

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

[www.centerusd.k12.ca.us](http://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**

❖ **North Country Elementary School - Multi Purpose Room**  
**3901 Little Rock Drive, Antelope, CA 95843**

**Wednesday, February 18, 2009 - 6:00 p.m.**

### **STATUS**

- I. CALL TO ORDER & ROLL CALL - 5:00 p.m.**
- II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
  - 1. Conference with Labor Negotiator, George Tigner, Re: CSEA, CUTA, Confidential, Classified Management and Certificated Management (G.C. §54957.6)
  - 2. Public Employee Discipline/Dismissal/Release (G.C. §54957)
  - 3. Student Expulsions/Readmissions (G.C. §54962)
- III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. CLOSED SESSION - 5:00 p.m.**
- V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. FLAG SALUTE**
- VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. ADOPTION OF AGENDA** Action
- IX. ORGANIZATION REPORTS (3 minutes each)** Info
  - 1. CUTA - Ann Neal, President
  - 2. CSEA - Marie Huggins, President

*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 Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

<b>X. REPORTS/PRESENTATIONS</b> (8 minutes each)		Info
Personnel	1. Retirement Plans - George Tigner	
Curriculum	2. Update on District Goals - Scott Loehr	
↓	3. Global Youth, College Success and MOU - Addie Ellis	
Facilities &	4. Facilities & Security Report - Craig Deason	
Operations	5. Bond Fund Project Budget Report - Tim Doane & Kasey Humackich (CPM)	
<b>XI. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>		Public Comments Invited
<p><i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or 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). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i></p>		
<b>XII. BOARD/SUPERINTENDENT REPORTS</b> (10 minutes)		Info
<b>XIII. CONSENT AGENDA</b> (5 minutes)		Action
<p><i>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.</i></p>		
Governance	1. Approve Adoption of Minutes from January 21, 2009 Regular Meeting	
↓	2. Approve Adoption of Minutes from January 28, 2009 Special Meeting	
↓	3. Approve Adoption of Minutes from February 4, 2009 Regular Meeting	
Personnel	4. Approve Certificated Personnel Transactions	
↓	5. Approve Resolution # 23/2008-09: Non-Reelection of Probationary Certificated Employee	
↓	6. Approve Resolution # 24/2008-09: Non-Reelection of Probationary Certificated Employee	
Curriculum	7. Approve Professional Service Agreement: Terkensha Associates	
↓	8. Approve 2008/2009 Master Contracts: Occupational Therapy for Children	
↓	9. Approve 2008/2009 Individual Service Agreements:	
	2008/09-103 Occupational Therapy for Children	
	2008/09-104 Hear Say Speech & Language Services	
	2008/09-105, 109 Rancho Learning Center	
	2008/09-106-108 Bright Futures Therapy	
	2008/09-110 Med Trans	
↓	10. Approve Professional Service Agreement: Peggy Moten-Nair	
Facilities & Op.	11. Approve Safe School and Emergency Preparedness Plan - Oak Hill	
↓	12. Approve Amendment #2 - CPM Contract for Planning Services for the Dudley Elementary, Spinelli Elementary and McClellan High / Antelope View Charter School Modernization Projects	
Business	13. Approve Global Youth Charter School / American River College Memorandum of Understanding	
↓	14. Approve Payroll Orders: July 2008 through January 2009	
↓	15. Approve Supplemental Agenda (Vendor Warrants)	
<b>XIV. INFORMATION ITEMS</b> (3 minutes)		Info
Curriculum	1. Workshop: "12 <sup>th</sup> Annual California Paraeducator Conference" - B. Livingston & R. Gagne (WCR)	
↓	2. Conference: "California League of Middle School Annual Conference" - A. Wiggin & S. Wildman (WCR)	
↓	3. Seminar: "Algebra for All: Are You Ready? Fractions Part One" - L. Heslin, K. Leclair & S. White (WCR)	

- XV. BUSINESS ITEMS** *(5 minutes each)*
- Governance      **A. 2009 CSBA Delegate Assembly Election**      Action  
The Board as a whole may vote for up to five (5) vacancies. The Board may cast no more than one vote for any one candidate.
- Business      **B. Budget Plan for Fiscal Year 2009/10**      Action
- XVI. ADVANCE PLANNING** *(5 minutes)*      Info
- a. *Future Meeting Dates***  
        *i. Regular Meeting: Wednesday, March 4, 2009 @ 6:00 p.m. - Dudley Elementary School - Multi Purpose Room*
- b. *Suggested Agenda Items***
- XVII. CONTINUATION OF CLOSED SESSION (Item IV)**      Action
- XVIII. ADJOURNMENT**      Action





## Personnel Office Memorandum

To: Board of Trustees  
From: George Tigner, Director of Personnel  
Date: February 11, 2009  
Subject: STRS/PERS Golden Handshake

On December 17, 2009, the Board of Trustees granted approval to research the fiscal possibility of offering a Golden Handshake for both STRS and PERS employee who retire as of June 30, 2009. The month of January was the window to indicate an employees' intention to retire.

As of that date, 8 certificated employees and 4 classified employees indicated their desire to take advantage of the Golden Handshake offer. Over the past week, Carol Domalakes and Jeanne Bess conferred with our county office as well as representatives from STRS and PERS. After sharing this information with me, we have reached the following conclusions:

**STRS** allows for the cost associated with the retirees plan to be paid in either one lump sum or over an 8 year period (plus interest) if the offering can show an overall savings.

In order to show an overall savings, several factors must be taken into account.

1. Is the employee at an age that they would likely retire without a Golden Handshake?
2. Does the retiree need to be replaced?
3. Will the plan pay out in a lump sum or over 8 years?

The plan, if spread over 8 years, does not show a savings. We cannot offer the STRS plan if we pay it over 8 years. The other option is to pay the cost in one lump sum. After following the guidelines noted above, the plan does not show a savings. We cannot offer the STRS plan even if paid in one lump sum.

**Conclusion:** The County Office of Education would reject our request to offer a STRS Golden Handshake.

**PERS** also follows similar guidelines as noted above to determine the fiscal feasibility of a retirement plan. Using those guidelines, the PERS plan does not show a savings to the District.

**Conclusion:** The County Office of Education would reject our request to offer a PERS Golden Handshake.

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Curriculum and Instruction

**Date:** February 18, 2009

**To:** Board of Trustees

**Information Item** X

**From:** Scott Loehr, Assistant  
Superintendent

**Action Item** \_\_\_\_\_

**# Attached Pages** 2

**Administrator's Initials:** SL

**SUBJECT:** Update on District Goals – Report Item

Board will be provided with an update on the progress of the District's current goals.

**RECOMMENDATION:** Information Item

# CUSD Progress Report

2-Feb

		Dudley	Spin	O.H.	NoCo	WCR	CHS	McC	Global	A-View	District
Goal		Score	Score	Score	Score	Score	Score	Score	Score	Score	Score
Walkthroughs	15-Sep	100	100	100	100	100	75	100	100	100	A
	20-Oct	100	100	100	100	50	100	100	100	100	A
Min. 2 x Monthly	17-Nov	100	100	100	100	90	100	100	100	100	A
	5-Jan	100	100	100	100	100	100	100	100	100	A
	2-Feb	100	100	98	100	100	100	100	100	50	A
	2-Mar										
	30-Mar										
	4-May										
	Last Day of School										
Standards	Average/Best	85	76	86	68	69	79	89	84	83	
	15-Sep	82	67	82	61	69	76	73	72	83	A
80/80	20-Oct	85	72	85	67	63	78	78.2	69	81.8	A
	17-Nov	85	75	80	65	61	79	88.6	79	80	A
	5-Jan	80	74	80	68	65.25	77	84.6	82	80	B
	2-Feb	81	76	86	61	63.35	75.75	81.3	83.6	80	B
	2-Mar										
	30-Mar										
	4-May										
	Last Day of School										
Current Week's Grade		A	A	A	B	B	B	A	A	B	

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

## APPORTIONMENT REPORT BY MONTH IN PERCENTAGE

**December**

	<b>2007/2008</b>	<b>2008/2009</b>	
	<b>PRIOR YEAR</b>	<b>MONTH 6</b>	<b>DIFFERENCE</b>
DUDLEY	94.29%	95.54%	1.25%
NORTH COUNTRY	95.04%	95.08%	0.04%
OAK HILL	94.01%	96.65%	2.64%
SPINELLI	93.31%	95.90%	2.59%
WILSON RILES	93.77%	95.84%	2.07%
CENTER HIGH	94.89%	95.75%	0.86%
MCCLELLAN	88.77%	90.48%	1.71%
WR RILES (OPPORTUNITY)	84.01%	93.97%	9.96%
CENTER HIGH 10 ACADEMY	N/A	88.04%	
GLOBAL YOUTH	94.85%	97.53%	2.68%
ANTELOPE VIEW	97.86%	100.00%	2.14%
			<b>Weighted Difference</b>
<b>DISTRICT AVERAGE</b>	<b>93.08%</b>	<b>Weighted 94.29%</b>	<b>Weighted 95.84%</b>
			<b>Two Years</b>
			<b>1.55%</b>

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Global Youth Charter School

**Date:** February 11, 2009

**To:** Board of Trustees

**From:** Global Youth Charter School

**Action Item** \_\_\_\_

**Information Item** X

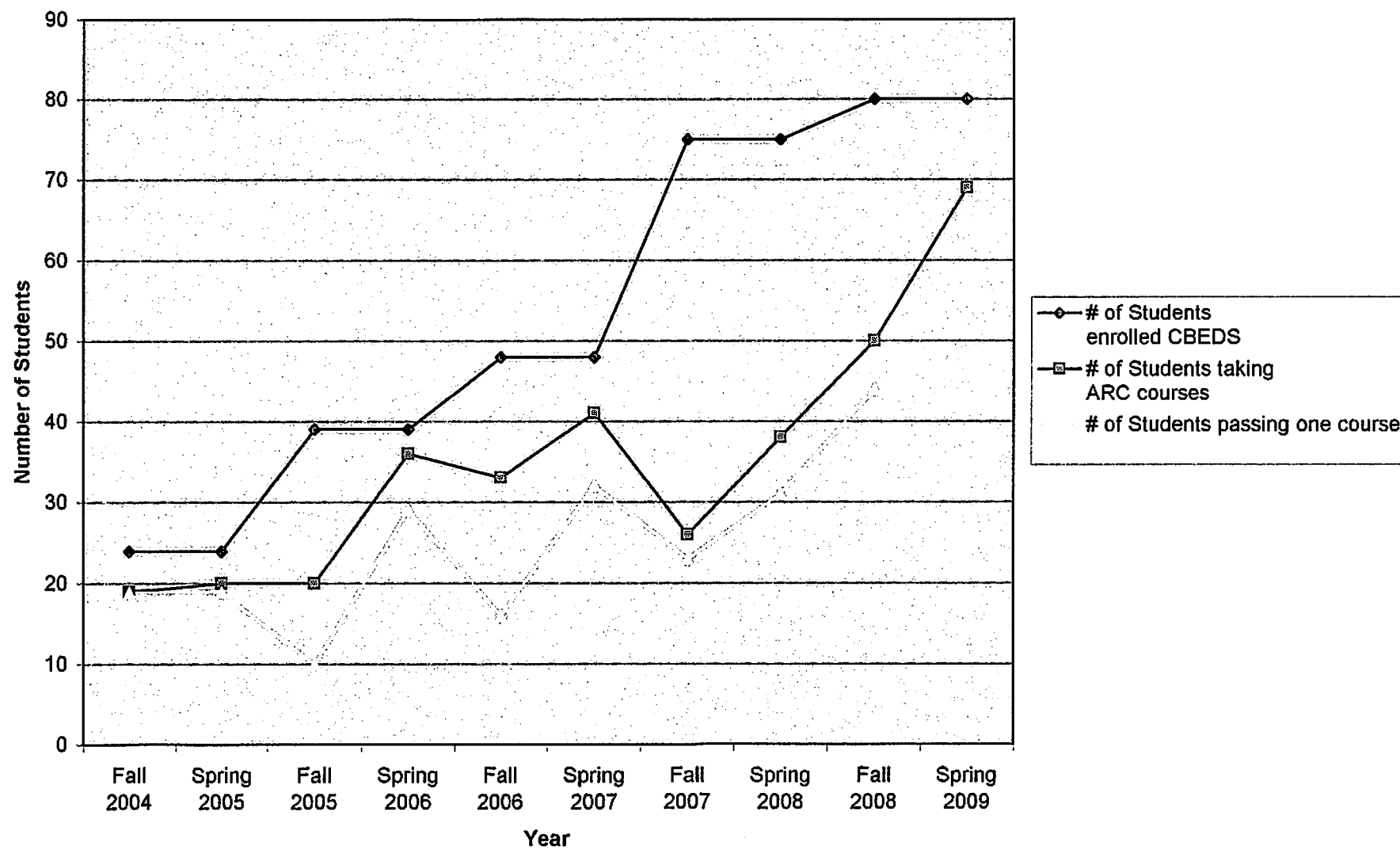
**# Attached Pages** \_\_\_\_

**Principal's Initials:** AE

**SUBJECT:** Report

Global Youth student achievement report on ARC success and continuance of MOU with ARC and FCCC.

## Single Course Passage



**Implementation Grant Agreement Among the  
Foundation for California Community Colleges, American River College,  
and Center Unified School District  
For an Early College High School  
For Academic Year 2008-09**

The Foundation for California Community Colleges (FCCC) is pleased to renew an implementation grant to American River College and Center Unified School District (GRANTEES) in the amount of \$400,000, based on the projected final enrollment of 400 students in an Early College High School (ECHS). The timeline of this grant is from July 1, 2004, through June 30, 2010. The timeline for this grant agreement is covers Academic Year 2008-09. The purpose of this grant is to provide funding for continued operational activities which support the FCCC's Early College High School Benchmarks and National ECHS Initiative Core Principles.

**A. Scope of Work**

The implementation portfolio documents, including but not limited to your Proposal and Memorandum of Understanding, provide the basis for this grant agreement. These documents demonstrate the commitment of the GRANTEES to continue to implement all of the essential elements of the ECHS program model and to participate in technical assistance, and the annual professional development convening. Additional requirements are outlined in the Grantee Performance Requirements of the Payment Schedule in Paragraph D, below.

**B. Use of Grant Funds**

The GRANTEES agree to use the grant funds only for the operational activities of an ECHS as described in the benchmarks, core principles, and this agreement. Funds may be carried over from year to year except at the conclusion of the final project year, which is June 30, 2010. Any portion of the grant funds unexpended or uncommitted at the end of the grant period will revert to FCCC. Relative to your project budget, increases or decreases of more than 10 percent to an approved budget line item must be approved in advance and in writing by FCCC.

**C. Payment of Grant Funds**

FCCC will provide grant payment installments based on requirements as listed in the Grantee Performance Requirements of the Payment Schedule (below). FCCC reserves the right to discontinue funding or alter the funding schedule for the following reasons:

1. If funds to support the implementation project are not available from the Bill & Melinda Gates Foundation.
2. If FCCC is not satisfied with the progress of the project implementation or the content of GRANTEES written progress or financial reports.

FCCC will provide 60 days written notice of concerns to mutually plan corrective action prior to withholding grant funds.

FCCC reserves the right to amend the Grantee Performance Requirements specified in the Payment Schedule at any time.

**D. Payment Schedule**

<b>Funding Year – Reporting Period</b>	<b>Payment Date</b>	<b>Payment Amount</b>	<b>Grantee Performance Benchmark Requirements</b>
Year 1: 2004-05	9/20/04 5/9/05	\$41,254 \$41,253	<ul style="list-style-type: none"> <li>• Memorandum of Understanding</li> <li>• Receipt of signed grant agreement</li> <li>• Approval of satisfactory annual report for first year planning activities and budget expenditures.</li> <li>• Participation in the technical assistance and Professional Development activities</li> </ul>
Year 2: 2005-06	10/26/05	\$21,883	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development activities</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Approval of satisfactory annual report describing second year activities and budget expenditures - due July 31, 2006.</li> </ul>
Year 3: 2006-07	7/1/06	0	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU</li> <li>• Annual Professional Development Plan</li> <li>• Develop and implement Curriculum Alignment Plan by college and High School faculty by discipline (math, science, English, and social studies).</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2007.</li> <li>• Approval of satisfactory third year annual program report describing third year activities due June 15, 2007.</li> <li>• Approval of budget report describing fiscal activities for the year – due August 15, 2007.</li> </ul>



Year 4  2007-08		\$0	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from the college and high school as well as the principal and College Liaison.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the college and high school faculty and counselors, principal, and college liaison.</li> <li>• Sustainability Plan</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Continue to implement Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2008.</li> <li>• Approval of satisfactory fourth year program report describing fourth year activities due June 30, 2008.</li> <li>• Approval of satisfactory budget report describing fourth year fiscal activities due August 30, 2008.</li> </ul>
Year 5: 2008-09	12/15/08  3/15/09	\$73,902.50  \$73,902.50	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from both the College and High School as well as the College liaison and High School principal.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the College and High School faculty and counselors, principal, and college liaison.</li> <li>• Review of Sustainability Plan and make any needed updates.</li> <li>• Participation in data sharing agreements and activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Review and continue work on a Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> </ul>

Year 5 continued 2008-09			<ul style="list-style-type: none"> <li>• Approval of satisfactory semi-annual progress report due January 15, 2009.</li> <li>• Approval of satisfactory fifth year program report describing fifth year activities due June 30, 2009</li> <li>• Approval of satisfactory budget report describing fifth year fiscal activities due August 30, 2009.</li> </ul>
Year 6:  2009-10	12/15/09  3/15/10	\$73,902.50  \$73,902.50	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from both the College and High School as well as the College liaison and High School principal.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the College and High School faculty and counselors, principal, and college liaison.</li> <li>• Review of and finalization of Sustainability Plan.</li> <li>• Participation in data sharing agreements and activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Review and continue work on a Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2010.</li> <li>• Approval of satisfactory fifth year program report describing fifth year activities due June 30, 2010</li> <li>• Approval of satisfactory budget report describing fifth year fiscal activities due August 30, 2010.</li> </ul>

#### E. Budget Templates, Audits, and Accounting

1. GRANTEES are required to account for expenses using the budget templates in electronic format to be provided with this agreement. Please submit financial reports in electronic form (see "Reporting," Paragraph J below)
2. GRANTEES are responsible for resolving any and all issues that relate to audits of the program that are funded through this agreement.
3. Indirect costs are not allowable; however, GRANTEES can charge for direct administrative and personnel services, providing such costs do not exceed five (5) percent of the total grant funds expended (\$400,000).

**F. Records Maintenance and Inspection**

GRANTEES agree to maintain adequate records to enable expenditures of the grant funds to be readily confirmed. GRANTEES agree to make its financial books and records available for inspection at any time and permit FCCC to monitor and conduct an evaluation of activities under this agreement. Monitoring and evaluation may include a visit by FCCC personnel and/or Gates Foundation personnel or its agents to observe GRANTEES' program, discuss the program with Grantee staff, and review financial and other records connected with this agreement. GRANTEES must maintain records in accordance with state archival rules, but do not dispose of records any sooner than three years after the end of the grant period, which is June 30, 2013.

