levels similar to the charter school, then a "reasonably equivalent" facility is an existing facility most consistent with the needs of students in the grade levels served at the charter school. 5 CCR 11969.3, as amended, states that the district is not required to modify a school site to accommodate the charter school's grade-level configuration; however, the district and charter school may enter into an agreement to modify an existing school site with the costs to be paid exclusively by the charter school, the district, or jointly.

Once the comparison group is selected, the district must then compare the condition and capacity of the comparison group schools with the offered facilities, including an analysis of the ratio of teaching stations, specialized classroom space, and nonteaching space. Register 2008, No. 9 amended 5 CCR 11969.3 to significantly modify the calculation of the comparison group, capacity, and condition, as specified below.

**CHARTER SCHOOL FACILITIES (continued)**

*Reasonably equivalent conditions* shall be determined on the basis of: (5 CCR 11969.3)

1. A comparison group of district schools with similar grade levels, selected in accordance with 5 CCR 11969.3 (5 CCR 11969.3)

If a charter school's grade-level configuration is different from the configuration of the district's schools, the district is not obligated to pay for the modification of a school site to accommodate the charter school's configuration. (5 CCR 11969.3)

Note: 5 CCR 11969.3, as amended by Register 2008, No. 9, provides different methods for selecting the comparison group for districts with high schools depending on whether or not students in the district attend high school based on attendance areas. Districts maintaining high schools should select Option 1 or 2 below; districts without high schools should delete both options.

**~~OPTION 1: (Districts maintaining high schools with attendance areas)~~**

~~For high schools, the comparison group shall be the district-operated schools with similar grade levels that serve students living in the high school attendance area, as defined in Education Code 17070.15(b), in which the largest number of students of the charter school reside. The number of charter school students residing in a high school attendance area shall be determined using in-district classroom ADA projected for the fiscal year for which facilities are requested. (5 CCR 11969.3)~~

**OPTION 2: (Districts maintaining high schools without attendance areas)**

For high schools, the comparison group shall be the three schools in the district with similar grade levels that the largest number of students of the charter school would otherwise attend or if there are fewer than three schools with similar grade levels, then comparison group all schools in the district with similar grade levels. (5 CCR 11969.3)

2. Capacity, in accordance with 5 CCR 11969.3, including equivalency of the ratio of teaching stations (classrooms) to ADA as those provided to district students attending comparison group schools, as well as a share of the specialized classroom space and/or a provision for access to reasonably equivalent specialized classroom space. District ADA shall be determined using projections for the fiscal year and grade levels for which facilities are requested. (5 CCR 11969.3)

The number of teaching stations shall be determined using the classroom inventory prepared pursuant to 2 CCR 1859.31, adjusted to exclude classrooms identified as interim housing. *Interim housing* means the rental or lease of classrooms used to house students temporarily displaced as a result of the modernization of classroom

**CHARTER SCHOOL FACILITIES (continued)**

facilities, as defined in 2 CCR 1859.2, and classrooms used as emergency housing for schools vacated due to structural deficiencies or natural disasters. (5 CCR 11969.3)

The district shall allocate and/or provide access to nonteaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of nonteaching station space in the comparison group schools. Nonteaching station space is all of the space that is not identified as teaching station space or specialized classroom space and includes, but is not limited to, administrative, kitchen, multipurpose room, and play area space. (5 CCR 11969.3)

3. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including: (5 CCR 11969.3)
  - a. School site size
  - b. Condition of interior and exterior surfaces
  - c. Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
  - d. Availability and condition of technology infrastructure
  - e. Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use
  - f. Condition of the facility's furnishing and equipment
  - g. Condition of athletic fields and/or play area space

*(cf. 7111 - Evaluating Existing Buildings)*

If a charter school was established through the conversion of an existing public school, the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)

**Request and Provision of Facilities: Timelines and Procedures**

Note: Items #1-10 below reflect timelines and procedures specified in 5 CCR 11969.9 and Education Code 47614 for facilities requests and approvals. Register 2008, No. 9 amended 5 CCR 11969.9 to revise the process and modify and develop new timelines by which the charter school must submit a request for

**CHARTER SCHOOL FACILITIES (continued)**

facilities, express any objections to the district's ADA projection, or make a counter proposal to the district's preliminary proposal. 5 CCR 11969.9 was also amended relative to the timelines and procedure for the district to respond to the charter school's attendance projections, prepare a preliminary proposal, and submit a final notification regarding its offer of facilities. In addition, 5 CCR 11969.9 was amended to delete the provision that authorized the district and charter school to mutually establish different timelines and procedures other than those specified in 5 CCR 11969.1-11969.10.