**G. State K – 12 Compliance**

Nothing in this agreement is intended to be contrary to state or federal laws. All Early College High School implementation sites must provide student access to the state K – 12 assessments or high stakes testing, as required by California education code.

**H. Partner Agreements**

GRANTEES have provided FCCC with a copy of the Memorandum of Understanding outlining the agreement between American River College and their partner, Center Unified School District. This agreement specifies the diploma-granting institution, enrollment procedures, student fees and other per-student funding mechanisms, the instructional calendar, conduct and safety regulations, course compliance agreements, and any other agreements necessary to enable an ECHS to be fully implemented. It will be reviewed each year for needed changes as deemed by GRANTEES or FCCC.

**I. Copyright**

Use of the name Early College High School implies GRANTEES' agreement to continue to base services on the program model and its essential elements, and to continue affiliation with the network of ECHS practitioners, even after the planning and startup grant period is completed.

**J. Reporting**

Reports must be completed by GRANTEE in a timely fashion. Time is of the essence. FCCC will provide a template for these reports. Reporting requirements are as follows:

1. During the grant period, semi-annual reports are due by the fifteenth of January.
2. Also, during the grant period, annual program reports will be due on June 30 prior to your grant payments scheduled for September 1. Budget reports will be due on August 30. A final financial report to close out the grant is due August 30, 2010.
3. Student information data will be reported to Jobs for the Future, a designee for data for the Bill & Melinda Gates Foundation.

**K. Evaluation and Policy Coordination**

The Bill & Melinda Gates Foundation has contracted with AIR/SRI to perform the evaluation on the Early College High School Initiative. Jobs for the Future (JFF) will also be performing data collection and evaluation related to the Initiative's student information system. The Foundation for California Community Colleges will provide information on the specific nature of evaluation as it is defined by the Bill & Melinda Gates Foundation, JFF, and AIR/SRI. Implementation grant funds may be used to assist in data collection and other evaluation projects as needed; additional funds will not be provided for this purpose.

GRANTEE must coordinate any policy initiatives related to an Early College High School (waivers, legislation, etc.) through FCCC.

**L. Facilities**

All Early College High School courses shall be held at Center Unified School District and American River College unless an alternative location receives FCCC's approval. Early College High School students will have access to instructional and non-instructional resources available to all other students on the campuses. College courses will be available during both day and evening hours, for maximum flexibility.

**M. Public Communications**

For any media release, program brochure, or public statement regarding this grant award, the GRANTEES must:

1. Acknowledge FCCC as the funder of the planning and implementation grants for the FCCC Early College High School initiative.
2. Acknowledge the Bill & Melinda Gates Foundation, the Carnegie Corporation of New York, the Ford Foundation, and the W.K. Kellogg Foundation as the funders of the Early College High School Initiative.
3. Submit copies of all media releases to FCCC.

**N. Hold Harmless Agreement**

The GRANTEES assume responsibility for any grievance or liability claim that may be brought against the GRANTEES for the Early College High School developed between GRANTEES and implemented with Grant funds. In the event of such a claim, FCCC and the Bill & Melinda Gates Foundation and their employees, agents, and officers shall be defended by GRANTEES' Counsel and held harmless and remain free of liability. The individuals signing below have the authority to enter into and agree to all of the terms, requirements, and conditions set forth in this Grant Agreement and commit their respective organizations to comply with them.

If GRANTEES have any questions about this agreement, please contact Joyce Arntson, FCCC ECHS Director at (714) 875-3605 or jarntson@foundationccc.org. Please sign both copies and return to FCCC, Attention: Joyce Arntson, 1102 Q Street, Third Floor, Sacramento, CA 95811.

GRANTEES agree to the terms of this grant as set forth in the Grantee Performance Requirements in the Payment Schedule in this grant agreement (See D. Payment Schedule).

**Authorized Contact**

The following American River College employee is authorized to submit to FCCC responses to questions concerning this Grant Agreement.

Name:	
Position/Title:	
Organization:	
Telephone:	
Fax:	
Email:	

The following Center Unified School District employee is authorized to submit to FCCC responses to questions concerning this Grant Agreement.

Name:	
Position/Title:	
Organization:	
Telephone:	
Fax:	
Email:	

For American River College:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: President

Approved by the Los Rios Community College District Board of Trustees at their meeting on:

\_\_\_\_\_

Clerk of the Los Rios Community College District Board of Trustees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

For the Center Unified School District:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: Superintendent

Approved by the Center Unified School District Board of Trustees at their Meeting on:

\_\_\_\_\_

Clerk of Center Unified School District Board of Trustees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

For the Foundation for California Community Colleges:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Joyce Arntson  
Vice President, Intersegmental Partnerships, FCCC

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Officer, FCCC

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Officer, FCCC

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**Date:** February 18, 2008

**Action Item** \_\_\_\_\_

**To:** Board of Trustees

**Information Item** X

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 2

**Assist.Supt. Initials:** CD

**SUBJECT:** Facilities and Security Update

**Facilities Update**

**CHS Stadium and Field Upgrades**

- All storage containers are relocated
- Old bleachers and concrete are removed
- New track events are complete at previous CJHS for track practice and PE
- Visitor concession building and storage building pads complete and ready for foundations

**Modernization**

- Will bring Notice of Completion for approval to the next Board meeting
- CPM Contract Amendment #2-reducing the contract amount by \$150,000

**Rex Fortune Elementary**

- Will bring the CEQA approval to the Board workshop in April

**Security Update**

- No vandalism to report

Page 1 of

<b>ROEBBELEN</b> 1241 Hawks Flight Court, Suite 100 El Dorado Hills, California 95762 Job-Site ☎: Job-Site Fax:	I = Inspection * = Critical Path X = Day work R = Revised Schedule N = Night work	Project: <b>CENTER HIGH SCHOOL</b>	Job No: <b>30-08-248</b>
		Milestone Target:	Date: <b>2/6/09</b>
		Variance:	Superintendent: <b>BOB SMITH</b>

[illegible]





# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**Date:** February 18, 2009

**Action Item** \_\_\_\_\_

**To:** Board of Trustees

**Information Item** X

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** \_\_\_\_\_

**Assist.Supt. Initials:** CD

**SUBJECT:** Bond Fund Project Budget Report

Tim Doane and Kasey Humackich of Capital Program Management will present the Bond Fund Project Budget Report.

**Center Unified School District  
November 1991 Bond  
Executive Summary  
  
Priority Projects Only**

<b>Program Balance previously published on 09/17/2008</b>		<b>\$ (5,874,392)</b>
<b>Funding Changes</b>		
Changes in State Funding:		
Cyril Spinelli - Modernization	11,808	
Rex Fortune - Land Purchase and Site Remediation	15,500	
McClellan/Antelope - Modernization project	(950,284)	(922,976)
Refund of costs associated with the August 2007 bond issuance		23,718
Interest earned for fiscal year 2007/2008		850,176
<b>Total Funding Changes (Decreased Program Balance):</b>		<b>(49,082)</b>
<b>Budget Decreases</b>		
Preliminary close-out of Projects:		
Arthur S. Dudley - Modernization	364,034	
Wilson C. Riles - Field Event Upgrades	45,324	
Cyril Spinelli - Modernization	97,639	506,997
Budget re-evaluation for the Center HS Athletic Upgrades project		663,194
Reduction of the Loss Reserve		61,000
<b>Total Budget Decreases (Increased Program Balance):</b>		<b>1,231,191</b>
<b>Budget Increases</b>		
Reallocation of program management fees from Rex Fortune - Phase 1 to Rex Fortune - Land Purchase and Site Remediation		(15,500)
<b>Total Budget Increases (Decreased Program Balance):</b>		<b>(15,500)</b>
<b>Reclassified McClellan Modernization as a future project</b>		<b>3,179,499</b>
<b>Program Balance after budget modifications - 01/31/2008</b>		<b>\$ (1,528,284)</b>

# CENTER UNIFIED SCHOOL DISTRICT - MASTER PROGRAM BUDGET

FUNDING						
Date Received	State School Facilities Program	State Handicap	General Obligation Bonds	Bond Anticipation Note Proceeds (Net Yield)	Developer Fees Pledged	Interest and Other Earnings
Fiscal Year 2003-2004					154,560	
Fiscal Year 2004-2005	781,574					16,124
Fiscal Year 2005-2006	522,921	46,786			101,862	47,929
Fiscal Year 2006-2007	543,590	1,540,500				57,793
Fiscal Year 2007-2008		120,420	25,011,452			597,173
Fiscal Year 2008-2009	2,155,215					
Fiscal Year 2009-2010	5,261,978					
Fiscal Year 2010-2011			10,762,685			
Fiscal Year 2011-2012						
Fiscal Year 2012-2013						
<b>Total:</b>	<b>\$ 10,022,500</b>	<b>\$ 1,707,606</b>	<b>\$ 35,784,637</b>	<b>\$ -</b>	<b>\$ 458,422</b>	<b>\$ 1,045,576</b>
Total Received Thru 06/30/09:	\$ 31,078,603					
Anticipated Revenue:	\$ 18,800,130					
Total Program Revenue:	\$ 49,878,741					

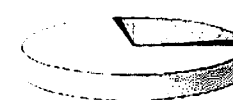
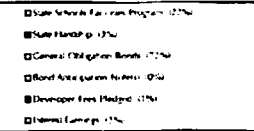
  

BUDGETS THROUGH 01/31/09 & EXPENDITURES THROUGH 12/31/08				
	Preliminary Budgets	Current Budgets	Contract Commitments	Expended to Date
<b>DEBT SERVICE AND OTHER MISCELLANEOUS</b>				
Certification Participation	5,421,600	5,421,600		5,421,600
Wilson C. Riley Change	278,280	278,280		278,280
District E Rate Study	286,317	286,317		286,317
State Emergency Program Reimbursements - Oak Hill	10,553	10,553		10,553
<b>Subtotal:</b>	<b>\$ 5,996,650</b>	<b>\$ 5,996,650</b>	<b>\$ -</b>	<b>\$ 5,996,650</b>
<b>PRIORITY PROJECTS - 2007</b>				
Center High School Court Lane Paving	1,711,000	976,351	970,371	970,371
<b>Subtotal:</b>	<b>1,711,000</b>	<b>976,351</b>	<b>970,371</b>	<b>970,371</b>
<b>PRIORITY PROJECTS - 2008</b>				
Arthur S. Dudley - Modernization	1,181,760	1,812,562	3,630,682	3,033,485
Cycl Sporelli - Modernization	1,375,980	1,148,244	1,129,219	2,685,791
Wilson C. Riley Field Event Upgrades	194,000	194,019	186,570	182,419
Res. Fortune Land Purchase & Site Remediation	1,221,000	1,114,876	1,161,643	1,150,448
Center High School Athletic Upgrades - Phase 1	2,000,000	1,327,157	1,327,157	1,327,157
<b>Subtotal:</b>	<b>6,972,740</b>	<b>12,016,478</b>	<b>11,485,213</b>	<b>10,379,300</b>
<b>PRIORITY PROJECTS - 2009</b>				
Center High School Athletic Upgrades - Phase 2	10,460,000	11,086,066	11,580,879	
<b>Subtotal:</b>	<b>10,460,000</b>	<b>11,086,066</b>	<b>11,580,879</b>	<b>-</b>
<b>Project Subtotal:</b>	<b>\$ 23,168,740</b>	<b>\$ 26,098,895</b>	<b>\$ 24,036,462</b>	<b>\$ 11,349,671</b>
Program Expenses	1,293,000	800,414	672,600	369,043
Construction Cost Escalation	14,462,000			
Loss Reserve	2,591,000	1,192,000		
<b>Program Expenses / Reserves:</b>	<b>\$ 18,346,000</b>	<b>\$ 1,992,414</b>		
<b>Program Balance - Current Priority Projects Only:</b>	<b>\$ 11,528,264</b>			
<b>Projected Need for Bond Anticipation Notes (Par Amount):</b>	<b>\$ -</b>			
<b>FUTURE PROJECTS</b>				
<b>FUTURE PROJECTS</b>				
Mc Clellary Antelope - Modernization	1,251,018	3,242,899	451,517	273,227
Res. Fortune Elementary - Phase 1	15,040,000	15,060,818	825,181	384,259
Res. Fortune Elementary - Phase 2	8,681,000	8,681,000		
<b>Future Projects Subtotal:</b>	<b>24,972,018</b>	<b>26,984,717</b>	<b>1,276,718</b>	<b>657,486</b>
Program Expenses for Future Projects	439,000		195,000	
Construction Cost Escalation for Future Projects			1,060,000	
Loss Reserve for Future Projects			1,318,000	
<b>Future Program Expenses / Reserves:</b>	<b>\$ 439,000</b>	<b>\$ 4,621,000</b>		
<b>Program Balance - All Projects:</b>	<b>\$ 11,514,764</b>			

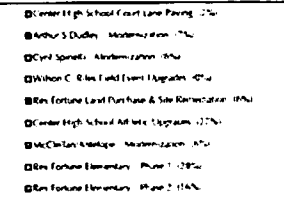
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NOVEMBER 1991 BOND - ISSUANCES & BALANCE REMAINING		
Original Bond Amount		\$ 59,203,525
1st Issuance - Series A	4,319,211	
2nd Issuance - Series B	3,006,794	
3rd Issuance - Series C	15,975,077	
Previously Issued and Expended		\$ 23,444,606
4th Issuance - Series D - August 2007	21,998,214	
Last Issued & Available for Current Projects		\$ 24,998,234
Balance Remaining Before BANS		\$ 10,762,685
Repayment of BANS		\$ -
Balance Remaining - Anticipated Issuance 2011		\$ 10,762,685

## FUNDING



## BUDGET BY PROJECTS



# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Superintendent's Office

**Action Item**     X    

**To:** Board of Trustees

**Information Item**           

**Date:** February 18, 2009

**#Attached Pages**           

**From:** Dr. Kevin J. Jolly, Superintendent

**Principal's Initials:**           

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

January 21, 2009 Regular Meeting

**RECOMMENDATION:** CJUSD Board of Trustees approve presented minutes.

**CONSENT AGENDA**

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

## **BOARD OF TRUSTEES REGULAR MEETING Antelope View Charter School – Multi-Purpose Room**

**Wednesday, January 21, 2009**

### **M I N U T E S**

**Teleconference:** Trustee Matthew Friedman participated from the Hotel Blue, 717 Central Avenue NW, Albuquerque, NM 87102

**CALL TO ORDER** – President Wilson called the meeting to order at 6:00 p.m.

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

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

**FLAG SALUTE** - led by Mrs. Williams.

**ADOPTION OF AGENDA** – approved the adoption of agenda as presented.

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

### **REPORTS/PRESENTATIONS**

1. **Facilities and Security Report** – Craig Deason, Assistant Superintendent of Operations & Facilities, provided the Board with an update on facilities projects and recent security activity.
2. **Auditor's Presentation** - John Robertson, from Robertson, Cahill and Associates, presented the audit report for the fiscal year ending 2007/08.
3. **Transportation Report** – Craig Deason, Assistant Superintendent of Operations & Facilities, reported to the Board a comparison of expenses and income for charging regular education students currently riding the bus as compared to offering bus services to all regular education students for a fee.
4. **CHS Budget Proposal** - Digol J'Beily, teacher at Center High School, presented to the Board their proposals for cuts at Center High School.

Trustee Wilson asked that information about the private security be brought to the next meeting.

Debrah Obrien, Deputy and Parent, noted that cutting the SRO is just a quick fix and that students have no respect for private security.

Harvey McLeod, teacher at CHS, shared his concern with a new principal next year. He noted that their site shouldn't start with all of the disadvantages on cut list for CHS.

Roger Calhoun, Campus Monitor at CHS, shared his concerns with Campus Monitor cuts at the high school.

#### **COMMENTS FROM AUDIENCE REGARDING ITEMS NOT ON THE AGENDA**

Michael Jordan, Principal at Dudley Elementary announced that Dudley's 50<sup>th</sup> Anniversary is 2009. There will be a celebration on February 26<sup>th</sup>.

Tim Ridge, teacher at Center High School, expressed his concerns for the high school and the WASC Accreditation, should the district not retain Kriss Hays as Assistant Principal.

#### **CONSENT AGENDA**

1. Approved Adoption of Minutes from January 7, 2009 Regular Meeting
2. Approved Certificated Personnel Transactions
3. Approved 2008/09 Consolidated Application (Part II) - C&I
4. Approved Field Trip: 5<sup>th</sup> Grade to Alliance Redwoods - North Country
5. Approved Disposal of Surplus Vehicles - Transportation
6. Approved Professional Service Agreement, Carmazzi Inc. - C&I
7. Approved 2007/08 School Accountability Report Cards (SARCs) - C&I

**Motion:** Blenner  
**Second:** Friedman

**Vote:** General Consent

#### **INFORMATION ITEMS**

1. Conference: "Sports Turf 20<sup>th</sup> Annual Conf. & Exhibition" - Craig Deason and Ivan Calhoun (MOFAT)
2. Conference: "California School Nutrition Association" - Laura Kasey and Laura Davis (Nutritional Services)
3. Conference: "CASH /School Facilities" - Craig Deason (MOFAT)
4. Workshop: "Managing Low-Budget Sports Fields" - Craig Deason and Ivan Calhoun (MOFAT)

#### **BUSINESS ITEMS**

It was recommended that the Board pull the Tabled items, from the December 17, 2008 meeting, as a block and be brought back to the January 28, 2009 meeting. Those included:

VP at No Co, Principal & VP OH, Assistant Principal at CHS, Release of Principal, Rehire as VP, Release Principal

**Motion:** Friedman  
**Second:** Blenner

**Vote:** General Consent

There was a motion to reject these Tabled items as a block.

<b>Motion:</b>	Friedman	<b>Vote:</b> General Consent
<b>Second:</b>	Blenner	

Dr. Jolly recommended that those items be discussed during closed session.

There was a motion for Closed Session on January 28, 2009 to begin at 5:00 p.m. and Open Session at 6:30 p.m.

<b>Motion:</b>	Friedman	<b>Vote:</b> General Consent
<b>Second:</b>	Blenner	

1. **Budget Plan for Fiscal Years 2008/09 and 2009/10**

Raymond Houston, AVCS Student, shared his concerns with combining McClellan and Antelope View.

Dr. Jolly clarified that every item on the list will be voted up or down at the meeting on 1/28/09 or 2/4/09.

Angelina Hughes asked for Budget clarification on Items B-3 and B-4, asking if 70% of budget would remain for site budgets for this year and next year. On Items C-9, C-12, D-10, D-11 and D-18 she asked if each freeze would effect all classifications equally. She also asked for clarification on the Classified / Confidential list, then asked if on Item D-2 there was a 5% cut of cabinet would the dollars go to the SRO Program? It was noted that it is yet to be determined.

Cameron Clark, CHS Senior, noted that having an officer on campus is a tremendous help. Officer Nate offers an after school tutoring program that is great.

Ashley Mason, student from the CHS Blue and Gold, shared a letter from the Newspaper Supervisor expressing his concerns with the cuts that would affect the Journalism class.

Scott Stack, AVCS Math Teacher, shared his concern of the Principal reduction and co-location of multiple sites.

Richard Simas, Principal at AVCS, expressed to the Board that he felt that AVCS has been attacked. He noted that AVCS will not retaliate and that the public had been misled by the district about the oversight as a dependent charter. The Board and Cabinet were invited to a conference on February 3, 2009. It was requested that a new date be selected.

Michael Sticklin, CHS Senior, noted that Officer Nate is good at handling theft issues.

MaryJ'Beily, student at Center High School, noted that Officer Nate is helpful and approachable.

Chris, student at CHS, noted that the SRO is better than a security company.



**ADJOURNMENT – 9:00 p.m.**

<b>Motion:</b>	Blenner	<b>Vote:</b> General Consent
<b>Second</b>	Williams	

**ADVANCE PLANNING**

**a. Future meeting Date(s):**

- i. Wednesday, February 4, 2009, at North Country Elementary School*

Respectfully submitted,

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

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Libby A. Williams, Clerk  
Board of Trustees

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Adoption Date

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

Dept./Site: Superintendent's Office

Action Item   X  

To: Board of Trustees

Information Item           

Date: February 18, 2009

#Attached Pages           

From: Dr. Kevin J. Jolly, Superintendent

Principal's Initials:           

**SUBJECT: Adoption of Minutes**

The minutes from the following meeting are being presented:

January 28, 2009 Special Meeting

**RECOMMENDATION: CJUSD Board of Trustees approve presented minutes.**

**CONSENT AGENDA**

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

## **BOARD OF TRUSTEES SPECIAL MEETING**

**Center High School Multi Purpose Room  
3111 Center Court Lane, Antelope, CA 95843**

**Wednesday, January 28, 2009**

### **M I N U T E S**

**CALL TO ORDER** - President Wilson called the meeting to order at 5:01 p.m.

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

1. Public Employee Performance Evaluation (Certificated) - Principals & Assistant/Vice Principals (G.C. §54957),
2. Public Employee Discipline/Dismissal/Release (G.C. §54957)

#### **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Sherry Edgar, teacher at CHS, spoke on behalf of Kriss Hays.

Mrs. Hughes, Oak Hill PTA Representative, shared her concerns with the criteria used in evaluating the administrators of the district.

**CLOSED SESSION** - the Board adjourned into closed session at 5:08 p.m.

**OPEN SESSION** - called to order by Mr. Wilson at 6:33 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

**FLAG SALUTE** - led by George Tigner

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

1. Public Employee Performance Evaluation (Certificated) - Principals & Assistant/Vice Principals (G.C. §54957)

No action was taken.

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION (continued)**

**2. Public Employee Discipline/Dismissal/Release (G.C. §54957)**

Resolution # 15/2008-09 approved  
Resolution # 16/2008-09 no action taken  
Resolution # 17/2008-09 approved  
Resolution # 18/2008-09 no action taken  
Resolution # 19/2008-09 approved  
Resolution # 20/2008-09 approved  
Resolution # 21/2008-09 approved

The approved resolutions included the approval of 4 elementary VPs reassigned to the classroom and to reassign the former Principal of McClellan to WCR Assistant Principal.

**ADOPTION OF AGENDA** - approved adoption of agenda as presented.

**Motion:** Friedman  
**Second:** Blenner

**Ayes:** Blenner, Friedman, Williams, Wilson  
**Absent during vote:** Anderson

**COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA**

Loretta Parshall, CJUSD Bus Driver, commented on bus routes and stops. Craig Deason noted that some stops were eliminated to reduce route time and save money.

**CONSENT AGENDA**

1. Approve Certificated Personnel Transactions

**Motion:** Blenner  
**Second:** Friedman

**Vote:** General Consent

**BUSINESS ITEMS**

**A. Budget Plan for Fiscal Years 2008/09 and 2009/10**

Jeanne Bess, Director of Fiscal Services, recommended passage of section B, items 1-8, on the budget list.

B. 1 Maintain one academic coach; one coach returns to classroom.

**Motion:** Williams  
**Second:** Blenner

**Vote:** General Consent

B. 2 Fund 85% of site/departments budgets

**Motion:** Friedman  
**Second:** Blenner

Mike Jordan, current Dudley Principal & future CHS Principal, shared his concerns with the cuts to site budgets. It was recommended that if B. 2 and B. 3 are being considered, that C. 1 be approved as well.

There was a motion to amend the motion to accept B. 2, B. 3, and C. 1 together.

- B. 2 Fund 85% of site/department budgets
- B. 3 Reduce site/department budgets by an additional 15%
- C. 1 Increase District Technology staff by absorbing CHS tech

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

B. 4 Site administrator reduction 4.0 elementary VP (3 general funded)  
This item was taken care of through Closed session decisions.

- B. 5 Reduce .5 secondary principal (combine McClellan/AVCS administration)

**Motion:** Williams  
**Second:** Friedman

Raymond Houston, student at AVCS, shared his concerns of the combination of McClellan and AVCS.

Rich Simas, AVCS Principal, shared his concerns of a half-time principal for AVCS and the combination of McClellan and AVCS.

Call the Question

**Motion:** Williams                      **Vote:** General Consent

**Motion Passed.**

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

- B. 6 Reduce expenses for certificated compensation by 26 FTE (increases 6<sup>th</sup> through 12<sup>th</sup> grade contractual cap to 178 student contacts for the 2009/10 school year; Memorandum of Understanding approved.)

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

- B. 7 Move McClellan to old junior high site; reduce costs through efficient combining of services with Charter campuses

There was a motion to bring it to the floor.

**Motion:** Williams  
**Second:** Friedman

There was a motion to approve Item B. 7 with the stipulation to hold a Board workshop during the week of February 17.

**Motion:** Williams  
**Second:** Friedman

Alicia James, student at McClellan HS, shared her concerns of the combination of McClellan and AVCS.

Yuliya Didovich, student at AVCS, shared her concerns of the combination of McClellan and AVCS.

Stephanie Smith, student at CHS, read a letter from her brother who attends AVCS. His letter was in not in support of the combination of McClellan and AVCS.

Raymond Houston, student at AVCS, again shared his concerns of the combination of McClellan and AVCS.

Ann Alcone, parent at AVCS, gave an apology to the students at McClellan HS.

**Motion Passed.**  
**Ayes:** Anderson, Friedman, Williams  
**Noes:** Blenner, Wilson

- B. 8 Reduce expenses for classified compensation by 11.5 FTE (effect of layoff.part-time reductions)

There was a motion to bring it to the floor.

**Motion:** Williams  
**Second:** Blenner

Marie Huggins, CSEA President, inquired on how the classified amount changed.

Friedman motioned to amend the dollar amount to \$532,000 for classified/confidential

**Motion:** Williams  
**Second:** Friedman

Angela Espinoza, employee, voiced her concerns with the change of the classified list.

There was a motion to Call the Question

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

There was a motion to accept Item B. 8 as amended

**Vote:** General Consent

There was a motion to not approve items C. 2 - C. 10.

**Motion:** Friedman

**No second, motion failed.**

C. 2 Staff Kindergarten at 33, grades 1-3 at 30  
There was a motion to reject Item C. 2

**Motion:** Friedman  
**Second:** Blenner

**Vote:** General Consent

C. 3 Establish lead driver, eliminate transportation supervisor  
C. 4 Eliminate transportation supervisor and dispatcher; create co-ordinator

There was a motion to reject Items C. 3 & C. 4

**Motion:** Friedman  
**Second:** Blenner

There was a motion to Table these items until February 4, 2009.

**Motion:** Blenner  
**Second:** Anderson

**Vote:** General Consent

C. 5 Staff 9<sup>th</sup> grade English and Math at 34 (cut 9<sup>th</sup> grade CSR)

There was a motion to reject Item C. 5

**Motion:** Friedman  
**Second:** Blenner

**Vote:** General Consent

C. 6 Maintain 3 cabinet members.

There was a motion to reject Item C. 6

**Motion:** Anderson  
**Second:** Williams

**Vote:** General Consent

C. 7 Maintain 3 Elementary Schools

There was a motion to reject Item C. 7

**Motion:** Anderson  
**Second:** Friedman

**Vote:** General Consent

C. 8 Maintain 2 principal for 2 elementary schools

There was a motion to reject Item C. 8

<b>Motion:</b>	Blenner	<b>Vote:</b>	General Consent
<b>Second:</b>	Williams		

C. 9 Maintain 34:1 class size; reduce Fund 17 from \$1.1 million to \$775,000

There was a motion to reject Item C. 9

<b>Motion:</b>	Friedman	<b>Vote:</b>	General Consent
<b>Second:</b>	Blenner		

C. 10 Reduce school year to 175 days; reduce all staff by 5 days.

There was a motion to reject Item C. 10

<b>Motion:</b>	Blenner	<b>Vote:</b>	General Consent
<b>Second:</b>	Williams		

**ADJOURNMENT - 9:09 p.m.**

<b>Motion:</b>	Friedman	<b>Vote:</b>	General Consent
<b>Second:</b>	Blenner		

Respectfully submitted,

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

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Libby A. Williams, Clerk  
Board of Trustees

---

Adoption Date



# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Superintendent's Office

**Action Item**   X  

**To:** Board of Trustees

**Information Item**           

**Date:** February 18, 2009

**#Attached Pages**           

**From:** Dr. Kevin J. Jolly, Superintendent

**Principal's Initials:**           

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

February 4, 2009 Regular Meeting

**RECOMMENDATION:** CJUSD Board of Trustees approve presented minutes.

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING North Country Elementary School - Multi Purpose Room 3901 Little Rock Drive, Antelope, CA 95843

Wednesday, February 4, 2009

### MINUTES

**CALL TO ORDER** - President Wilson called the meeting to order at 5:45 p.m.

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

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

#### **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**CLOSED SESSION** - the Board adjourned into closed session at 5:45 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. Wilson at 6:00 p.m.

**FLAG SALUTE** - led by Raymond Houston.

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** - President Wilson announced that the Board had met in Closed Session, and in the matter of:

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

Student Expulsion #08-09.14 - Recommendation of amendment approved.

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

Student Expulsion #08-09.15 - Recommendation of amendment approved.

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

**ADOPTION OF AGENDA** - approved adoption of agenda as presented.

**Motion:** Anderson  
**Second:** Blenner

**Vote:** General Consent

**STUDENT / STAFF RECOGNITIONS**

1. North Country Elementary School Student Recognitions - Kathy Lord, Principal at North Country Elementary, and Jason Farrel, Vice Principal at North Country Elementary, presented student awards to students receiving Citizenship Recognitions and Golden Paw Awards.
2. Caldwell Flores Winters Foundation Scholarship Recipient - Scott Loehr, Assistant Superintendent of Curriculum & Instruction, introduced Greg Kato, from CFW, who presented Cassandra Robinson, Center High School student, with a \$3,000 scholarship.

**STUDENT BOARD REPRESENTATIVE REPORTS**

1. **Center High School** - Sandy Hoang
  - recently held their Saddle Hawkins dance as well as the Tolo Rally
  - CAHSEE testing this week
2. **McClellan High School** - Alicia James
  - students have had discussions about recent Board action; with the change to the new site the students would like to go back to 45 minutes classes, 90 credits per year, as well as having a full time counselor.
3. **Antelope View Charter School** - Raymond Houston
  - Girls Basketball has 15 wins and 3 losses, home game this Friday at Riles MS at 6 pm
  - finished CAHSEE testing today
  - February 17, 2009 at 9 am there will be a presentation called "Fantastic Fictional Females" presented by the B Street Theater in the Ken Thomas gym
  - 8<sup>th</sup> graders working on graduation ceremony; Seniors have voted on the color of graduation robes, but the results are not in. Graduation is set for Wednesday, May 27, 2009 at the Center High School Theater.
4. **Global Youth Charter School** - Samantha McCurdy was not available to report.

**PUBLIC COMMENTS**

Robert Houston, student at AVCS, spoke about the merge of AVCS and McClellan High for a savings of \$70,000. He also discussed the meeting to be with AVCS and the Board; the new date is scheduled for February 18, 2009.

**BOARD/SUPERINTENDENT REPORTS**

**Mr. Friedman**

- congratulated the award winners from North Country
- congratulated the scholarship winner
- attend conference in New Mexico regarding land use.
- announced that there will be a night of local talent to raise funds for the Center Endowment for Education Excellence on March 26, 2009 at 7:00 p.m.

**BOARD/SUPERINTENDENT REPORTS (continued)**

**Mrs. Williams**

- nothing to report

**Mrs. Anderson**

- to Mr. Houston, all Board members community members and care about all of the children. The Board tries to learn all they can regarding charters.

**Mr. Blenner**

- congratulated all the winners of the North Country awards and the scholarship recipient.  
- very happy with the budget process that the community has helped come together to achieve reductions.

**Dr. Jolly**

- today was the 18<sup>th</sup> Annual District Geography Bee; great to see all of the district come together for that.

**Mr. Wilson**

- received an email from Raymond Houston; noted that he is very impressed with Raymond's actions for AVCS.

**CONSENT AGENDA**

1. Approved Adoption of Minutes from January 14, 2009 Special Meeting
2. Approved Behavioral Intervention Plans (Hughes Bill) Mandated Cost Claim Settlement and Agreement to Waive Future Claims, Resolution #22/2008-09
3. Approved 2008/2009 Individual Service Agreements:
  - 2008/09-104 Occupational Therapy for Children
  - 2008/09-105, 109 Rancho Learning Center
  - 2008/09-106-108 Bright Futures Therapy
  - 2008/09-110 Med Trans
4. Approved Safe School and Emergency Preparedness Plan - Spinelli
5. Approved Payroll Orders: July 2008 through December 2008
6. Approved Supplemental Agenda (Vendor Warrants)
7. Approved Certificated Personnel Transactions

Item #1 - There were two changes to the January 14, 2009 minutes: under Student Expulsions/Readmissions change Trustee Anderson's vote to abstained; Trustee Anderson was absent only for Closed Session.

Item # 4 - Lists VPs responsibilities; those will need to be changed with the loss of VPs.

**Motion:** Friedman  
**Second:** Anderson

**Vote:** General Consent

**BUSINESS ITEMS**

**A. Budget Plan for Fiscal Years 2008/09 and 2009/10**

- B. 1 Maintain 95% of Board stipends (5% reduction effective 1/1/09)

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

- B. 2 Equalize administrative work days

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

- B. 3 Provide classroom subs, long term custodial subs only; allow short term subs to be site funded

Loretta Parshall inquired on what is considered long term and short term subs. It was noted that short term is 3 days or less; long term is more than 3 days.

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

- B. 4 Charge \$1 per day up to capacity on existing routes; \$0.50 reduced lunch.  
\$0.00 free lunch & Special Education

Loretta Parshall inquired on whether anyone who would want to ride the bus could then ride the bus. It was mentioned that there were only a few spots left on each of the buses.

**Motion Failed**

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

- B. 5 Maintain cell tower revenue in Fund 1 (\$50k cut to CHS) to cover 50% of the ten year stadium turf replacement 45,000.00

This item was brought to the floor.

**Motion:** Friedman  
**Second:** Williams

**BUSINESS ITEMS** (continued)

There was an amendment to accept recommendation of CHS to obtain the following in return for the district maintaining cell tower revenue in Fund 1:

1. The district is to pay full cost of trainer each from this year forward
2. The District is to provide a lump sum of \$100,000 to pay the cost of athletic stipends after the proposed cuts; unused stipends at the end of the year to be kept by CHS and carried over into the high school unrestricted general fund.
3. The District is to provide to provide at least \$54,000 for athletic bussing services; the baseline will be taken this year to adjust for the actual cost. The dollar amount will need to be recalculated when the new league configurations are finalized in two school years to account for potentially longer travel times.
4. The District is to provide, yearly, \$15,000 for safety equipment; any carryover to remain at the high school.

**Motion:** Friedman  
**Second:** Blenner

**Vote:** General Consent

- B. 6 Maintain 25% of stipend positions; positions that are vacant will remain vacant. (\$52,350) All sites to keep carryover.

Called the Question

**Motion:** Anderson  
**Second:** Friedman

**Vote:** General Consent

There was a motion for the District to provide \$52,350 yearly for non-athletic stipends after the proposed budget cuts, carryover to stay with all the sites, in the general fund.

**Vote:** General Consent

- B. 7 Establish Athletic Fees (CHS = \$75/sport, \$150 cap/yr; WCR = \$50/sport, \$100 cap/yr; Family cap \$400/yr)

There was a motion to bring this item to the floor.

**Motion:** Anderson  
**Second:** Williams

There was a motion to Table this item until a later time.

**Motion:** Anderson  
**Second:** Wilson

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

There was a motion to accept Item B. 7 (money would go to the district general fund).

**Motion:** Friedman  
**Second:** Blenner

**BUSINESS ITEMS** (continued)

There was a motion to Table Item B. 7, as well as C. 13 (Charge athletic fee \$50/sport, \$100 cap family/year. Funds to go to ASB) until the next regular meeting.

<b>Motion:</b>	Friedman	<b>Ayes:</b>	Anderson, Blenner Friedman,
<b>Second:</b>	Anderson		Williams,
		<b>Noes:</b>	Wilson

*A break was taken from 8:15 - 8:23 p.m.*

**B. 8 Maintain Safe Schools Program (cut SRO)**

There was a motion to not accept Item B. 8

<b>Motion:</b>	Anderson
<b>Second:</b>	Williams

There was a motion to lay this item on the Table.

<b>Motion:</b>	Williams	<b>Ayes:</b>	Anderson, Williams	<b>Motion Failed.</b>
<b>Second:</b>	Anderson	<b>Noes:</b>	Blenner, Friedman, Wilson	

At 9:02 p.m. there was a motion to extend the meeting.

<b>Motion:</b>	Williams	<b>Vote:</b>	General Consent
<b>Second:</b>	Friedman		

Called the Question.

<b>Motion:</b>	Friedman	<b>Vote:</b>	General Consent
<b>Second:</b>	Williams		

This item went back to the original motion to not accept Item B. 8

<b>Motion Passed.</b>
<b>Ayes:</b> Anderson, Williams, Wilson
<b>Noes:</b> Friedman, Blenner

**B. 9 Routine Maintenance from 3% to 2%; eliminate deferred maintenance match \$182,904.00**

<b>Motion:</b>	Anderson	<b>Vote:</b>	General Consent
<b>Second:</b>	Williams		

**BUSINESS ITEMS (continued)**

- B. 10 Maintain ADA by having all first-time out-going students contacted by the Principal, Assistant Superintendent for C & I, and Superintendent in order to meet student needs.

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

- B. 11 Sell advertising space at CHS stadium per Board policy to generate site revenue

- B. 12 Rent unused space if it results in a net profit to the District.