The following procedures shall apply to a charter school's request for and the district's provision of facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.9)
  - a. Reasonable projections of in-district and total ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year
 

Projections of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the student would otherwise attend.
  - b. A description of the methodology for the projections
  - c. If relevant (i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA), documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy
  - d. The charter school's operational calendar
  - e. Information regarding the district's school site and/or general geographic area in which the charter school wishes to locate
  - f. Information on the charter school's educational program, if any, that is relevant to assignment of facilities

Note: Pursuant to 5 CCR 11969.9, the district may require the charter school to submit its request on a form available from the California Department of Education (CDE) or another form specified by the district. The district may also require the charter school to either distribute a reasonable number of copies of the request for review by other interested parties or otherwise make the request available for review. The following optional paragraph may be revised to reflect district practice.

**CHARTER SCHOOL FACILITIES (continued)**

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute, or otherwise make available for review, the written request to interested parties, including, but not limited to, parents/guardians and school staff.

2. On or before December 1, the district shall review the charter school's projections of in-district and total ADA and in-district and total classroom ADA, express any objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
3. On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
4. On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. At a minimum, the preliminary proposal shall include: (5 CCR 11969.9)
  - a. The projections of in-district classroom ADA on which the proposal is based
  - b. The specific location(s) of the space
  - c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
  - d. The projected pro rata share amount and a description of the methodology used to determine that amount
  - e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above

Note: Pursuant to 5 CCR 11969.2, charter school facilities must be "contiguous," meaning that the facilities are contained on the school site or immediately adjacent to the school site. However, 5 CCR 11969.2, as

**CHARTER SCHOOL FACILITIES (continued)**

amended by Register 2008, No. 9, requires that, if the district's preliminary or final facilities offer does not accommodate the charter school's students at a single school site, the Governing Board must make that specific finding and adopt a written statement of reasons explaining the finding. See the accompanying Board policy.

In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. (5 CCR 11969.2)

*Contiguous facilities* are those facilities contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. (5 CCR 11969.2)

If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. The district shall not be obligated to pay for the modification of an existing school site to accommodate the charter school's grade level configuration. (5 CCR 11969.3)

5. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #4 above and shall express any concerns, including addressing differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)
6. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #5 above, the district shall submit, in writing, a final notification of the space offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)
  - a. The teaching stations, specialized classroom spaces, and nonteaching station spaces offered for the exclusive use of the charter school and the teaching stations, specialized classroom spaces, and nonteaching spaces to which the charter school is to be provided access on a shared basis with district-operated programs
  - b. Arrangements for sharing any shared space
  - c. The assumptions of in-district classroom ADA for the charter school upon which the allocation is based, and if the assumptions are different than those

**CHARTER SCHOOL FACILITIES (continued)**

submitted by the charter school pursuant to item #3 above, a written explanation of the reasons for the differences

- d. The specific location(s) of the space
  - e. All conditions pertaining to the space
  - f. The pro rata share amount
  - g. The payment schedule for the pro rata amount, which shall take into account the timing of revenues from the state and from local property taxes
7. By May 1 or within 30 days after the district notification pursuant to item #6 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

Note: As amended by Register 2008, No. 9, 5 CCR 11969.9 requires that the agreement contain the items listed in #8(a)-(e) below.

8. The district and charter school shall negotiate an agreement regarding the use of and payment for the space. In addition, the district shall provide a draft of any proposed agreement pertaining to the charter school's use of the space in conjunction with the preliminary offer, as detailed in item #4 above. (5 CCR 11969.9)
- a. At a minimum, the agreement shall contain the information included in the district's final notification, as listed in item #6 above.
  - b. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school.