- B. 13 Freeze hiring

- B. 14 Make every effort to provide continued employment and benefits wherever possible

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

- B. 15 Maintain 100% District paid employee only coverage; 65% District paid coverage for 2-party and family health benefits for the 2009/10 fiscal year

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

- C. 1 Computer match

There was a motion to not approve Item C. 1

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

- C. 2 Generate \$60,000 for particulate matter traps if the grant is unsuccessful

There was a motion to reject Item C. 2

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

- C. 3 Contract with Twin Rivers or Private Security (4 hours per day)

There was a motion to not accept Item C. 3

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



**BUSINESS ITEMS (continued)**

**C. 4 Eliminate remaining 3 club advisor stipends**

There was a motion to reject Item C. 4

<b>Motion:</b>	Blenner	<b>Vote:</b> General Consent
<b>Second:</b>	Anderson	

**C. 5 Eliminate remaining 6 department chairs at CHS**

There was a motion to reject Item C. 5

<b>Motion:</b>	Blenner	<b>Vote:</b> General Consent
<b>Second:</b>	Friedman	

**C. 6 Establish lead driver, eliminate transportation supervisor**

There was a motion to reject Item C. 6

<b>Motion:</b>	Friedman	<b>Vote:</b> General Consent
<b>Second:</b>	Blenner	

**C. 7 Eliminate transportation supervisor and dispatcher; create co-ordinator**

There was a motion to reject Item C. 7

<b>Motion:</b>	Anderson	<b>Vote:</b> General Consent
<b>Second:</b>	Blenner	

**C. 8 Maintain SRO (cut Safe Schools Program)**

There was a motion to reject Item C. 8

<b>Motion:</b>	Friedman	<b>Ayes:</b> Anderson, Blenner, Friedman,
<b>Second:</b>	Blenner	Williams
		<b>Noes:</b> Wilson

**C. 9 Routine Maintenance from 2% to 1 %; eliminate deferred maintenance match**

There was a motion to reject Item C. 9

<b>Motion:</b>	Blenner	<b>Vote:</b> General Consent
<b>Second:</b>	Friedman	

**BUSINESS ITEMS (continued)**

C. 10 Economic reserve from 3% to 1.5%

There was a motion to reject Item C. 10

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

C. 11 One Year Parcel Tax (7,886 parcels @ \$558.20)

There was a motion to reject Item C. 11

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

C. 12 Five Year (7,886 parcels @ \$558.20/5 years)

There was a motion to reject Item C. 12

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

C. 14 Freeze Administrator Steps (50% at top step)

There was a motion to reject Item C. 14

**Motion:** Friedman                      **there was no second, the motion failed.**

There was a motion to accept Item C. 14

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

C. 15 Maintain 95% salary for cabinet/superintendent to fund Safe Schools Program

There was a motion to maintain 95% salary for cabinet/superintendent.

**Motion:** Anderson  
**Second:** Williams

There was a motion for this item to be Tabled for Closed Session on February 18.

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

**BUSINESS ITEMS (continued)**

- C. 16 Maintain employees at current salary schedule column only (freeze column)
- C. 17 Establish 2 day furlough (1% reduction in annual salary)
- C. 18 Pay 99% of salary (cut 1 % salary)
- C. 19 Maintain employees at current salary schedule step only (freeze step)
- C. 20 Pay employee Health & Welfare premium only
- C. 21 After staffing efficiently, reducing all expenses to minimal levels, raising all reasonable revenues, and fully utilizing all excess reserves, reduce all district salaries by an across the board percentage as needed to maintain a positive budget certification (cut 5%, subject to negotiation)
- C. 22 Establish furlough for all District employees for 7 days at winter break and 5 days at spring break

There was a motion to Table Items C. 16-22, to be discussed during Closed Session on February 18, 2009.

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

There was a motion to rescind Item B. 2 (equalize administrative work days)

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

There was a motion to Table Item B. 2 to Closed Session

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

There was a motion to rescind Item C. 14 (freeze Administrator Steps (50% at top step))

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

There was a motion to Table Item C. 14 to Closed Session

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

**ADVANCE PLANNING**

**a. Future Meeting Dates:**

- i. Wednesday, February 18, 2009 @ 6:00 p.m. - North Country Elementary School Multi Purpose Room*

**b. Suggested Agenda Items:**

- i. February 18, 2009 - 5:00 p.m. Charter discussion, 6:00 p.m. Closed Session, 7:00 p.m. Open Session.*

**ADJOURNMENT – 10:28 p.m.**

**Motion:** Blenner  
**Second:** Williams

**Vote:** General Consent

Respectfully submitted,

---

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

---

Libby A. Williams, Clerk  
Board of Trustees

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Adoption Date

AGENDA ITEM # XIII-4

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** X

**Date:** February 18, 2009

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

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

**Subject:** Certificated Personnel Transactions

**New Hire**

Shannon Decker, Antelope View Charter School

**Promotion**

Principal, Dudley Elementary-Name to be announced at Board Meeting

**Rescissions**

Rich Simas, Antelope View Charter School

Christy Smiley, North Country Elementary School

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

**CONSENT AGENDA**

XIII-4

### **New Hire**

Shannon Decker has been hired as a Sixth Grade Teacher, Antelope View Charter School, effective February 4, 2009.

### **Promotion**

The name of the person hired to the position of Principal, Dudley Elementary School, effective July 1, 2009, will be announced at the Board Meeting.

### **Rescissions**

Rich Simas has rescinded his intention to retire from his position as Principal, Antelope View Charter School, effective February 9, 2009.

Christy Smiley has rescinded her intention to retire from her position as Kindergarten Teacher, North Country Elementary School, effective February 10, 2009.

AGENDA ITEM # XIII-4

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** X

**Date:** February 18, 2009

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

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



**Subject: Certificated Personnel Transactions**

**New Hire**

Shannon Decker, Antelope View Charter School

**Rescissions**

Rich Simas, Antelope View Charter School

Christy Smiley, North Country Elementary School

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

**CONSENT AGENDA**

XIII-4

**New Hire**

Shannon Decker has been hired as a Sixth Grade Teacher, Antelope View Charter School, effective February 4, 2009.

**Rescissions**

Rich Simas has rescinded his intention to retire from his position as Principal, Antelope View Charter School, effective February 9, 2009.

Christy Smiley has rescinded her intention to retire from her position as Kindergarten Teacher, North Country Elementary School, effective February 10, 2009.



AGENDA ITEM # XIII-5

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Date:** February 18, 2009

**Action Item** X

**To:** Board of Trustees

**Information Item**  
**# Attached Pages** 1

**From:** George Tigner  
Director of Personnel 

**SUBJECT:** RESOLUTION #23/2008-09

Attached for Board review and action is Resolution #23/2008-09, non-reelection of probationary certificated employee.

**Recommendation:** Approve Resolution #23/2008-09 as Submitted

AGENDA ITEM # XIII-5

**CONSENT AGENDA**

# MEMORANDUM

TO: Governing Board  
FROM: Dr. Kevin Jolly  
DATE: February 6, 2009  
SUBJECT: Nonreelection of Probationary Employees

---

Pursuant to Education Code Section 44929.21, a decision either to reelect or not to reelect probationary certificated employees for the next succeeding school year must be made on or before March 15 of the employee's second complete consecutive school year of employment.

I hereby recommend that the following probationary certificated employees of the Center Unified School District not be reelected for the 2008/09 school year.

Scott Cleverdon  
Dale White

Probationary 0  
Probationary 0

I further recommend that the attached Resolutions of Nonreelection be adopted and that the employees named be given notice of this decision in accordance with Education Code Section 44929.21.

BEFORE THE GOVERNING BOARD OF  
CENTER UNIFIED SCHOOL DISTRICT  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

RESOLUTION #23/2008-09

WHEREAS, the Superintendent has recommended that Scott Cleverdon, probationary certificated teacher of the Center Unified School District, not be reelected for the 2009-10 school year.

IT IS HEREBY RESOLVED that the Governing Board of the Center Unified School District, County of Sacramento, State of California, not reelect Scott Cleverdon for the 2009-10 school year.

IT IS FURTHER RESOLVED that the Governing Board give the aforementioned employee Notice of Nonreelection pursuant to Education Code 44929.21.

IT IS FURTHER RESOLVED that the aforementioned employee is released from employment effective the last work day of the 2008-09 school year.

PASSED AND ADOPTED by the following vote called on this eighteenth day of February 2009.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

President, Governing Board

---

Date

CERTIFICATION

State of California            )  
  )  
County of Sacramento        )       ss.

I, Kevin Jolly, Superintendent of the Center Unified School District, do hereby certify and declare that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Governing Board of the Center Unified School District at a meeting of said Board duly and regularly called at 8408 Watt Avenue, Antelope, California on the 18th day of February 2009.

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

Dated: \_\_\_\_\_

AGENDA ITEM # XIII-6

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Date:** February 18, 2009

**Action Item** X

**To:** Board of Trustees

**Information Item**  
**# Attached Pages** 1

**From:** George Tigner  
Director of Personnel



**SUBJECT:** RESOLUTION #24/2008-09

Attached for Board review and action is Resolution #24/2008-09, non-reelection of probationary certificated employee.

**Recommendation:** Approve Resolution #24/2008-09 as Submitted

AGENDA ITEM # XIII-6

**CONSENT AGENDA**

# MEMORANDUM

TO: Governing Board  
FROM: Dr. Kevin Jolly  
DATE: February 6, 2009  
SUBJECT: Nonreelection of Probationary Employees

---

Pursuant to Education Code Section 44929.21, a decision either to reelect or not to reelect probationary certificated employees for the next succeeding school year must be made on or before March 15 of the employee's second complete consecutive school year of employment.

I hereby recommend that the following probationary certificated employees of the Center Unified School District not be reelected for the 2008/09 school year.

Scott Cleverdon	Probationary 0
Dale White	Probationary 0

I further recommend that the attached Resolutions of Nonreelection be adopted and that the employees named be given notice of this decision in accordance with Education Code Section 44929.21.

BEFORE THE GOVERNING BOARD OF  
CENTER UNIFIED SCHOOL DISTRICT  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

RESOLUTION #24/2008-09

WHEREAS, the Superintendent has recommended that Dale White, probationary certificated teacher of the Center Unified School District, not be reelected for the 2009-10 school year.

IT IS HEREBY RESOLVED that the Governing Board of the Center Unified School District, County of Sacramento, State of California, not reelect Dale White for the 2009-10 school year.

IT IS FURTHER RESOLVED that the Governing Board give the aforementioned employee Notice of Nonreelection pursuant to Education Code 44929.21.

IT IS FURTHER RESOLVED that the aforementioned employee is released from employment effective the last work day of the 2008-09 school year.

PASSED AND ADOPTED by the following vote called on this eighteenth day of February 2009.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board

\_\_\_\_\_  
Date

## CERTIFICATION

State of California            )  
  )  
County of Sacramento        )       ss.

I, Kevin Jolly, Superintendent of the Center Unified School District, do hereby certify and declare that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Governing Board of the Center Unified School District at a meeting of said Board duly and regularly called at 8408 Watt Avenue, Antelope, California on the 18th day of February 2009.

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

Dated: \_\_\_\_\_



## *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Healthy Start

**Date:** 1/28/2009

**To:** Board of Trustees

**From:** Alyson Collier

**Action Item** X

**Information Item**

**# Attached Pages:** 5

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

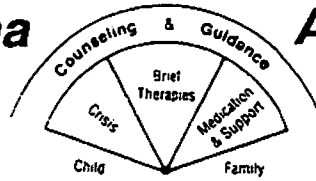
**Subject:** Service Contract with Terkensha Associates to fulfill commitment under our Early Mental Health Initiative grant. Agreement was made in April of last year when grant was submitted. The PSA is needed to process payment for services. Grant funds cover all costs of this service.

Included are the grant letter of commitment and the Professional Services Agreement.

**Recommend:** Approve

**CONSENT AGENDA**

# **Terkensha Associates**



North Area Community Mental Health Center

April 22, 2008

Emily Nahat, Chief  
Prevention and Early Intervention  
California Department of Mental Health

Dear Ms. Nahat:

Terkensha Associates has provided outpatient and day-treatment services to children and adults in the community for the past 28 years. We have worked in partnership with Center Unified School District for the past fifteen years to bring greater access to mental health services to their students. We have many years experience serving as a cooperating entity for EMHI programs in the Elk Grove and Natomas School Districts.

We believe and are committed to the support provided to young children through the Primary Intervention Program as designed through Assembly Bill 1650 and adopted by the California State Legislature. We are committed to its intent and whole heartedly support the Center Unified School in its efforts to provide services to at-risk students who fulfill the Primary Intervention Program criteria.

Terkensha Associates agrees to serve as a cooperating mental health entity to the Dudley Elementary School site by providing a Licensed Mental Health Consultant. We will also screen all referrals and provide mental health services to those who exceed the intent and scope of EMHI but who meet this county's target population criteria, which are:

1. The identified child must be a member of a social/economically needy family as determined by family size and family income.
2. The identified children must exhibit needs for immediate mental health intervention and must meet Sacramento county target criteria for severity of mental illness.
3. All children who meet these criterion will be served.

These provisions will be incorporated through Terkensha Associates Medi-Cal contract. Terkensha Associates maintains a school based mental health program in the Center Unified School District. This program does not require referrals to go on the county wait list for services.

We strongly support the intent of the Primary Intervention Program and are confident that the Center Unified School District's intervention program will be of continued high quality for children and their families. We believe that this program will be of benefit to the community and as such, we are committed to a cooperating entity relationship with the Center Unified School District.

Sincerely,

A handwritten signature in cursive script that reads "Will Benda".

Will Benda  
Executive Director



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 1<sup>st</sup> day of October, 2008, by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

Contractor Name: Teckensha Associates

Address: 811-D Grand Ave, Sacramento, CA 95838

Phone: (916) 922-9868

Taxpayer ID # 94-2638325

Full description of services to be provided: Training of child aides in Early Mental Health Initiative (EMHI) program. Consultation on community referral for students at Dudley needing more intensive mental health services

Payment \$ 60.00 per hour. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

Beginning Date of Service: 10/24/2008 Frequency of Service: approx weekly

Ending Date of Service: May 30, 2009

Method of Payment and Tax Reporting: (check one)

- ☐ Variable Payroll - W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)  
☒ Accounts Payable - 1099 Generated (Requires completion of W-9 on back of this form).

Total amount of this contract \$

Budget #

Reason service cannot be provided by a District employee: Grant requires mental health licensed professional to be associated with mental health agency. District staff are required to be credentialed not licensed.

Signature of CONTRACTOR: William J. Bur

Date: 10/1/2008

Signature of District employee requesting service: A. Miller

Date: 10/1/2008

Signature of Accounting Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Date Board of Trustees Approved (If over \$500.00): \_\_\_\_\_

Signature of Authorized Contracting Official: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE \*\*\*

INDEPENDENT CONTRACTOR OR EMPLOYEE?  
DISTRICT GUIDELINES

**PART I**

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		X
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.		X

If the answer to any of the above questions is "YES",

**STOP HERE**

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

**PART II**

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

## PART II - continued

YES NO

11. Does the individual operate an <u>independent</u> trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	X	
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	X	

If either 11 or 12 are "NO", the individual is a district employee

## STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

YES NO

13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	X	
14. Is this paid by the job or on a commission?	X	
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

Dept./Site: Special Education

Date: February 18, 2009

Action Item X

To: Board of Trustees

Information Item

From: Scott Loehr, Assistant Superintendent

# Attached Pages

Initials: S.L.

**SUBJECT:** 2008/2009 Master Contracts

Please approve the following Master Contracts for special education students receiving services at nonpublic schools/agencies during the 2008/09 fiscal year.

Occupational Therapy for Children  
Hear Say Speech and Language

**RECOMMENDATION:** CUSD Board of Trustees to approve Master Contracts for the 2008/09 school year.

**CONSENT AGENDA**

**CENTER UNIFIED SCHOOL DISTRICT  
LOCAL EDUCATION AGENCY  
8408 WATT AVENUE  
ANTELOPE, CALIFORNIA 95843-9116  
TELEPHONE (916) 338-6320 FACSIMILE (916) 338-6322**

<b>CONTRACT YEAR: 2008-2009</b>
---------------------------------

**AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
MASTER CONTRACT**

(Education Code Section 56157, 56365 et. seq.)

This Master Contract is made and entered into this **tenth day of December 2008**, between the Center Unified School District (public education agency), County of Sacramento, herein after referred to as the "LEA", and **Occupational Therapy for Children** herein after referred to as "CONTRACTOR" (nonpublic, nonsectarian school or agency) for the purpose of providing special education and related services to individuals with exceptional needs under the authorization of California Education Code Sections 56157 and 56365-56366.5. It is understood that this agreement does not commit LEA to payment for special education and related services provided to any individual unless and until an Individual Service Agreement is executed between LEA and CONTRACTOR on behalf of such individual or interim written facsimile approval is given to the CONTRACTOR by a representative of the LEA's Office of Instructional Services.

A current copy of the California Department of Education Nonpublic School/Agency Certification shall be provided to the LEA at the time this contract is entered into.

**CONTRACT RELATIONS AND INSURANCE PROVISION**

**1. MODIFICATIONS AND AMENDMENTS**

This contract may be modified or amended by a written document executed by CONTRACTOR and LEA. This contract shall include an Individual Service Agreement developed for each pupil who is scheduled to receive special education and/or designated instruction and services through a nonpublic, nonsectarian school or agency. Changes in any educational instruction, services or placement provided under the contract may only be made on the basis of revisions to a pupil's Individualized Education Program (IEP). At any time during the term of the contract, the parent, nonpublic school, nonpublic agency, or LEA may request a review and/or revision of a pupil's Individualized Education Program, subject to all procedural safeguards required by law. Changes in the administrative or financial agreements of the contract which do not alter the Individual Service Agreement that outlines each pupil's educational instruction, services or placement may be made at any time during the term of the contract, as mutually agreed in writing by CONTRACTOR and LEA.



2. **NOTICES**

All notices provided for by this contract shall be in writing and shall be delivered by certified or registered mail, postage prepaid, written facsimile, or by hand-delivery as noted below.

Notices mailed to LEA shall be addressed to:  
SCOTT LOEHR, ASSISTANT SUPERINTENDENT  
Name

CENTER UNIFIED SCHOOL DISTRICT  
LEA

8408 WATT AVENUE  
Address

ANTELOPE, CALIFORNIA 95843-9116  
City State Zip

(916) 338-6320 (916) 338-6322  
Phone Facsimile

Notices to CONTRACTOR shall be addressed to:  
Name

Occupational Therapy for Children  
Nonpublic School/Agency

2129 Third Avenue  
Address

Sacramento, CA 95818  
City State Zip

(916) 451-6819 (916) *same*  
Phone Facsimile

If mailed, notice shall be effective as of the date of postmark on receipt by addressee. If delivered by hand, the effective date shall be the date of receipt by addressee in the District Office of Instructional Services.

3. **DISPUTES**

Disagreements between LEA and CONTRACTOR concerning the meaning, requirements, or performance of this contract shall be appealed to the Sacramento County Superintendent of Schools. The Sacramento County Superintendent, or his/her designee, shall render a decision in writing which shall be binding upon the parties.

4. **SUBCONTRACT AND ASSIGNMENT**

CONTRACTOR shall comply with California Education Code Section 45125.1 which requires vendors/contractors/consultants providing services to the school district conduct criminal background checks of employees.

CONTRACTOR assures LEA that subcontractors providing transportation shall keep in effect a liability insurance policy providing at least \$1,000,000.00 coverage. The CONTRACTOR shall provide for the insurance company, insurance agency, or other insurance provider to send written notice of cancellation to the LEA at least thirty (30) days prior to cancellation. Proof of insurance shall be provided by the CONTRACTOR to the LEA prior to the beginning of transportation services by a subcontractor, and upon each renewal of coverage thereafter. CONTRACTOR will require each transportation subcontractor to promptly submit copies of insurance policies to the LEA upon request of the LEA; certificates of insurance may be found by LEA to be acceptable proof, provided that the information thereon is adequate and verifiable.

5. **INDEPENDENT CONTRACTOR STATUS**

This contract is by and between two independent entities and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

## **6. CONFLICTS OF INTEREST**

CONTRACTOR agrees to furnish to LEA along with the signing of this contract, a copy of its current bylaws and/or other governing rules, and a current list of its Governing Board of Directors (or Trustees) or similar governing body or persons of CONTRACTOR. CONTRACTOR promises and attests that the CONTRACTOR and any member of Board of Directors (or Trustees) shall not have any relationship with LEA that constitutes or potentially constitutes a conflict of interest including, but not limited to, employment with LEA.

## **7. TERMINATION**

This Master Contract may be terminated for cause. To terminate the contract either party shall give twenty (20) calendar days written notice to the other. Upon termination without default of CONTRACTOR, LEA shall pay without duplication, for all services performed and expenses incurred to date of termination.

In consideration of this payment, CONTRACTOR waives all right to any further payment or damage, and shall turn over to LEA everything pertaining to CONTRACTOR's services hereunder, possessed by CONTRACTOR or under its control at the time of termination or thereafter, including all documents.

Individual Service Agreements may be terminated without advance notice if both parties agree in writing to do so.

The LEA shall not terminate Individual Service Agreements because of the availability of a public class initiated during the course of this contract's term, unless the parent agrees to the transfer of a pupil to a public school program.

## **8. INSPECTION AND AUDIT**

CONTRACTOR shall provide reasonable access to, or forward copies of, any books, documents, papers, reports, records or other matter relating to the contract upon request by LEA except as otherwise provided by law. All budgetary and financial information and projections submitted by CONTRACTOR to LEA for purpose of contract negotiations shall be made available for the relevant contract period being audited to assess the extent to which funds were expended consistent with said budgetary and financial information and projections. CONTRACTOR agrees to maintain fiscal records for at least five years and will make all fiscal records available to LEA for audit.

## **9. INDEMNIFICATION**

CONTRACTOR shall defend LEA and its officers, agents, and employees against all claims for damages for death or injury to persons or property, including without limitation all consequential damages, from any cause whatsoever arising from or connected with its service hereunder, whether or not resulting from the negligence of CONTRACTOR, its agents and employees and from all damages of every nature and description proximately caused by negligent or willful acts or omissions by CONTRACTOR, its agents or employees in the course of rendering service(s) under this contract.

## **10. INSURANCE**

During the entire term of this contract and any extension or modification thereof, CONTRACTOR shall keep in effect a policy or policies of general liability insurance, including coverage of owned and nonowned vehicles used in relation to the performance of service(s) by CONTRACTOR, of at least \$1,000,000.00 combined single limit for all damages arising from each accident or occurrence and \$1,000,000.00 all damages arising out of injury to or destruction of property for each accident or occurrence.

Not later than the effective date of this contract, CONTRACTOR shall provide LEA with satisfactory evidence of insurance, including the CONTRACTOR shall provide for the insurance company, insurance agency or other insurance provider to send written notice of cancellation to the LEA at least twenty (20) calendar days before cancellation or material change, evidencing the above-specified coverage. CONTRACTOR shall at its own cost and expense, procure and maintain

insurance under the Workers' Compensation law. Failure to maintain the above mentioned insurance coverage shall be cause for automatic termination of this contract.

CONTRACTOR recognizes that the LEA's insurance requirement may be revised in terms of limits and/or coverage. If LEA determines that additional coverage is necessary, LEA will reopen negotiations to discuss the cost of this additional coverage.

#### **11. GENERAL PROVISIONS**

1. No charge of any kind to parents shall be made by CONTRACTOR for educational activities and related services specified on the pupil's IEP, including screening or interviews which occur prior to or as a condition of a pupil's enrollment under the terms of the contract, except as specified in writing in a due process procedure that is signed by all relevant parties and attached to the relevant pupil's Individual Service Agreement, or for voluntary extracurricular activities conducted subsequent to written notification to parent(s) as to the cost and the voluntary and extracurricular nature of the activity. Unless the activity takes place during a school vacation or holiday, pupils not participating shall continue to receive special education and related services as set forth in their IEPs.
2. For the purpose of the contract, "parent(s)" means the natural parent(s), adoptive parent(s), or legal guardian(s).
3. For the purpose of the contract, "days" refers to calendar days unless otherwise specified.
4. CONTRACTOR shall provide appropriately credentialed teachers, licensed personnel and class size consistent with the California laws and regulations and written LEA requirements.

CONTRACTOR shall be responsible for verification of credentials and licenses held by its employees, agents and subcontractors and shall provide the LEA with copies of said credentials and licenses upon the signing of this contract and also throughout the term of this contract. CONTRACTOR shall immediately notify LEA in writing and provide copies of appropriate credential(s) and/or license(s) if change of staff occurs which directly affects the pupil.

5. CONTRACTOR shall submit a school calendar with the total number of billable days. Creditable days of attendance are only those days that are included in the submitted and approved, by LEA, school calendar which is attached hereto or as specified in the Individual Service Agreement for each pupil. Creditable days of attendance are those in which instructional minutes meet or exceed those in comparable LEA programs, as determined by the LEA. Creditable days are only those days in which the student is in attendance; LEA does not pay CONTRACTOR for non-creditable days. LEA pays CONTRACTOR daily rate minus \$33.25 for excused absences.

6. The total number of instructional minutes per school day provided by CONTRACTOR shall be equivalent to the number of instructional minutes established for LEA schools and shall be specified in the Individual Service Agreement developed for each pupil.

Unless otherwise specified on the student's Individualized Education Program (IEP) the number of instructional minutes per school day shall be as described below, excluding recess, lunch and passing time.

The total number of annualized minutes of instruction shall be at a minimum, unless otherwise approved by the LEA, as follows: 31,500 instructional minutes for pre-kindergarten; 36,000 instructional minutes for kindergarten; 50,400 instructional minutes for grades one through three; 54,000 instructional minutes for grades four through eight; 64,800 instructional minutes for grades nine through twelve.

7. LEA shall provide CONTRACTOR with a copy of each pupil's Individualized Education Program. CONTRACTOR shall provide pupils a program of educational instruction and services within the nonpublic school or nonpublic agency which is consistent with each pupil's Individualized Education Program as specified in each pupil's Individual Service Agreement. The general program of instruction provided to pupils under Individual Service Agreements shall be responsive to the LEA's required sequence of course and related curriculum for pupils. CONTRACTOR's general programs of instruction shall be described in writing and a copy provided to LEA prior to the effective date of this contract.

Designated instruction and services provided by a nonpublic school or agency will only be provided during the period of the pupil's regular or extended school year program, or both, unless otherwise specified by the pupil's Individualized Education Program.

8. CONTRACTOR shall abide by established LEA policies on corporal punishment, pupil transfer, suspensions and expulsions, and positive behavioral interventions. The LEA, Office of Instructional Services, shall be notified when any change in placement is being considered.

9. CONTRACTOR shall keep daily attendance of each pupil and shall report this attendance monthly to LEA using the forms and methods issued by the California Superintendent of Public Instruction each year. Such attendance shall be kept on attendance forms approved by Superintendent, and the original and copies of such forms shall be filed with monthly invoices to LEA within thirty (30) days of the close of the school attendance month. Separate attendance forms must be submitted for all related services as specified on Individualized Education Programs.

Original attendance forms submitted to the LEA with invoices for payment must be completed by the individual providing the service for CONTRACTOR, whose signature must appear on said form(s). CONTRACTOR is responsible for verifying accuracy of said attendance forms and for informing service providers of their personal responsibility for the completion and accuracy of said forms. CONTRACTOR shall permit LEA representatives, upon reasonable notice, to meet with staff of CONTRACTOR for the purpose of discussing attendance reporting, laws, regulations, and rules, etc.

10. CONTRACTOR shall allow monitoring of each pupil's instructional program by LEA and shall be invited to participate in the review of the pupil's progress by the LEA. Representatives of LEA shall have access to observe each pupil at work, observe the instructional setting, interview CONTRACTOR, its representatives and employees, and review each pupil's progress, including the behavioral intervention plan, if any. CONTRACTOR agrees that LEA representatives may make unannounced monitoring visits. LEA representatives making site visits will initially report to CONTRACTOR's site administrative office.

11. CONTRACTOR shall provide for reasonable visits by parents to all of the school facilities including, but not limited to, the instructional setting attended by pupil, school and recreational activity areas, and pupil's living quarters. CONTRACTOR shall ensure that parent visits are in agreement with court order(s), if any.

12. A unit of service for payment purposes is one day of attendance. LEA shall not be responsible for payment of services for days on which a pupil's attendance does not qualify for average daily attendance (ADA) reimbursement under California law and/or regulations.

13. If a pupil is in grades 9, 10, 11, or 12, the LEA will provide a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of diploma requirements and specified levels of proficiency in basic skills as measured by LEA approved proficiency tests. For pupils in grades 9, 10, 11, and 12, CONTRACTOR shall administer mandated proficiency tests following LEA testing dates.

At the close of each semester, for pupils in grades 9, 10, 11, and 12, CONTRACTOR shall prepare transcripts and submit them to the pupil's school of residence for evaluation of progress toward completion of diploma requirements.

14. Within five (5) school days after CONTRACTOR becomes aware of pupil's change of residence, CONTRACTOR shall provide written notice to LEA, of said change of residence. CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of changes of pupil's residence.

If CONTRACTOR neglects to follow these procedures, costs for services delivered after CONTRACTOR becomes aware of a pupil's change of residence to another district will not be the responsibility of the LEA.

15. CONTRACTOR shall immediately report by telephone and facsimile to LEA, Office of Instructional Services, if a pupil is removed from school by the parent.

16. No later than the fifth consecutive day of a pupil's absence, CONTRACTOR shall notify LEA, Office of Instructional Services, by telephone and facsimile, of such absence. LEA is not financially responsible for any pupil absences, excused or unexcused.

17. CONTRACTOR agrees to complete a written accident report and forward it to the LEA, Office of Instructional Services, when a student has suffered an injury that requires medical attention.

18. CONTRACTOR agrees to submit an incident report, by telephone and facsimile, to the LEA, Office of Instructional Services, when it becomes aware of circumstances that require notification be made to other agencies. These circumstances may include, but are not limited to, allegations of molestation, child abuse, injuries resulting from physical restraint, and Behavioral Emergency Reports.

19. Progress reports shall be sent by CONTRACTOR to LEA no later than five (5) days after the completion of each academic quarter/trimester or summer session, if applicable. An updated report shall be submitted if there is no current progress report when pupils are scheduled for a review by the LEA's Individualized Education Program team or when a pupil's enrollment is terminated.

20. CONTRACTOR agrees, in the event of school or agency closure, to forward all pupil records to LEA. These shall include, but are not limited to, current transcripts, IEPs and results of proficiency testing.

21. Any structural modifications required in compliance with prevailing legal mandates shall not be the responsibility of the LEA.

22. CONTRACTOR assures LEA that it does not unlawfully discriminate on the basis of race, religion, sex, national origin, age, sexual orientation or disability in employment or operation of its programs.

23. CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with child and dependent adult abuse reporting obligations and procedures as specified in the California Penal Code.

**12. PAYMENT PROVISION****Occupational Therapy for Children****1. RATE SCHEDULE**

Education service(s) offered by CONTRACTOR, and the charges for such service(s) during the term of this contract, shall be as follows:

<b>A. Basic Education Program</b>	<b>Rate</b>	<b>Period Not to Exceed</b>
LH/SED		
SH		

Per diem rates for pupils whose Individualized Education Programs authorize less than a full instructional day will be adjusted proportionally.

<b>B. Related Services</b>	<b>Rate</b>	<b>Period Not to Exceed</b>
(1) a. Transportation – Round Trip		
b. Transportation – One Way		
c. Transportation – i.e.; Public Transportation		
(2) a. Ed. Counseling – Individual		
b. Ed. Counseling – Group		
c. Counseling – Family		
(3) Adapted Physical Education Assessment		
(4) a. Lang./Speech Therapy – Individual		
<b>B. Related Services, continued</b>	<b>Rate</b>	<b>Period Not to Exceed</b>
b. Language/Speech Therapy – Group		
(5) Orientation/Mobility Training		
(6) Occupational Therapy	\$85.00	June 30, 2009
(7) Physical Therapy		
(8) One-to-one Aide (Tutoring)		
(9) Other		
(10) Materials		

2. PAYMENT DEMAND CONTRACTOR shall submit written demand monthly for payment. Said demand shall be made on a form and in the manner prescribed by the California Department of Education. CONTRACTOR shall submit said demands for payment for services rendered no later than thirty (30) days from the end of the school attendance month in which said services are actually rendered. LEA shall make payment within sixty (60) days of receipt of invoice in an amount equal to the number of creditable days of attendance multiplied by the agreed upon unit amount.

CONTRACTOR shall submit rebilling payment no later than ten (10) calendar days when an invoice is returned to the CONTRACTOR.

### 3. RIGHT TO WITHHOLD

LEA has the right to withhold payment to CONTRACTOR when LEA has reliable evidence, described in writing to CONTRACTOR, that: (A) CONTRACTOR's performance, in whole or in part, either has not been carried out or is insufficiently documented; (B) CONTRACTOR has neglected, failed or refused to furnish information or to cooperate with the inspection, review or audit of its program, work or records; (C) service is provided by personnel who are not appropriately credentialed/licensed or whose credential(s)/license(s) are not on file with LEA, Office of Instructional Services; (D) records required by LEA prior to school closure have not been received; (E) properly submitted rebilling payment demand is not received by LEA within thirty (30) days from the end of the attendance accounting period; or (F) properly submitted rebilling payment demand is not received by LEA within ten (10) calendar days from the date that the invoice is returned to the CONTRACTOR. If LEA expresses intent to withhold payment, CONTRACTOR shall have thirty (30) days from date of receipt of said writing hereinabove referred to, to correct such deficiency. Upon written request from CONTRACTOR documenting reasonable justification, LEA shall agree to an extension of thirty (30) days for correction. No payment will be made by LEA to CONTRACTOR until LEA finds that the deficiency has been corrected.

### 4. AUDIT EXCEPTIONS

CONTRACTOR agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate LEA personnel or State or Federal audit agencies occurring as a result of CONTRACTOR's performance of this contract. CONTRACTOR also agrees to pay to LEA within thirty (30) days of demand by LEA the full amount resulting from any audit exceptions to the extent they are attributable by the auditing agency to CONTRACTOR's failure to perform properly any of its obligations under this contract, unless LEA agrees to different terms in writing. Any and all audit exceptions will be specified in detail before a demand by LEA for any amount set forth therein.

### 5. SERVICE NOTICE

CONTRACTOR shall provide written notice to LEA in advance of providing any service(s) when CONTRACTOR is unable to meet any of the requirements of this contract.

### 13. OTHER PROVISIONS

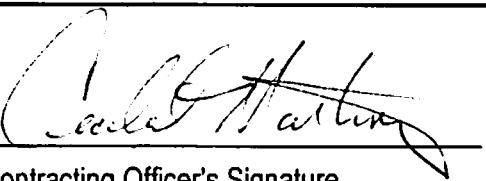
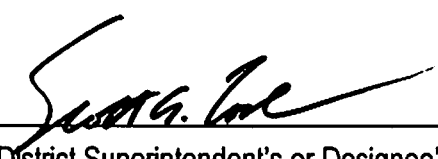
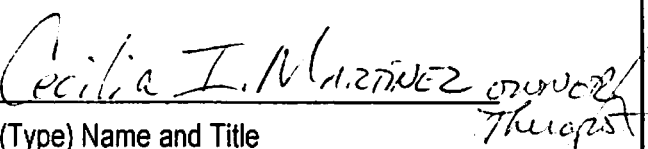
1. During the term of this contract, CONTRACTOR shall comply with all applicable federal, state, State Board of Education, local and LEA statutes, laws, ordinances, rules and regulations relating to the required special education and designated instruction and services and facilities for individuals with exceptional needs.

2. This contract and all exhibits or attachments hereto constitute the entire agreement between LEA and CONTRACTOR and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated.

3. The terms and conditions of this contract shall be governed by the laws of the State of California with venue in Sacramento County, California.

The parties hereto have executed this contract by and through their duly authorized agents and representatives.

This contract is effective on **December 10, 2008** and terminates at 5:00 p.m. on **June 30, 2009** unless sooner terminated as provided herein.

-CONTRACTOR-	-LEA-
Occupational Therapy for Children Nonpublic School/Agency	CENTER UNIFIED SCHOOL DISTRICT Public Education Agency
 Contracting Officer's Signature	 District Superintendent's or Designee's Signature
 (Type) Name and Title <i>Therapist</i>	Scott Loehr, Assistant Superintendent Authorized Representative and Contracts Supervisor



## 12. PAYMENT PROVISION

## Hear Say Speech and Language Services

### 1. RATE SCHEDULE

Education service(s) offered by CONTRACTOR, and the charges for such service(s) during the term of this contract, shall be as follows:

A. Basic Education Program	Rate	Period Not to Exceed
LH/SED		
SH		

Per diem rates for pupils whose Individualized Education Programs authorize less than a full instructional day will be adjusted proportionally.

B. Related Services	Rate	Period Not to Exceed
(1) a. Transportation – Round Trip		
b. Transportation – One Way		
c. Transportation – i.e.; Public Transportation		
(2) a. Ed. Counseling – Individual		
b. Ed. Counseling – Group		
c. Counseling – Family		
(3) Adapted Physical Education Assessment		
(4) a. Lang./Speech Therapy – Individual	\$85/hourly	June 30, 2009
B. Related Services, continued	Rate	Period Not to Exceed
b. Language/Speech Therapy – Group		
(5) Orientation/Mobility Training		
(6) Occupational Therapy		
(7) Physical Therapy		
(8) One-to-one Aide (Tutoring)		
(9) Other		
(10) Materials		

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Special Education  
 Date: February 18, 2009  
 To: Board of Trustees  
 From: Scott Loehr  
 Assistant Superintendent  
 Initials: S.L.