**CHARTER SCHOOL FACILITIES (continued)**

- c. The charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings, and equipment.
- d. A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school.
- e. The district shall be responsible for any modifications necessary to maintain the facility in accordance with Education Code 47610(d) or 47610.5.

Note: Register 2008, No. 9 amended 5 CCR 11969.9 to specify that the district must make the space available for at least 10 working days prior to the first day of instruction, as specified below, except for circumstances of "good cause." However, the district may not provide the space less than seven days prior to the first day of instruction.

- 9. The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least 10 working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven working days. (5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. The charter school shall not sublet or use the facilities for purposes other than those that are consistent with Board policies and district practices without permission of the Superintendent or designee. (5 CCR 11969.5)

*(cf. 1330 - Use of School Facilities)*

- 10. Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property of the district. The district shall be responsible for projects eligible to be included in the district's deferred maintenance plan and the replacement of district-provided furnishings and equipment in accordance with district schedules and practices. The ongoing operations and maintenance of facilities, furnishings, and equipment shall be the responsibility of the charter school. (Education Code 47614; 5 CCR 11969.4)

**Charges for Facilities Costs**

Note: Education Code 47614 authorizes the district to charge the charter school a pro-rata share of the district facilities costs which the district has paid with unrestricted general fund resources. 5 CCR 11969.7 specifies the formula for calculating the district's facilities costs. Register 2008, No. 9 amended 5 CCR 11969.7 to require charter schools to annually report to the CDE the per-square foot cost charged by the

**CHARTER SCHOOL FACILITIES (continued)**

district and for the CDE to post the information on its web site. The district may provide the CDE with explanatory information regarding its charges, which shall also be posted on the CDE's web site.

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. The district may charge the charter school for a pro-rata share of the district's facilities costs for the charter school's use of the facilities in accordance with 5 CCR 11969.7. (Education Code 47614)

*General fund* means the main operating fund of the district which is used to account for all activities except those that are required to be accounted for in another fund. (5 CCR 11969.2)

*Unrestricted revenues* are those funds whose uses are not subject to specific constraints and that may be used for any purposes not prohibited by law. *Restricted revenues* are those funds received from external sources that are legally restricted or that are restricted by the donor to specific purposes. Programs funded by a combination of restricted and unrestricted sources will be accounted for and reported as restricted. Funds or activities that are not restricted or designated by the donor, but rather by the Governing Board, shall be accounted for and reported as unrestricted. (5 CCR 11969.2)

*Facilities costs* are those activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition and a satisfactory state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools, as well as plant maintenance and operations, facilities acquisition and construction, and facilities rents and leases. (5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the charter school shall reimburse the district for the over-allocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of over-allocation, to exercise its sole discretion to use the over-allocated space for district programs. (Education Code 47614; 5 CCR 11969.8, 11969.9)

**Additional Provisions for Charter School Established at an Existing School Site**

Note: Register 2008, No. 9 amended 5 CCR 11969.3 to add new requirements for a charter school established at an existing school site either as a conversion charter school or because the school failed to achieve its growth target as part of the Immediate Intervention/Underperforming Schools Program or High Priority Schools Grant Program, as specified below.

The following provisions apply only to a charter school established at an existing school site pursuant to Education Code 47605(a)(2), 52055.5, 52055.55, or 52055.650 that operated at the site in its first year pursuant to 5 CCR 11969.3(c)(2). (5 CCR 11969.3)

**CHARTER SCHOOL FACILITIES (continued)**

1. The school site, as identified in the school's charter, shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to Education Code 47614 and this administrative regulation. (5 CCR 11969.3)

The district may charge the charter school the pro-rata costs for the site pursuant to 5 CCR 11969.7 and the district shall be entitled to receive reimbursement for over-allocated space from the charter school pursuant to 5 CCR 11969.8. (5 CCR 11969.3)

If, by February 1 of its first year of operation, a charter school notifies the district that it will have over-allocated space in the following fiscal year, the space identified is not subject to reimbursement for over-allocation space pursuant to 5 CCR 11969.8 in the following year or thereafter. The district may occupy all or a portion of the space identified. (5 CCR 11969.3)

A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation. (5 CCR 11969.3)