Action Item X  
 Information Item  
 # Attached Pages

**SUBJECT:** 2008/2009 Individual Service Agreements

Please approve the following Individual Service Agreements for special education students to receive services at nonpublic school/agencies during the 2008/09 fiscal year.

### Individual Service Agreements:

2008/09-103*	Occupational Therapy for Children	\$850.00
2008/09-104	Hear Say Speech & Language Services	\$850.00
2008/09-105*, 109	Rancho Learning Center	\$40,996.00
2008/09-106-108	Bright Futures Therapy	\$1,920.00
2008/09-110	Med Trans	\$3,000.00

\*revised ISA Numbers.

**RECOMMENDATION:** CJUSD Board of Trustees to approve 2008/2009 Individual Service Agreements for special education students to receive services.

CONSENT AGENDA

## *Center Joint Unified School District*

### AGENDA REQUEST FOR:

Dept./Site: Instructional Services

Date: February 18, 2009

To: Board of Trustees

From: Scott Loehr  
Assistant Superintendent  
Initials: S.L.

Action Item X

Information Item

# Attached Pages

**SUBJECT:** PROFESSIONAL SERVICE AGREEMENT

CONSULTANT'S NAME: PEGGY MOTEN-NAIR

COMPANY NAME (if applicable) PEGGY MOTEN-NAIR

SERVICE(S) TO BE RENDERED: Provide home and hospital/special education instruction to students in Center Unified School District.

DATE(S) OF SERVICE: January 1, 2008 through June 30, 2009

PAYMENT PER HOUR: \$30.00 hourly rate

TOTAL AMOUNT OF CONTRACT: \$ 2,000.00

FUNDING SOURCE: 01-6500-0-5800-102-5750-1180-003-000

**RECOMMENDATION:** CUSD Board of Trustees approve Professional Service Agreement with: PEGGY MOTEN-NAIR

**CONSENT AGENDA**



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 1<sup>st</sup> day of Jan. 2009 by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

\*Contractor Name: Peggy Moten-Nair  
Address: 4033 Senate Avenue, North Highlands, CA  
Phone: (916) 832-5659 Taxpayer ID#: 95660

\*Full description of services to be provided:

To provide Home + Hospital / Special Education Instruction  
to students in Center Joint Unified School District.

\*Payment \$ 30.00 per day. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

\*Beginning Date of Service: Jan. 1, 2009 \*Frequency of Service Dates: as needed

\*Ending Date of Service: June 30, 2009

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (requires completion of W-4 & I-9 in Personnel Dept.)  
☒ Accounts Payable-1099 Generated (Requires completion of W-9 on pg. 2 of this form)

Total amount of this contract \$ 2,000.00 Budget # 01-6500-0-5800-102-5750 -

Reason service cannot be provided by a District employee:

1130.003-000

Signature of CONTRACTOR Peggy Moten-Nair Date: 2-9-09  
Signature of District employee requesting service: [Signature] Date: 2/9/09  
Signature of Accounting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Board of Trustees Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Authorized Contracting Official: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE\*\*\*

# INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

## PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? <i>Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.</i>		X
2. Is the individual working as an employee prescribed by the Education Code? <i>Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.</i>		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is not necessary that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? <i>Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.</i>		X

If the answer to any of the above questions is "YES",

### STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

## PART II

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of both parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

**PART II - continued**

	YES	NO
<b>11. Does the individual operate an independent trade or business that is available to the general public?</b> <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is not available to the general public. NOTE: Possession of a business license or incorporation does not automatically satisfy this requirement. The determination must be made on the actual relationship between the district and the individual performing services.</i>	X	
<b>12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?</b> <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	X	

If either 11 or 12 are "NO", the individual is a district employee

**STOP HERE**

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
<b>13. Does the individual provide all materials and support services necessary for the performance of this service?</b> <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	X	
<b>14. Is this paid by the job or on a commission?</b>		
<b>15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?</b> <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

*Peggy Moten-Davis*

Business name, if different from above

Check appropriate box: ☒ Individual/  
Sole proprietor

☐ Corporation

☐ Partnership

☐ Other ▶

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

*4033 Senate Ave.*

Requester's name and address (optional)

City, state, and ZIP code

*North Highlands, CA 95660*

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person

*Peggy Moten-Davis*

Date ▶

*2-9-09*

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Oak Hill

**Date:** January 14, 2009

**To:** Dr. Jolly

**From:** Patricia Spore

**Action Item** X

**Information Item**

**# Attached Pages** 74

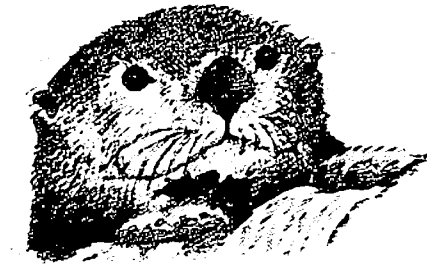
**Principal's Initials:** \_\_\_\_\_

**SUBJECT:** Oak Hill would like to present its School Safety Plan for approval by the CUSD School Board.

**CONSENT AGENDA**



# **OAK HILL ELEMENTARY**



## **Safe School And Emergency Preparedness Plan**

**Center Unified School District  
Antelope, CA**

Revised 2008-2009 School Year

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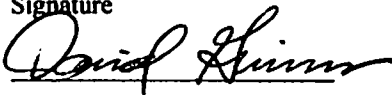
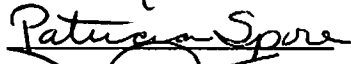

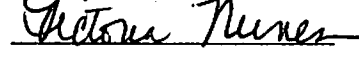
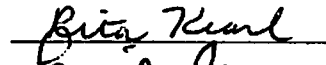
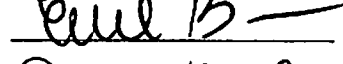
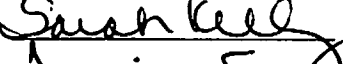

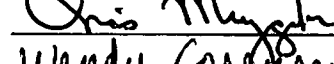
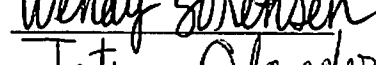
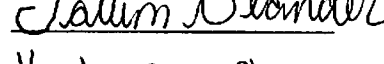
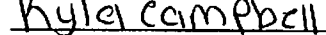
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## Emergency Preparedness Plan Signature Sheet

Oak Hill's Safe School Plan was developed in accordance with SB 187 and Safe Schools' *A Planning Guide for Action*, published by the Department of Education. Student, parent, and teacher surveys were taken into account to determine areas of greatest need. The document includes the school's personal, physical, social, and cultural environment, which serves as an effective prevention plan based on parent and student surveys. Also taken into consideration are temporary restraining orders, school-generated child abuse reports, custody orders prohibiting parents from contact with a child at school, harassment complaints filed by students and staff, suspension logs and accident reports. Additionally, the District's discrimination and harassment policy, hate crime reporting procedures and the Uniform Complaint Policy is included.

A detailed crisis response plan based on the California Standardized Emergency Management System (SEMS) is included. This model was designed to centralize, organize, and coordinate emergency response among district organizations and public agencies. Specific first aid treatment is categorized in alphabetical order.

The following committee members revised and approved this comprehensive school plan:

Member	Title	Signature
David Grimes	Principal	
Patricia Spore	Assistant Principal	
Dan Stolfus	3 <sup>rd</sup> grade teacher	
Vikki Nunes	3 <sup>rd</sup> grade teacher	
Rita Kearn	2 <sup>nd</sup> grade teacher	
Evie Baker	Instructional Specialist	
Sarah Kelly	RSP Teacher	
Terri Swanson	ELD Teacher	
Chris Miyazaki	Secretary	
Wendy Sorenson	SSC Parent	
Tatum Olander	5 <sup>th</sup> grade student	
Kyla Campbell	4 <sup>th</sup> grade student	

## **EMERGENCY PREPAREDNESS PLAN**

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries;
2. To safeguard school property and records;
3. To promote a fast, effective reaction to coping with emergencies;
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained it will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan is developed to be used in case of emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan
2. Be prepared to activate it immediately, and
3. Perform any duties to which they are assigned to make its activation effective.

An emergency exit route will be posted in the classroom beside the door. All who use this room should be familiar with the fire evacuation route as it applies to that room. When you have a substitute, make sure they are aware of where this map is located and that the roll sheet and student emergency information must be taken with them during the drill.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

# **Center Unified School District**

## **Mission Statement**

**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.**

## **Oak Hill Elementary Mission Statement**

**Oak Hill Elementary strives to be a community of life-long learners where the support of parents, community, staff, and peers will provide a safe, friendly, caring environment where each person will flourish, take risks, be secure and grow in knowledge, confidence, love, and respect.**





## **EMERGENCY PHONE NUMBERS**

- Sheriff/Fire Department: 911
- Sheriff Sub Station (Raley's Center): (916) 332-7794
- Safe School Sheriff: (916) 417-2396
- Poison Control Center, UCD Medical Center:(916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 348-6400
- Maintenance, Operations, Transportation (MOT):
  - Craig (916) 338-7580
  - Carolyn (916) 338-6337
  - Midge (916) 338-6417
- Child Protective Services (CPS) Sacramento County: (916) 875-5437
- Child Protective Services (CPS) Placer County: (916) 784-6000
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- Antelope View Charter School: (916) 339-4690
- Global Youth Charter School: (916) 339-4680
- McClellan High School: (916) 338-6445



## **COMMUNICATIONS**

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it's not, communication will be by using the site radios or by messenger(s) from the office to each teacher.

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each teacher, each noon duty supervisor, all certificated support staff members, the library staff, custodian, and each office staff member.

### **Telephone Communication**

1. The school telephones may **NOT** be used by **ANY** person for outgoing calls of any kind during an emergency, except when authorized by the principal.
2. Appropriate authorities will be notified including 911, Safe School Sheriff, and the Superintendent.

## **DRILLS**

The principal shall hold fire drills monthly to insure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the multi-purpose room. The school secretary will be responsible to notify Sacramento Fire Department and Safe School Sheriff as necessary.

All other drills will be held quarterly. These will include intruder alert, duck and cover, and school evacuation.

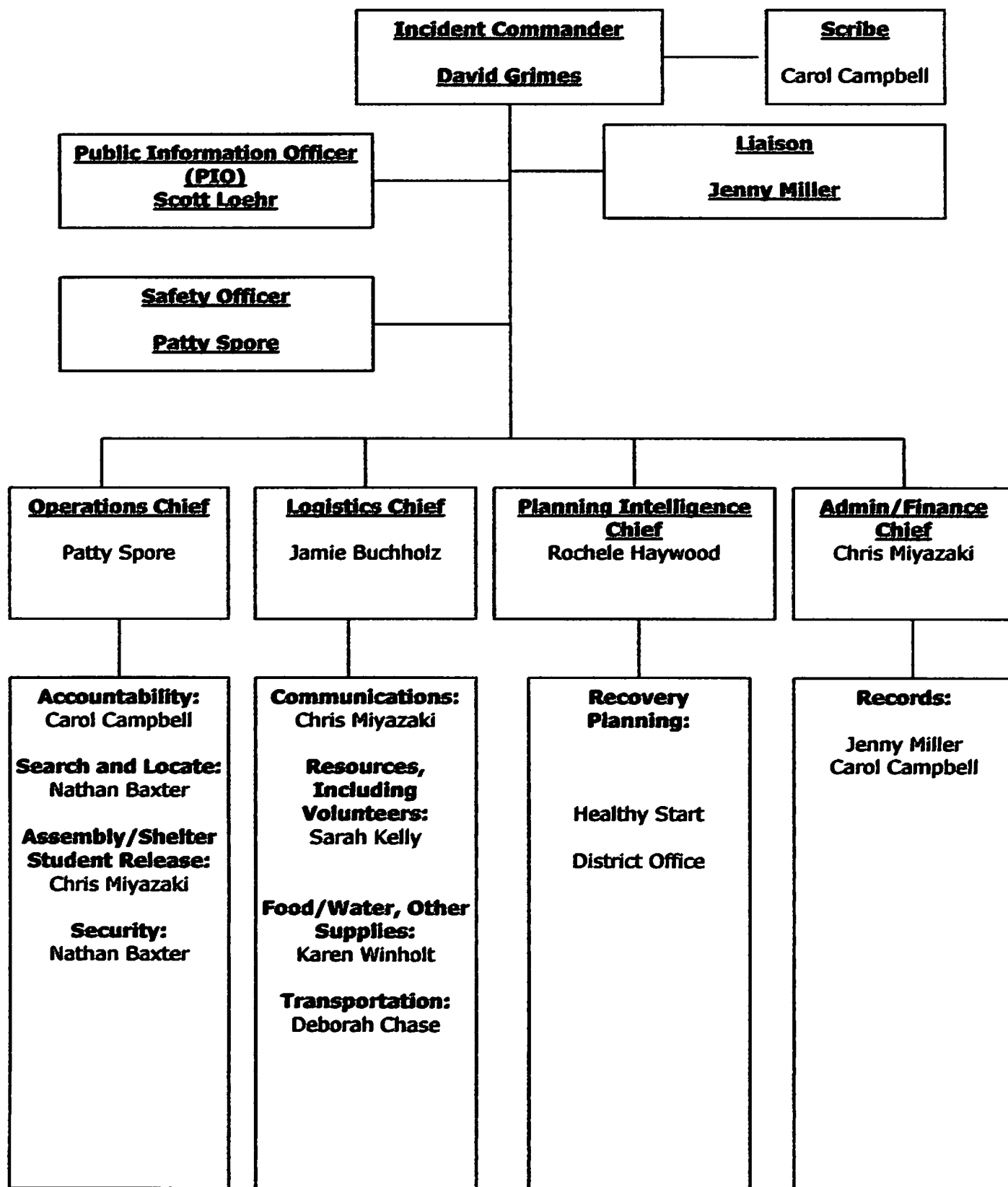
## **INCIDENT COMMAND SYSTEM**

**The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.**

Tasks needed to successfully handle critical incidents are delegated to various managers of the CMT (Crisis Management Team), who then are responsible for the assignment. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident supervisor (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents.

Permanently assigning specific areas of responsibility to members of the crisis management team provides each member with the opportunity to specialize in the management of his or her area. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

# OAK HILL ELEMENTARY INCIDENT COMMAND SYSTEM



## **OAK HILL Incident Command Descriptions**

### **Incident Commander**

The Incident Commander is the overall leader during an emergency incident. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

### **Liaison**

The liaison is the link between the Incident Commander and the Section Chiefs. The liaison may provide general information to the Incident Commander but does not make command decisions. The liaison is also the contact person/link for other community agencies.

### **Scribe**

The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

### **Operations Chief**

The Operations Chief manages the members of the operations team. The chief reports directly to the Liaison. This group is the "Doers" they perform the "hands on" response.

### **Accountability**

The accountability team checks attendance for that day for both students and adults (everyone on campus). The team leader will provide a report to the operations chief.

### **Search and Locate**

This team is responsible to "sweep" the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary.

### **Assembly/Shelter/ Student Release**

This team is responsible for setting up an evacuation site. They will coordinate the supervision of students until they are released. Rest rooms will most likely be a major concern.

This team will all supervise the release of students. They will be responsible for setting up a parent center, gathering information from the Accountability team. They will document the persons picking up students. Must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful.

### **Logistics Chief**

The Logistics Chief manages the team and reports directly to the Liaison. This team is responsible for obtaining any needed resource, communication, food and water, and transportation.

### **Communications**

This team will work to ensure that a communication system is in place (phones, walkie-talkies, etc). They will communicate crisis progress or changes, relay information to section chiefs, staff, and parent.

### **Resources**

This team is responsible for locating and acquiring needed resources, including people.

### **Food/Water and Other Supplies**

This team will provide these items as needed.

### **Transportation**

Responsibilities for this team include: arranging for buses, supervising loading and moving of buses, or arranging alternative forms of transportation as needed.

### **Planning Intelligence**

The Planning Intelligence Chief will report directly to the Incident Commander and may stay with the Incident Commander throughout the crisis. This team will gather information to assist with medium/long-range planning related to the ongoing incident and school recovery issues. They will arrange for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/ services.

**STAFF SPECIAL SKILLS / HEALTH CONCERNS**  
**OAK HILL ELEMENTARY**  
**Staff Emergency Information**  
**Oct. 28, 2008**

	<b>Staff Member</b>	<b>Cell Number</b>	<b>Health Concerns</b>	<b>Special Skills</b>
<b>1</b>	Baker, Evie	202-3116		
<b>2</b>	Baker, Kelly	300-0480		
<b>3</b>	Barnes, Colette	832-5644	No aspirin	
<b>4</b>	Baxter, Nathan		No Penicillin or Ilasone	CPR & AED
<b>5</b>	Buchholz, Jamie	837-5614		
<b>6</b>	Buderer, Claudia	580-4463	No Sulfa or Penicillin, Lactose Intolerant, Chronic sinusitis	
<b>7</b>	Buttram, Kellie	759-5806	IBS	
<b>8</b>	Campbell, Carol	601-9685		
<b>9</b>	Cassel, Linda	716-5769	Allergic to bee stings & penicillin	
<b>10</b>	Childers, Lisa	601-0028	Allergic to bees, nuts, & shellfish	
<b>11</b>	Clayton, Joanne	622-7739		
<b>12</b>	Diab, Dabrena	956-9648		
<b>13</b>	Dorsey, Tanya	290-2008		
<b>14</b>	Edwards, Katie	276-9118		
<b>15</b>	Erickson, Susan	612-5450		
<b>16</b>	Franco, Stephanie	752-4914		
<b>17</b>	Friend, Elizabeth	505-7995		
<b>18</b>	Garcia, Lorenzo	213-8500		
<b>19</b>	David Grimes	(530) 933-6465		
<b>20</b>	Hahn, Cindy	296-9676	IBS	
<b>21</b>	Haight, Doug	342-4415	Diabetic (Type 1)	
<b>22</b>	Harris, Linda			
<b>23</b>	Haywood, Rochele	410-2573		
<b>24</b>	High, Cierra	529-1598		
<b>25</b>	Kearl, Rita	203-1726	Asthma (occasionally)	

		<b>Cell Number</b>	<b>Health Concerns</b>	<b>Special Skills</b>
26	Kelly, Sarah	834-7898		
27	Kennedy, Kim	837-3018		
28	Lark, Kim			
29	Louis, Craig	281-7159		
30	Lubinsky, Paula	223-1463		
31	McLeod, Sierra	(530) 902-4861	No Penicillin	
32	Mendell, Paula	524-8066		
33	Meyers, Alyson	792-4249		
34	Miller, Jennie	847-1759		
35	Miyazaki, Chris	799-5016		
36	Morisette, Carol	595-7994		
37	Morrison, Kay	768-1080		
38	Moyle, Craig	331-0907		
39	Muldoon, Patrick	412-8171	Near sighted	
40	Myers, Winter	425-9562		
41	Nelipovich, Luda	473-3791	Post concussion headaches	
42	Nunes, Vikki	420-4398		
43	Oswalt, Gina	213-5327	No ampicillin	
44	Pereira, Probhati	910-5491	Asthma	CPR
45	Phillips, Marci	716-3756		
46	Phillips, Randi			
47	Rayos del Sol, Christine	717-3943		
48	Redding, Bonnie	705-5047		CPR
49	Rittenhouse, Penny	501-6223		
50	Smith, Clay	768-2657		
51	Spitze, Pat	705-3949		
52	Spore, Patty	765-6454	Diabetic (Type 2) High blood pressure	
53	Stassinis, Arlene	947-6476	No Sulfa-based meds or vicotin. Breast cancer survivor, take vitals on right side	
54	Steinkamp, Julie	834-4498	Meds-thyroidectomy, levotghyroxines	
55	Stolfus, Dan	847-8292		
56	Swanson, Terri	501-7027	High blood pressure	
57	Toyias, Joy	(530) 933-3200	Thyroid	
58	Valoria, Cecille	730-6194	No seafood or peanuts	
59	Ventittelli, Brandy	213-5592	No hazel nuts	
60	Warriner, Jill	801-2667	Asthma	

<b>61</b>	<b>Weeks, Tony</b>		<b>Diabetic (Type 2) High cholesterol</b>	
<b>62</b>	<b>Wilhelm, Jen</b>	<b>247-8511</b>		
<b>63</b>	<b>Williams, Kerstin</b>	<b>397-8144</b>		
<b>64</b>	<b>Wilson, Mary Ann</b>	<b>296-1183</b>	<b>No Penicillin, Kaflex or sulfa-based drugs - Hypothyroid</b>	
<b>65</b>	<b>Winholt, Karen</b>	<b>806-4397</b>		
<b>66</b>	<b>Young, Laura</b>	<b>607-3296</b>	<b>High blood pressure</b>	
<b>Topper, Jamie (Sub) 223-3939</b>				

# **CRISIS RESPONSE**

## **EVACUATIONS**

### **GENERAL EVACUATION**

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary.

If a general evacuation is ordered, the school population will be sent home, to Wilson C. Riles Middle School, or to another location. Students are evacuated by walking or on school busses.

If the school has been evacuated the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

### **BUILDING EVACUATION**

1. The field is the designated assembly area.
2. Immediately upon hearing the Fire Alarm signal, students, faculty, and others in the buildings shall evacuate the buildings via prearranged evacuation routes, quickly, quietly, and in single file. The last person out of the room shall pull the door closed, and will ensure that it is locked. All will proceed to the designated assembly area.
3. Students with special needs will be assisted by one or two other students or an adult aide.
4. Students will take nothing with them.
5. If the regular exit is blocked, the teacher will lead the group to an alternate exit.
6. During recess the students should go to their assembly area on the field.
7. If a student is not with their regular class, they will remain with that class.
8. Upon reaching the assembly area, teachers shall take attendance. Any absences should immediately be reported to the Principal or Vice-Principal. Necessary first aid should be performed. Students and teachers shall await further instructions. ICS automatically kicks in at this point.
9. The custodian will notify the utility companies of a break or suspected break in utilities.
10. The principal will determine whether the students will go home, or if any further action should be implemented. If students are released prior to regular hours, follow the section "Releasing Students to Parents." He/she will also report any missing students to emergency personnel.



## EVACUATION OF SCHOOL GROUNDS

In the event the school can not be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to Wilson C. Riles Middle School.

The principal will call the Superintendent and transportation. Before leaving the school grounds a notice will be posted on the front door informing parents of where to pick up their children. If front door is no longer there, the notice will be placed on the flagpole. Masking tape and paper can be obtained from the Secretary.

When evacuating to Wilson C. Riles, the students will walk quickly, quietly, and in single file to North Creek Court. If busses are available, students will board at the corner Fawn Run Way and Karly Brook Way. They will proceed on Karly Brook Way to Story Ridge Way and then on to Redwater Dr. Students will go right on Redwater, and then turn left on Chamonix Way. Chamonix Way curves to the right twice. Students will then turn left onto Pearl Wood Way, entering Wilson C. Riles from the back gate on Pearl Wood Way.

When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

## SCHOOL EVACUATION INSTRUCTIONS

Person in Charge: David Grimes

Alternate: Patty Spore

Alternate: Chris Miyazaki

### Exit the Building

...when the fire alarm sounds or instructed to, "leave the building".

### Evacuation Instructions

#### Teachers

- Take class lists, red emergency backpack, student emergency information, and radio.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.
- Take roll and report any missing students (by name) to the principal or designee at pre-designated location away from building using the radio.

#### Students

- In Home Classroom
  - Leave **ALL** personal items in classroom.
  - Follow their teacher and exit in a quiet and orderly manner.
- NOT in homeroom
  - Leave **All** personal items in classroom.
  - Exit with their supervisor, or if alone, exit the nearest unblocked exit.
  - Remain with the class with which you exited.

#### Staff Not Assigned To Classrooms

- Will follow as directed in the Incident Command System
- Assist as directed by principal or designee.

### **Principal or Designee**

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
  - Determine **WHEN** it is safe to re-enter
  - Notify teachers by all clear signal or runner. **DO NOT USE FIRE ALARM SIGNAL** for re-entry.

### **If building is unsafe to re-enter, evacuate the school site, using predetermined plan.**

- Instruct teachers to:
  - Release students to responsible adults using predetermined procedure.
  - Students will exit school grounds to North Creek Court, either to board busses or to walk to Wilson C. Riles Middle School.

## **IN-PLACE SHELTERING**

Airborne toxicants can move downwind so rapidly that there would be no time to evacuate residents. For short-term releases, often the most prudent course of action for the protection of the nearby schools would be to remain inside with the doors closed, and the heating and air-conditioning systems turned off. An airborne cloud will frequently move past quickly.

In-place sheltering, therefore, may be a sensible course of action when the risks associated with an evacuation are outweighed by the benefits of in-place sheltering. In order for this protection measure to be effective, the effected population must be advised to follow the guidelines listed below.

### **In-Place Sheltering Instructions**

- An announcement will come over the PA system telling you that the "in-place-shelter procedure" is in effect. Remind staff and students that they are to remain inside the building away from outside air. Students and staff that are outside are to immediately move to the protection of an inside room.
- Close all doors to the outside and close and lock all windows. (Windows seal better when locked). Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (precut and labeled before the incident). Have student assigned to specific tasks ahead of time.
- Ventilation systems should be turned off.
- Turn off all heating systems and air-conditioners.
- Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, and range vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close as many internal doors as possible.
- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System on the radio or television for information concerning the hazardous materials incident and in-place sheltering.

## **LOCKDOWN PROCEDURE**

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

- An announcement will come over the PA system telling you that the "Lock Down procedure" is in effect and that all staff and students must remain the classroom. If the situation warrants, students and staff will be instructed to lie on the floor to avoid injury.
- Close and lock all doors to the outside and close and lock all windows. Close all blinds or shades if it appears safe to do so.
- If outdoors, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g. library, cafeteria).
- Teachers and students will remain in the classroom or secured area until further instructions are given by the principal or law enforcement.
- The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel will be allowed on campus.

## **HAZARDOUS MATERIALS EVACUATION OR IN-PLACE SHELTERING**

An accidental release of hazardous materials may require the evacuation of people from certain areas to prevent injury or death. The school may be directly affected by toxic fumes and gases. Additionally, schools may be affected during the course of the incident through wind shift or a change in site conditions. Evacuation is a complex undertaking; it will be decided by the local fire or police department. The school (s) will be notified by emergency responders and the principal must contact the District Office for further instructions.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety. A general evacuation requires a significant amount of lead-time, which may not be available.

## **CHEMICALS**

All chemicals in the building are to be identified and stored according to district policy and procedures. Safety data sheets from vendors shall be on file and available for all chemicals in the office for quick reference. All personnel involved with chemicals in any manner are to be trained in their proper use.

The Fire Department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be

evacuated. If any accident should occur, the Fire Department, Center Unified School District Superintendent, and Sacramento County Health Department should be notified.

## **EARLY DISMISSAL**

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Follow the "Release of Students to Parents" plan.

## **RELEASE OF STUDENTS TO PARENTS**

Each teacher will have a copy of the student emergency information and a list of students in their emergency backpack. The adults listed on this card will be the **ONLY** adults the students will be released to. Any other adult showing up may stay **WITH** the student, but he/she will **NOT** be permitted to leave with them. This information is to remain with the teacher during any building evacuation exercise including a fire drill.

**PRIOR** to the **APPROVED** adult taking the student, a release form must be filled out and signed. (See student release form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

## STUDENT RELEASE FORM

Student's Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

### PERSON CHECKING OUT STUDENT:

Signature \_\_\_\_\_

-----

### IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

-----

### STUDENTS UNACCOUNTED FOR

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Students unaccounted for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INFORMING PARENTS

This section is about the information sent home to parents at various times of the year to inform them of their responsibilities in the event of an emergency. Since the Emergency Response Plan is too long to mail out to all parents, the entire plan will be available in the office for parental review. We will send home parts of this plan to obtain their help

At the beginning of the school year we will send home the following information:

Dear Parents:

Please review the following information regarding school and parent responsibilities for emergency school closure. Please help us to be efficient and helpful in caring for your child.

We have developed an emergency preparedness plan that outlines a variety of situations including fire, bomb threat, earthquake and the possibility of evacuation due to an unforeseen emergency. We would like parents to be advised as to what to expect while their children are in school. The following procedures will be implemented in case of an emergency:

1. In case of a fire alarm, students will be evacuated from the building. In the event of an **actual** fire or other emergency that requires evacuation, the first option will be for students to be evacuated to Wilson C. Riles Middle School on PFE Road. If Wilson C. Riles is not a safe option, information as to where students were evacuated to will be posted on the office door. If possible, notification will be sent to parents through the automatic dialing system; otherwise, parents will be informed by school and district officials during or after the evacuation.
2. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
4. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be re-united with parents.

As the new school year starts we would like to remind you that this is a good time to go over the following information with your children:

1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure the office has a supply of vital medication on hand.
3. Make sure your student's information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency. This may include a family code word.
5. Be aware that you may not be able to get to your child in the event of a large-scale emergency if you work a great distance from your child's school. Be aware that the person picking up your child may have them for several hours or even days.

## **BOMB THREAT PROCEDURES**

### **I. Office Personnel**

A. If the threat is made by any means other than telephone, immediately notify an administrator.

B. If the threat is made by telephone, the person receiving the call is to do the following.

1. Mentally form a picture of the caller - is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so Who? As soon as possible, indicate your impressions on the Bomb Threat Form.

2. Ask the caller these questions, in this order:  
a. When is the bomb going to explode? The caller may or may not respond to this question. If the threat is real, chances are he/she will say something.

If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.

b. Where is the bomb located? What kind of bomb is it? If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.

c. Why are you doing this? Where are you now? The caller's answer to these questions will give you a clue as to whether or not it is a real threat. IF he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In NO EVENT suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.

3. Note the time that the call was received, and immediately notify the Principal (Mr. Grimes) or Assistant Principal (Mrs. Spore).

4. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

### **II. Administration**

Make a judgment as to the validity of the threat, and react in the following manner whether or not you believe this to be a prank:

A. Notify teachers to evacuate their rooms by sounding the fire drill signal. All students should be at least 500 ft. away from the building.

B. Wait for the Sheriff's unit to arrive. Assist the officers as needed.

C. Provide a designated employee (s) to assist law enforcement in search of suspicious objects on school grounds.

D. Administrators must determine if students will need to evacuate the school grounds if no suspicious item is found.

1. Students will exit campus via North Creek Court if the decision to evacuate is made.

- E. Maintenance, Operations, & Transportation will be called to provide busses for students if necessary.

### III. Teachers

- A. Keep your group together and walk with them to the field. Take your roll sheet, red emergency backpack, and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- B. When you hear the all clear signal (long ringing of the bell), return to your classroom in an orderly manner.
- C. Do not let the students know that we have a bomb threat. Treat it as a routine "fire drill".

### IV. Custodians, Cooks, and other Classified Employees

- A. Check your work areas. Do a 360 degree visual check of your room(s).
- B. Assist Administration as needed.



# BOMB THREAT FORM

## RECEIVING A BOMB THREAT

### INSTRUCTIONS:

Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time of call: \_\_\_\_\_

Exact words of caller:

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### Questions to Ask

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to detonate? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### Caller's Voice (Circle):

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

### Voice Description (Circle):

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent: Yes No Describe \_\_\_\_\_

Speech Impediment: Yes No Describe \_\_\_\_\_

Unusual Phrases \_\_\_\_\_

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

**Background Noises (Circle):**

Music                      TV  
Traffic Running Motor (type) \_\_\_\_\_  
Horns                      Whistles                      Bells  
Machinery                      Aircraft                      Tape Recorder                      Other \_\_\_\_\_

**Additional Information:**

- A. Did the caller indicate knowledge of the facility? If so, how? In what ways? \_\_\_\_\_  
\_\_\_\_\_
- B. What line did the call come in on? \_\_\_\_\_
- C. Is the number listed? Private Number? Whose? \_\_\_\_\_  
\_\_\_\_\_
- D. Person Receiving Call \_\_\_\_\_
- E. Telephone number the call was received at \_\_\_\_\_
- F. Date \_\_\_\_\_
- G. Report call Immediately to: \_\_\_\_\_  
(Refer to bomb incident plan)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## THREATENING PHONE CALL FORM

Time call was received\_\_\_\_\_ Time Caller hung up\_\_\_\_\_

Try to get another person on the line and record the conversation. Exact words of person:\_\_\_\_\_

\_\_\_\_\_

Questions to ask if not already covered by caller's statement (record exact words)

1. What is your name? \_\_\_\_\_
2. What are you going to do? \_\_\_\_\_
3. What will prevent you from doing that? \_\_\_\_\_
4. Why are you doing this? \_\_\_\_\_
5. When are you doing this? \_\_\_\_\_
6. Where is the device right now? \_\_\_\_\_
7. What kind of device or material is it? \_\_\_\_\_
8. What does it look like? \_\_\_\_\_

Person Receiving the call

Person monitoring the call

Department\_\_\_\_\_

Department\_\_\_\_\_

Dept Phone No.\_\_\_\_\_

Dept Phone No.\_\_\_\_\_

Home Address\_\_\_\_\_

Home Address\_\_\_\_\_

Date:\_\_\_\_\_

## DOMESTIC OR CIVIL DISTURBANCE

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained. To reduce the potential for problems, these steps are standard procedure:

1. All teachers are to be at their lines directly after each recess bell.
2. Teachers are expected to attend assemblies and sit with their classes.
3. Teachers and administrators are available if the need for control should arise before and after school.
4. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office.
5. Teachers are asked to report the presence of any outsider they see to the administration.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach teachers and discuss problems is encouraged so that a close working relationship with all the different groups in the school is sought.

It is important to be aware of community problems, which could possibly set the stage for civil disturbance. The PTA and School Site Council organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

## INTRUDER OR HOSTAGE SITUATION

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. **The School Staff Should Not Attempt To Disarm Terrorists.**

The procedures for the following situations are as follows:

### TERRORIST OR INTRUDER ENTERS A CLASSROOM:

1. The teacher will try to make contact with the office via intercom phone or radio.
2. If the teacher can not get to the communication system, he/she should attempt to send a student to the nearest classroom for assistance. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
3. Any teacher receiving information from a student or other adult should immediately lock all doors, inform the office, and close the blinds. (If the situation is in your raft, evacuate immediately to the next raft).

4. If there is another teacher, adult, or student in a back workroom who can safely make a call, 0 will allow you to make the call to the office.
5. Immediately brief the students to sit down and be quiet if you are faced with an intruder.
6. Try to obey all commands of the terrorist/intruder.
7. The office personnel upon receiving a HELP signal or call will verbally announce over the intercom; "Intruder on Campus", followed by the name of the raft where the incident is occurring. This is a signal to all other classrooms to proceed as if it were the Duck and Cover signal. Teachers will immediately lock ALL outside doors including workroom doors, close the blinds and turn on their radios. Students should assume the duck and cover position under their desks. If the situation is occurring in your raft and you are in a raft with a connecting workroom, the office will direct you to evacuate your students immediately and take them to the nearest safe classroom. The office will call or radio the receiving classroom to let them know they are to allow your entry. After you and your class are safely inside, instruct your students to assume the Duck and Cover position away from the windows.
8. Office will immediately dial 911 and call the safe school officer.
9. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
10. Remain in your room until an ALL CLEAR signal is given.
11. Any student finding him or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock. If there is no answer, and it is safe to do so, the student should go quickly to the office.

### **TERRORIST OR INTRUDER ENTERS THE OFFICE:**

1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911 and/or press the red panic button.
2. If any staff member is able to call the library or other support staff, the library or support staff will notify all classes/teachers.
3. The principal or secretary will notify the superintendent if possible.
4. The school office personnel shall attempt to follow all commands of the terrorists.

### **TERRORIST OR INTRUDER APPEARS ON CAMPUS DURING RECESS:**

1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground and the office by calling on the radio, "Intruder on Campus, on the playground".
2. The office will announce "Intruder on Campus" and indicate where. The Duck and Cover signal will sound to alert all students in the field. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
3. Students on the playground hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. If the Intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area. Students in the field should exit via North Creek Court if it is safe. The adult in charge will need to assess the situation to determine if students can re-enter the campus in between the library and Bodega Bay or between San Francisco and Trinidad and take cover in the cafeteria, library, classroom(s) or if students need to evacuate the campus walking North on North Creek Court.
4. Teachers will go in the opposite direction of the intruder. If teachers or students arrive at a classroom door and find it locked, the teacher needs to radio the office to have information relayed to the classroom teacher.

5. If an intruder arrives on the playground and starts firing shots, students and teachers should drop to the ground.
6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with pre-determined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

## **PROCEDURE TO DEAL WITH CIVIL DISTURBANCES**

### **Violent Person**

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "Duck and Cover" drill (long, low, wall) will be initiated. Students located outside shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person, otherwise do not confront this person; contact the office immediately. The office will call 911 and the Safe School Officer. Administrators will inform the Superintendent.

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license #, make and model of car and direction of travel. If there are any records on this person in the school office have them ready for law enforcement. See further information for Kidnapping/Attempted Kidnapping on the following page.

### **Mob**

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever it believes necessary to alleviate the problem. The administration will make a written report of the entire incident.

### **Unidentified Person(s) Taking Control**

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance. Pick up the phone and contact the office if the person refuses to leave.

## **KIDNAPPING/ATTEMPTED KIDNAPPING**

**Definition:** The physical capture or attempted physical capture of a student or staff member against their will.

1. Principal or designee will contact the Sacramento Sheriff (911) and the Safe School Officer.
2. Principal or designee will contact the Superintendent and report the situation.
3. Principal or designee will contact the Parent or Guardian of the kidnapping victim.

4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

## DEATH/SUICIDE

**Definition** - Death or suicide of a student, staff member or significant person close to the school where students and/or staff are affected.