2. If, as a result of a material revision of the charter, either the location of the charter school is changed or the district approves the operation of additional sites by the charter school, then the charter school may request, and the district shall provide, facilities in accordance with the revised charter, law, and this administrative regulation. (5 CCR 11969.3)
  - a. If the charter school was established pursuant to Education Code 47605(a)(2), the district shall change the school's attendance area only if the State Board of Education (SBE) grants a waiver of the requirement in Education Code 47605(d)(1) that the charter school continuously give admission preference to students residing in the former attendance area of the school site. (5 CCR 11969.3)
  - b. If the charter school was established pursuant to Education Code 52055.5, 52055.55, or 52055.650, the district shall relocate the school or change the school's attendance area only if the SBE grants a waiver of the provision of statute binding the school to the existing site. (5 CCR 11969.3)
  - c. If the district decides to change the charter school's attendance areas as provided in #2(a) or 2(b) above, and if the decision occurs between November 1 and June 30 and becomes operative in the forthcoming fiscal year, then the space allocated to the charter school is not subject to reimbursement for over-

**CHARTER SCHOOL FACILITIES (continued)**

allocated space pursuant to 5 CCR 11969.8 in the forthcoming fiscal year. (5 CCR 11969.3)

**Mediation of Disputes**

Note: As added by Register 2008, No. 9, 5 CCR 11969.10 authorizes the charter school and the district to resolve any disputes regarding facilities through the use of mediation, as long as both parties agree.
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If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10 both parties may agree to settle the dispute using mediation. Mediation consists of the following steps: (5 CCR 11969.10)

1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.
2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:
  - a. Name, address, and phone numbers of designated representatives of the parties
  - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute
  - c. The specific sections of the statute or regulations that are in dispute
  - d. The specific resolution sought by the initiating party
3. Within seven days of receiving the notice, the responding party shall file a written response.
4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.
5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.

**CHARTER SCHOOL FACILITIES (continued)**

6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.
7. The costs of the mediation shall be divided equally between the parties and paid promptly.

(11/02 7/04) 7/08

# **Administrative Regulation**

**AR 7160  
Facilities**

**Charter School Facilities**

## **Definitions**

**In-district students are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)**

**(cf. 5111.1 - District Residency)  
(cf. 5117 - Interdistrict Attendance)**

**An eligible charter school operating in the district is one that is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)**

**Contiguous facilities are those contained on a school site or immediately adjacent to a school site. If the charter school's students cannot be accommodated on any single district school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. (5 CCR 11969.2)**

**Reasonably equivalent conditions shall be determined on the basis of: (5 CCR 11969.3)**

- 1. A comparison group of district schools with similar grade levels, selected in accordance with 5 CCR 11969.3**
- 2. Capacity, in accordance with 5 CCR 11969.3, including equivalency of the ratio of teaching stations to average daily attendance as those provided to students in the school district attending comparison group schools, allocation of specialized classroom space and access to nonteaching station space**
- 3. Condition of facilities, including:**
  - a. School site size**

- b. Condition of interior and exterior surfaces
- c. Condition of mechanical, plumbing, electrical and fire alarm systems
- d. Conformity of mechanical, plumbing, electrical and fire alarm systems to applicable codes
- e. Availability and condition of technology infrastructure
- f. Suitability of the facility as a learning environment, including but not limited to lighting, noise mitigation, and size for intended use
- g. The manner in which the facility is furnished and equipped

(cf. 7111 - Evaluating Existing Buildings)

#### **Provision of Facilities by District**

As of November 8, 2003, or on the first day of July following the passage of a local school bond measure, the district shall make available to a charter school operating in the district facilities within the district sufficient for the charter school to accommodate all of its in-district students in conditions reasonably equivalent to those in other district schools. Facilities provided to charter schools shall be contiguous and shall be furnished and equipped as necessary to conduct classroom-based instruction. (Education Code 47614; 5 CCR 11969.2, 11969.4)

(cf. 0420.4 - Charter Schools)

(cf. 7110 - Facilities Master Plan)

If a charter school was established through the conversion of an existing public school, the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)

The district shall not be required to use unrestricted general fund revenues to rent, buy or lease facilities for charter schools. The district may charge the charter school a pro rata share of its facilities costs that the district pays with unrestricted general fund revenues. (Education Code 47614; 5 CCR 11969.7)

Procedures for requesting facilities shall include the following steps:

1. A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school is eligible to request facilities for a particular fiscal year only if it submitted its charter petition before November 15 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to receive facilities only if its petition was

approved before March 1 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

2. The charter school shall submit a written facilities request to the Governing Board by October 1 of the preceding fiscal year. A new charter school, as defined in 5 CCR 11969.9, shall submit its request by January 1 of the preceding fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.9)

a. Reasonable projections of in-district and total average daily attendance and total classroom average daily attendance, broken down by grade level and by the schools that the students would otherwise attend

b. A description of the methodology for the projections

c. If relevant, documentation of the number of in-district students meaningfully interested in attending the charter school

d. The charter school's instructional calendar

e. Information regarding the general geographic area in which the charter school wishes to locate

f. Information on the charter school's educational program that is relevant to assignment of facilities

3. The Board shall review the charter school's projections of in-district and total average daily attendance and in-district and total classroom average daily attendance, and shall provide the charter school a reasonable opportunity to respond to any concerns raised by the district. (5 CCR 11969.9)

4. The district may deny a facilities request when the projected average daily attendance for the year is less than 80. (Education Code 47614)

5. The Board shall prepare a preliminary proposal regarding the space to be allocated to the charter school and the pro rata share amount, and shall provide the charter school a reasonable opportunity to review and comment on the proposal. (5 CCR 11969.9)

6. The Board shall provide a final notification of the space offered to the charter school by April 1 preceding the fiscal year for which facilities are requested. The notification shall identify: (5 CCR 11969.9)

a. The teaching station and nonteaching station space offered for the exclusive use of the charter school and that to be shared with district-operated programs

b. Arrangements for sharing any shared space

c. The assumptions of in-district classroom average daily attendance upon which the allocation is based, and a written explanation of the reasons for any differences than those submitted by the charter school

d. The pro rata share amount

e. The payment schedule for the pro rata amount, which shall take into account the timing of revenues from the state and from local property taxes

7. The charter school shall provide written notification to the Board, by May 1 or within 30 days after the district notification, whichever is later, whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The district and charter school shall negotiate an agreement regarding the use of and payment for the space. The agreement shall contain the information included in item #6 above. (5 CCR 11969.9)

The agreement also shall require the charter school to maintain liability insurance naming the district as an additional insured in order to indemnify the district for any damage or loss for which the charter school is liable, and that the charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings and equipment.

(cf. 3530 - Risk Management/Insurance)

The space allocated to the charter school shall be furnished, equipped and available for occupancy at least seven days prior to the first day of instruction of the charter school. (5 CCR 11969.9)

Space allocated for use by the charter school shall not be sublet or used for purposes other than those that are consistent with Board policies and district practices without permission of the Superintendent or designee. (5 CCR 11969.5)

(cf. 1330 - Use of School Facilities)

Facilities, furnishings and equipment provided to a charter school by the district shall remain the property of the district. The district shall be responsible for projects eligible to be included in the district's deferred maintenance plan and the replacement of district-provided furnishings and equipment in accordance with district schedules and practices. The ongoing operations and maintenance of facilities, furnishings and equipment shall be the responsibility of the charter school. (Education Code 47614; 5 CCR 11969.2, 11969.4)

The charter school shall report actual in-district and total average daily attendance and classroom average daily attendance to the district every time that the charter school

reports average daily attendance for apportionment purposes. If the charter school generates less average daily attendance than projected, the charter school shall reimburse the district for the over-allocated space at rates set by the State Board of Education. (Education Code 47614; 5 CCR 11969.9)

#### **Funding for New Construction**

Applications for facilities funding for new construction pursuant to Education Code 17078.52-17078.62 may be submitted by either: (Education Code 17078.53)

1. The district on behalf of a charter school that is physically located within the geographical boundaries of the district
2. A charter school on its own behalf, if the charter school has provided written notification of its intent to both the Board and Superintendent at least 30 days prior to submitting the preliminary application that had demonstrated construction grant eligibility based on current enrollment data

Any project applying for such funding shall: (Education Code 17078.54)

1. Meet all the requirements for public school construction, including Field Act, plan approvals, toxic substance review, site selection and site approval that apply to noncharter school projects

(cf. 7150 - Site Selection and Development)

2. Fund only new construction to be physically located within the geographical jurisdiction of the district

If a charter school ceases to use any facilities funded through this program, the facility may be used for other purposes in accordance with the priorities established in Education Code 17078.62.

#### **Zoning Ordinances**

Upon a two-thirds vote, the Board may render a city or county ordinance inapplicable to a charter school facility if the facility is physically located within the district's geographical jurisdiction. (Government Code 53097.3)

(cf. 9323.2 - Actions by the Board)

#### **Legal Reference:**

##### **EDUCATION CODE**

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:  
17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act  
46600 Interdistrict attendance agreements  
47600-47616.5 Charter Schools Act of 1992, as amended  
48204 Residency requirements for school attendance  
GOVERNMENT CODE  
53094 Authority to render zoning ordinance inapplicable  
53097.3 Charter school ordinances  
CODE OF REGULATIONS, TITLE 2  
1859.160-1859.171 Charter school facilities program, new construction  
CODE OF REGULATIONS, TITLE 5  
11969.1-11969.9 Charter school facilities  
COURT DECISIONS  
Sequoia Union High School District v. Aurora Charter High School (2003) 112  
Cal.App.4th 185  
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130  
Cal.App.4th 986  
ATTORNEY GENERAL OPINIONS  
80 Ops.Cal.Atty.Gen. 52 (1997)

**Management Resources:**

**WEB SITES**

California Department of Education, Charter Schools Office:

<http://www.cde.ca.gov/sp/cs>

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

Coalition for Adequate School Housing: <http://www.cashnet.org>

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

Regulation CENTER UNIFIED SCHOOL DISTRICT  
approved: October 6, 2004 Antelope, California

# CSBA Sample Board Bylaw

Bylaws of the Board

BB 9230(a)

## ORIENTATION

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

### Board Candidate Orientation

Note: CSBA's School Board Leadership publication is designed to assist Governing Board candidates and other community members by providing answers to frequently asked questions about school Board service, including Board roles and responsibilities, how to work effectively as a governance team, and requirements for becoming a Board member.

Pursuant to Elections Code 20440, when filing to run for public office, the county elections official presents each candidate with a voluntary Code of Fair Campaign Practices for the candidate to sign. For language regarding the Board's intent that candidates for the Board adhere to those fair campaign principles, see BB 9220 - Governing Board Elections.

The Governing Board desires to provide Board candidates with orientation that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities. He/she may also provide candidates with information about the election process, including, but not limited to, information about campaign conduct and ballot statement information.

*(cf. 9200 - Limits of Board Member Authority)*  
*(cf. 9220 - Governing Board Elections)*  
*(cf. 9270 - Conflict of Interest)*

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

*(cf. 1340 - Access to District Records)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

### New Board Member Orientation

Note: In addition to providing new Board members with information about district programs and operations, it is recommended that new Board members be provided information and professional development regarding the roles and responsibilities of the Board (see BB 9000 - Role of the Board) and professional governance standards agreed upon by the Board (see BB 9005 - Governance Standards).

The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures,

**ORIENTATION (continued)**

protocols, and agreed-upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

**Note:** The following optional paragraph may be revised as desired. Pursuant to Government Code 54952.7, the Board may require that a copy of the Brown Act be given to each member of the Board and any person elected to the Board who has not yet assumed the duties of office. Government Code 54952.1 states that persons elected to serve as Board members, even if they have not yet assumed office, are subject to the requirements of the Brown Act as soon as they are elected.

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The Superintendent may provide incoming Board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not be limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

*(cf. 0000 - Vision)*

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

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the Board, attend workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

*(cf. 9240 - Board Development)*

*Legal Reference: (see next page)*

## ORIENTATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

33360 *Department of Education and statewide association of school district boards; annual workshops*

33362-33363 *Reimbursement of expenses; board member or member-elect*

#### ELECTIONS CODE

13307 *Candidate's statement*

20440 *Code of Fair Campaign Practices*

#### GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act, especially:*

54952.1 *Member of a legislative body*

54952.7 *Copies of Brown Act to board members*

### *Management Resources:*

#### CSBA PUBLICATIONS

*School Board Leadership, 2007*

*The Brown Act: School Boards and Open Meeting Laws, rev. 2007*

*Guide to Effective Meetings, 2007*

*Professional Governance Standards, 2000*

*Maximizing School Board Leadership, 1996*

#### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

*Becoming a Better Board Member: A Guide to Effective School Board Service, 2006*

#### WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

National School Boards Association: <http://www.nsba.org>

# **Board Bylaw**

**BB 9230  
Board Bylaws**

**Orientation**

## **Board Candidate Orientation**

The Governing Board desires to provide Board candidates with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent or designee shall provide all candidates, upon request, general information about school programs, district operations, and Board responsibilities.

(cf. 9200 - Members (Limits of Authority))  
(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

## **New Board Member Orientation**

The Board and the Superintendent or designee shall help each new member-elect to understand district operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive the district's policy manual and other materials related to the school system and Board member responsibilities.

Incoming members are encouraged to attend Board meetings and meet with the Superintendent or designee and Board president regarding their role and responsibilities. They also may, at district expense, attend workshops for newly elected members.

(cf. 9240 - Board Development)

## **Legal Reference:**

### **EDUCATION CODE**

**33360 Department of Education and statewide association of school district boards;  
annual workshops**

**33362 Reimbursement of expenses; member of school district board**  
**GOVERNMENT CODE**  
**54950-54963 The Ralph M. Brown Act, especially**  
**54952.1 Member of a legislative body**  
**54952.7 Copies of Brown Act to Board members**

**Bylaw CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: April 19, 1995      Antelope, California**

# CSBA Sample Board Bylaw

Bylaws of the Board

BB 9324(a)

## MINUTES AND RECORDINGS

Note: The following optional should be modified to reflect district practice.

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

*(cf. 9000 - Role of the Board)*  
*(cf. 9005 - Governance Standards)*  
*(cf. 9323 - Meeting Conduct)*

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

*(cf. 1340 - Access to District Records)*  
*(cf. 9323.2 - Actions by the Board)*

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

Note: The following paragraph is optional and should be modified to reflect district practice.

~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.~~

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

Note: Pursuant to Government Code 54952.2, a majority of the Board must be present at a meeting in order to hear, discuss, or deliberate on any matter within the subject matter jurisdiction of the Board. Thus, the minutes should reflect when a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.

## MINUTES AND RECORDINGS (continued)

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

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

Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

*(cf. 3580 - District Records)*

Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

*(cf. 9321.1 - Closed Session Actions and Reports)*

### Recording or Broadcasting of Meetings

Note: Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public.

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records and, upon request, shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

*Legal Reference: (see next page)*

**MINUTES AND RECORDINGS (continued)**

*Legal Reference:*

EDUCATION CODE

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

GOVERNMENT CODE

54952.2 *Meeting defined*

54953.5 *Audio or video recording of proceedings*

54953.6 *Broadcasting of proceedings*

54957.2 *Closed sessions; clerk; minute book*

54960 *Violations and remedies*

PENAL CODE

632 *Unlawful to intentionally record a confidential communication without consent*

CODE OF REGULATIONS, TITLE 5

16020-16027 *Classification and retention of records*

*Management Resources:*

CSBA PUBLICATIONS

*The Brown Act: School Boards and Open Meeting Laws, rev. 2007*

*Guide to Effective Meetings, rev. 2007*

*Maximizing School Board Leadership: Boardmanship, 1996*

WEB SITES

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

# **Board Bylaw**

**BB 9324  
Board Bylaws**

## **Minutes And Recordings**

The secretary of the Governing Board shall keep minutes and record all official Board actions. (Education Code 35145, 35163)

(cf. 9323.2 - Actions by the Board)

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda at a subsequent meeting.

Official Board minutes and recordings shall be stored in a fire-proof location.

## **Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

## **Legal Reference:**

### **EDUCATION CODE**

**35145 Public meetings**

**35163 Official actions, minutes and journals**

**35164 Vote requirements**

### **PENAL CODE**

**632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication**

### **GOVERNMENT CODE**

**54957.2 Closed sessions; clerk; minute book**

**54960 Violations and remedies**

**Bylaw  
adopted: October 26, 1994**

**CENTER UNIFIED SCHOOL DISTRICT  
Antelope, California**



The following people have submitted applications for the Citizens' Oversight Committee:

- Howard Ballin
- Kathleen Beck
- Cecilia Casagrande
- Chris Casagrande
- Christine Rebello

More names may be submitted at the October 15, 2008 Board Meeting.



# **Exhibit**

E 9323.2

## **Board Bylaws**

### Actions By The Board

#### **ACTIONS REQUIRING MORE THAN A MAJORITY VOTE**

##### **Actions Requiring a Two-Thirds Vote of the Board:**

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale, Lease and Rental of District-Owned Real Property)

2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833 (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund (Education Code 17582, 17583)

8. For districts with an ADA of 2,500 or less seeking to add a community day school

on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

~~9. For K-8 districts (and no higher grades) seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

10. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

12. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

13. Resolution to place a parcel tax on the ballot (Government Code 53724)

14. Resolution of necessity to proceed with an eminent domain action and, if the Board desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

**Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:**

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

**Actions Requiring a Four-Fifths Vote of the Board:**

1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution, adopted between July 15 and August 30, to borrow funds of up to 25 percent of the estimated income and revenue to be received by the district during the current fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53822-53824)

3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

**Actions Requiring a Unanimous Vote of the Board:**

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

**Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:**

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

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

*Center Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Instructional Services</b>	<b>Action Item</b> <u>    X    </u>
<b>To:</b>	<b>Board of Trustees</b>	<b>Information Item</b> <u>          </u>
<b>Date:</b>	<b>October 15, 2008</b>	<b># Attached Pages</b> <u>          </u>
<b>From:</b>	<b>Scott Loehr</b> <b>Assistant Superintendent</b>	
<b>Initials:</b>	<u>          </u>	

**SUBJECT: Certification of Provision of Standards-Aligned Instructional Materials**

The local governing board of Center Unified School District hereby certifies that as of this date, each pupil in the district/county office of education in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

History/social science  
 \*Mathematics (Adopted 07/08)  
 Reading/language arts  
 \*Science (Adopted 06/07)

**RECOMMENDATION: Center Unified School Board of Trustees to approve Certification of Provision of Standards-Aligned Instructional Materials.**

## Certification of Provision of Standards-Aligned Instructional Materials

The local governing board of the **Center Unified School District** hereby certifies that as of this date, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science
- Mathematics
- Reading/language arts
- Science

For students in K-8, the instructional materials were purchased from an approved standards-aligned state adoption list as required by *CCR, Title 5, Section 9531*.

For students in grades K-12, the instructional materials were adopted by the local governing board following district review of the materials and their alignment with state content standards as required by *CCR, Title 5, Section 9531*

Certification was approved by the local governing board at a public meeting held on **September 17, 2008**.

*Note:* The language below is recommended following the California State Board of Education adoption of K-8 instructional materials as needed to certify compliance with the 24-month requirement of *Education Code Section 60422 (a)*.

Future State Board adoptions are scheduled as follows:

Subject	Adoption Date	24 Month Date
History-Social Science	November 2005	Fall 2007
Science	November 2006	Fall 2008
Mathematics	November 2007	Fall 2009
Reading/Language Arts	November 2008	Fall 2010

The State Board of Education adopted new standards-aligned instructional materials for K-12 in **Math** in **January, 2008**. The local governing board of Center Unified School District has provided each pupil with a standards-aligned textbook or basic instructional materials from this adopted list by **August, 2009**, which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

*Note:* The language below is required following local governing board adoption of grades K-12 instructional materials as needed to certify compliance with the 24-month requirement of *Education Code Section 60422 (a)*.

The local governing board of the **Center Unified School District** adopted new standards-aligned instructional materials for grades K-12 in **Math** on **June 4, 2008** and the local governing board certifies that it has provided each pupil in grades K-12 in these classes with a standards-aligned textbook or basic instructional materials from this adopted list by **August 2009**, which is the start of the first school term that is no later than 24 months following the local adoption of these materials.