Principal or designee shall:

1. Call 911 followed by Safe School Officer.
2. Contact Superintendent.
3. Notify immediate family-parent or guardian.
4. Identify key staff members at site to disseminate information at site level.
5. Communicate behavioral expectations to staff regarding:
  - Confidentiality issues.
  - Providing factual information
  - Available resources
6. Send home written information to parents on facts of incident and any follow-up services available.
7. Consult with psychologist or county office of education staff for intervention strategies including specific activities that can be used in the classroom.

If the incident causes a major disruption to school activities, evacuation may be necessary and will be determined by law enforcement, principal or designee.

## FIRE

### Actual Fire

1. In the event of a natural gas fire, sound alarm and then **TURN OFF MAIN GAS VALVES**. If the fire is small, use the fire extinguisher **AFTER** the gas is turned off.
2. In the event of an electrical fire, sound alarm and then **TURN OFF ELECTRICITY. DO NOT USE WATER OR WATER-ACID EXTINGUISHERS ON ELECTRICAL SUPPORTED FIRES**. Only **SMALL** fires should be fought with an extinguisher.
3. The person locating the fire will sound the school alarm.
4. Follow the "Building Evacuation" instructions.
5. The principal will notify the superintendent's office.
6. The office staff will notify the utility companies of a break or a suspected break in utilities.
7. Keep access road open for emergency vehicles.
8. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

## **Computer Labs**

All labs are to be equipped, as their needs require, for proper fire control and for emergency purposes. The nearest fire extinguisher is located on the east wall of the intermediate computer lab and on the short north wall of the workroom off of the primary computer lab.

## **Lunchrooms and Kitchens**

1. Emergency preparedness to control fire in school kitchen areas:  
 Have automatic extinguishers over deep fryers and grills.  
 Have fire extinguishers for all types of fires in proper location.  
 Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.  
 Make sure that the kitchen personnel know which exit to take in case of fire.

**Whether it's a real fire or a drill, try to evacuate the building in fewer than two minutes.**

## **FIRE DRILL PROCEDURES**

The secretary will call the fire department to inform them it is a drill. The principal or vice-principal shall sound the alarm

1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (in the field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
2. Teachers will bring out their radio, emergency packet, and emergency backpack.
3. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.
4. Once each month, a fire drill will be conducted by the school staff.
5. Students stand facing away from the building in silent lines.
6. Supervising staff will take roll. The whereabouts of all students should be known.
7. Any student in attendance at school but not with class or in a special class should be reported immediately to the principal.

## **SILENT FIRE DRILL/NEIGHBORHOOD DISASTER PLAN**

1. Silent fire drills and neighborhood disaster procedures will be used in the event of bell and/or intercom failure.
2. In the event of electrical failure, all teachers will turn on their two way radios and turn the volume up incase of emergency.
3. When a silent fire drill is in progress, a monitor appears at the door with a sign stating **SILENT FIRE DRILL**. The monitor will remain until the teacher sees the sign. The procedures to follow are the same as during a regular fire drill.



4. When a silent intruder on campus drill is in progress, the principal or designee will radio all teachers to instruct their students to follow the **Duck and Cover** drill procedures.

## **FIRE EXTINGUISHERS**

Fire extinguishers are placed in strategic locations as recommended by the fire department. Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

## **FIRE EXTINGUISHER INSPECTIONS**

The head custodian will be responsible for checking for possible building code violations and making sure all fire extinguishers are checked yearly for the following:

1. Check gauge for full charge. Report discharge or overcharge reading immediately to control office.
2. Check seal for breakage.
3. Check hose for crack, leaks, tears, etc.
4. Check casing for leaks or breakage.

## **FLOOD**

- Notify parents via radio & television.
- Notify bus drivers for an early/late dismissal.
- The custodian will shut off water to prevent contaminated water from entering the school supply.
- The custodian will shut off electricity to prevent electrical shock.
- If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

## **AFTER THE DANGER IS OVER:**

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)

## **MINOR FLOODING**

If the school experiences minor flooding (one or a few classrooms), the class (es) affected will evacuate to another part of the building (principal will decide where to go). Classes will continue. The principal will notify the superintendent and they will jointly decide what to do next.

# EARTHQUAKE

## During the Quake

Keep these points in mind in the event of an earthquake:

1. If an earthquake occurs, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
2. REMAIN WHERE YOU ARE. If you are outdoors, stay outdoors. If you are indoors, stay indoors. In earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electrical wires, etc).
3. The teacher will give the "drop and cover signal" if the bell system is not operable.
4. Everyone will get under his/her desk and cover his/her head. If a desk, table or bench (best choice) is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electric wires, poles, or anything else that might shake loose and fall. Look for open space and stay low.

## After the Quake:

For your own safety and that of others, you should carefully do the following:

1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
4. Stay away from fallen or damaged electric wires, which may still be dangerous.
5. The custodian will check for leaking gas pipes. Do this by smell only-don't use matches or candles. If you smell gas:  
Open all windows and doors.  
Turn off the main gas valve at the meter.  
Leave the building immediately.  
Notify the Gas Company, police, and fire departments.  
Don't re-enter the building until it is safe.
6. The principal will confer with the Superintendent about evacuation of the school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

## Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building

**Analysis.** This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

## **WIND AND OTHER TYPES OF SEVERE WEATHER**

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 9:00 a.m. The emergency phone tree will be used to notify staff members.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office. If it is decided to close school, the following action will be taken:

1. The superintendent will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The principal will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

## **AIRCRAFT CRASH**

This procedure addresses situations involving an aircraft crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to Hazardous materials Evacuation or In-Place Sheltering on page 19. If a crash results in a utility interruption, refer to School Evacuation Instructions on page 17 or Early Dismissal on page 20.

- The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER IN PLACE, EVACUATE BUILDING, or SCHOOL EVACUATION.
- If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the field. Teachers will take their hand-held radios and red emergency back-packs.
- Teachers will notify the administration of missing students.
- The School Administrator or designee will call "911" and the School Police (916-417-2396) and provide the exact location and nature of emergency.
- If on school property, the Operations team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property or in a utility interruption, the School Administrator will initiate either SHELTER IN PLACE or SCHOOL EVACUATION as necessary.
- The School Administrator or designee will call the office of the Superintendent. A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

## INJURY AND MISSING PERSON REPORT

**In the event of an injury or missing, a report must be filled in on Form D.**

## FORM D – INJURY AND MISSING PERSONS REPORT

<b>School</b>	<b>Oak Hill Elementary School</b>
---------------	-----------------------------------

Room Number \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

[illegible][illegible]

## **MEDICAL EMERGENCIES**

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance.

A list of qualified persons who have had First Aid and CPR training should be maintained by the School Secretary for the principal. This list must be updated and distributed to the staff annually. At least ten percent of the staff should be trained in First Aid and CPR.

An Emergency Card will be filed in the office for each student with emergency numbers to call in case of an accident, injury, or illness. Parents will always be notified as soon as possible of any reportable accident, injury, or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the office of the principal no later than 24 hours from the occurrence. Accident forms are kept in office filing cabinet.

The general emergency number 9-1-1 will be explained each year to all school personnel

A first aid kit shall be maintained in the office and rotated. A RED CROSS first aid booklet is provided with each kit. First Aid procedures will follow the current American Red Cross First Aid manual.

Although some staff members are trained in basic first aid, and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency.

**FOR SPECIFIC FIRST AID TREATMENT PLEASE SEE THE FOLLOWING PAGES.**

### **FIRST AID STATIONS:**

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency this will be used, but the multi-purpose room will be used also.

### **RESCUE:**

With a non-critical or less serious injury, move the victim to the nurse's office.

### **WITH A SERIOUS OR CRITICAL INJURY-DO THE FOLLOWING:**

1. Evaluate the situation. Unless the victim is in further danger, **DO NOT MOVE HIM.**
2. Be sure the victim is breathing.
3. Control serious bleeding.
4. Send a runner to notify the office or radio the office for assistance.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

## **WITH NON-CRITICAL ILLNESS OR INJURY-DO THE FOLLOWING:**

1. Administer first aid.
2. Contact parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.
3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
4. Keep a record of the date of injury, what first aid was administered and at what time.

## **WITH CRITICAL ILLNESS OR INJURY-DO THE FOLLOWING:**

1. Administer first aid to the extent possible.
2. Call 9-1-1 if the situation is life threatening, or if the child is in need of immediate medical intervention.
3. Contact parents for their action and information.
4. Keep a record of the date of injury, what first aid was administered and at what time.
5. Notify the superintendent's office.
6. Complete appropriate injury, illness, or insurance report promptly.
7. Keep a record of which students were sent to the hospital.

## **FIRST AID INSTRUCTIONS**

Abdominal Pain	Eyes
Artificial Respiration	Fainting
Bleeding	Fracture
Internal Bleeding	Frostbite
Bone Injuries	Head Injury
Breathing	Heart Attack
Rescue Breathing	Nosebleeds
Burns	Pandemic Flu Plan
Choking (Heimlich Maneuver)	Poisoning
Convulsions or Seizures	Puncture Wounds
Diabetics	Seizure
Dog Bites	Shock
Ears	Sunstroke
Electric Shock	Wounds

### **ABDOMINAL PAIN**

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

## **ARTIFICIAL RESPIRATION**

1. Steps for mouth to mouth artificial respiration:
    - Clear airway
    - Tilt head back (unless possible neck injury-use jaw thrust)
    - Pinch nostrils
    - Seal mouth and blow
    - Watch for chest to rise
    - Listen for air to escape from mouth
    - Watch for chest to fall
    - Repeat: 12-16 times per minute in adults; 16-20 times per minute in children.
  2. If victim's tongue obstructs airway:
    - Tilt the head
    - Jut the jaw forward
  3. If facial injuries make it impossible to use mouth to mouth method then use the manual method.
    - Use mouth to nose if airtight seal impossible over victim's mouth.
    - Small child-cover both mouth and nose.
  4. Continue Artificial Respiration until victim begins to breathe for him/herself or until help arrives.
- If Carbon Monoxide Poisoning or Asphyxiation (due to lacks of oxygen):
5. Check for breathing difficulties and give artificial respiration.

## **BLEEDING**

1. Apply direct pressure on the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop bleeding.
4. Only as a last resort (if they will die without this) apply a tourniquet to stop bleeding. Once applied a tourniquet must be loosened or removed only by a doctor.

## **INTERNAL BLEEDING - TREAT FOR SHOCK**

## **BONE INJURIES**

1. Dislocations: fingers, thumb, shoulder  
Keep the part quiet. Immobilize shoulder with arm sling.
2. Fractures:
  - Signs of a closed fracture:
    1. Swelling
    2. Tenderness to touch
    3. Deformity
    4. Discoloration
  - Treatment (closed fracture-no bleeding wound or broken skin)
    1. Keep broken bone ends from moving

2. Keep adjacent joints from moving
3. Treat for shock
- Treatment (open fracture-broken bone and broken skin)
  1. Do not move protruding bone end
  2. If bleeding, control bleeding by direct pressure on wound
  3. Treat the same as closed fracture after bleeding is controlled.
3. Sprains (injury to soft tissue around a joint)
  - Always immobilize
  - Elevate joint
  - Apply cold packs during first half hour
  - Treat the same as closed fractures
  - X-ray may be necessary

## **BREATHING-Unconscious Person**

Breathing is the most critical thing we must do to stay alive. A primary cause of death is lack of air!

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If this is the case, turn off the electricity before you touch the victim.

There are hundreds of possible causes of unconsciousness; the first thing you must check for is breathing.

1. Try to awaken the person by firmly tapping him or her on the shoulder and shouting, "Are you all right?"
2. If there is no response, check for signs of breathing.
  - a. Be sure the victim is lying flat in the back. If you have to roll the victim over, move the entire body at one time.
  - b. Loosen tight clothing around neck and chest.
3. Open the airway:
  - a. If there are no signs of head or neck injuries, tilt the head back and lift the chin to move the tongue away from the back of the throat.
  - b. Place your ear close to the victim's mouth; listen and feel for breathing.
  - c. If you can't see, hear, or feel any signs of breathing, you must begin breathing for the victim.
  - d. Begin rescue breathing immediately. Have someone else summon professional help.

## **RESCUE BREATHING**

1. Giving mouth-to-mouth rescue breathing to an adult.
  - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
  - b. Place your mouth over the victim's, making a tight seal.
  - c. Breathe slowly and gently in to the victim until you see the chest rise. Give 2 breaths, each lasting about 1 ½ seconds. Pause between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.



- d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
  - e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
    - i. The victim begins to breathe without your help
    - ii. The victim has no pulse (Begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.
2. Giving mouth-to-mouth rescue breathing to infants and small children.
- a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
  - b. Check for a pulse.
  - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
  - d. Recheck the pulse and for breathing.
  - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
  - f. Continue rescue breathing until one of the following occurs:
    - i. The child begins to breathe on his/her own.
    - ii. The child has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.

## **BURNS**

1. Degrees
  - Skin red (1st degree)
  - Blisters develop (2nd degree) Never break open blisters
  - Deep tissue damage (3rd degree)
2. First Aid for thermal burns-1st and 2nd degree burns to exclude air:
  - Submerge in cold water
  - Apply a cold pack
  - Cover with a thick dressing or plastic (Do not use plastic on face)
  - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First Aid for 3rd degree burns
  - Apply a thick, dry sterile dressing and bandage to keep out air.
  - If large area, wrap with a clean sheet or towel
  - Keep burned hands and feet elevated and get medical help immediately.
  - Treat the same as shock victim, giving fluids as indicated; warmth if necessary
4. First Aid for chemical burns
  - Wash chemical away with water
5. Acid burn to the eye (also alkali burns)

- Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
- If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
- Have victim close the eye, place eye pad over lid, bandage and get medical help.

## **CHOKING (Heimlich Maneuver)**

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak, **IMMEDIATELY DO THE FOLLOWING:**

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
- Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

## **CONVULSIONS OR SEIZURES**

### **1. Symptoms**

- Jerking movements
- Muscular rigidity
- Blue about the lips
- May drool
- High fever

These seizures are seldom dangerous, but they are frightening.

### **2. Causes**

- Head injuries
- Severe infections
- Epilepsy

### **3. Treatment**

- Prevent patient from hurting himself
- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water

- When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

## **DIABETICS**

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with his treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification.

## **DOG, OR OTHER ANIMAL, BITES**

1. It is extremely important that the dog/animal be identified if the person bitten is to avoid rabies shots. Secure the animal, if possible without danger to yourself with a leash, rope or in an enclosed area. If the animal cannot be contained, attempt to remember as much as possible about the animal's description so that animal control can make a thorough search of the area.
2. Attend to the wound by washing the area with water and soap for five minutes and bandage if possible. Inform parents and refer to the family physician.
3. Notify animal control enter. Give description of the animal and name and address of the victim.
4. Complete the **Report of Student Accident Form**.
5. Notify school nurse so that information can be recorded in the pupil's health folder.

## **EARS**

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

## **ELECTRIC SHOCK**

1. Do not touch the victim if he is still in contact with the electricity.
2. Turn off the main switch or pull plug.
3. Be aware of the possibility of breathing emergency.

## **EYES**

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

## **FAINTING**

1. Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, and disturbance of vision and nausea.
2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between the knees.

## **FRACTURE**

**Bone Fracture** (unless in imminent danger, do not move the individual)

**Closed Fracture:** The signs of a closed fracture are swelling, tenderness, deformity, and discoloration. When there is a fracture (or suspected fracture):

1. Keep the injured person calm
2. Do not permit the victim to walk about.
3. Notify parent.
4. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
5. Call for emergency help for leg, back, neck, or hip injuries, or if parent is unable to take child for medical care.

**Compound Fracture:** Your objectives are to prevent shock, further injury, or infection in compound fractures (where skin has been broken).

1. Keep the injured person calm and cover him only enough to keep him from losing body heat.
2. Do not try to push the broken bone back in to place if it is sticking out of the skin.
3. Do not try to straighten out a fracture or put it back in to place.
4. Do not permit the victim to walk about.
5. Notify Parent.
6. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
7. Call for emergency help for legs, back, neck, severe bleeding, hip injuries, or if parent is unable to take the child for medical care.

## **FROSTBITE**

1. The frostbitten area will be slightly reddened with a tingling sensation pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees.) Don't rub the area nor break the blisters.

## **HEAD INJURY**

1. Symptoms
  - May or may not be unconscious
  - Unconsciousness may be delayed one-half hour or more
  - Bleeding from mouth, nose or ear
  - Paralysis of one or more of extremities
  - Difference in size of pupils of the eyes
2. First Aid of Head Injuries:
  - No stimulants or fluids
  - Don't raise his feet; keep the victim FLAT
  - Observe carefully for stopped breathing or blocked airway
  - Get medical help immediately
  - When transported, gently lay flat

- Position head to side so secretions may drool from corner of mouth
- Loosen clothing at neck

## **HEART ATTACK**

A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration, indicating shock. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

## **NOSEBLEEDS**

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5-10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

## **PANDEMIC FLU PLAN**

### **Seasonal Flu**

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.
- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

### **Mild to Moderate Pandemic**

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

### **Severe Pandemic**

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

Measures to limit the spread of flu:

Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.

- Cover nose and mouth with a tissue or upper arm if a tissue is not available

- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.

Encourage vaccination of staff and students for whom the flu vaccine is recommended. Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

### **Social distancing**

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include standing three feet apart when communicating, canceling outdoor recess, and monitoring hand washing after bathroom use and after sneezing/coughing/blowing nose. Wiping phones with antibacterial wipes after each use. Limit use of headphones, keyboards and any other shared items in the classroom – wipe with antibacterial wipes after each use.

Use a bacterial spray (such as Lysol) in the classroom twice daily.

Open windows if weather permits while room is occupied or while students leave the room for lunch. Possible school closure for a short amount of time early in the course of a community outbreak.

Consult [www.pandemicflu.gov](http://www.pandemicflu.gov) for new and updated information

### **POISONING**

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

### **PUNCTURE WOUNDS (knife and gunshot)**

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally, puncture wounds do not bleed a lot and are therefore susceptible to infection; severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, **DO NOT REMOVE IT.**

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

## SEIZURE

This can be an alarming sight; a person who's limbs jerk violently, whose eyes may roll upward, whose breath may become heavy with dribbling or even frothing at the mouth,. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything in to the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:
  - a. There is little you can do to stop a seizure.
  - b. Call for help.
  - c. Let the seizure run its course.
  - d. Help the victim to lie down and keep from falling to avoid injury.
  - e. Do not use force.
  - f. Loosen restrictive clothing.
  - g. Do not try to restrain a seizure victim.
  - h. Cushion the victim's head using folded clothing or a small pillow.
  - i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
2. After a seizure:
  - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
  - b. Check to see if the victim is wearing a **MEDIC ALERT** or similar bracelet. It describes emergency medical requirements.
  - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called "status epilepticus" occurs in which one seizure follows another for a long period of time. **This is a medical emergency, call 911.**

## SHOCK

1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
  - Pale, cold, moist skin
  - Weak and/or rapid pulse
  - Rapid Breathing
  - Altered Consciousness
2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
  - Have the victim lie down
  - Control any external bleeding
  - Help the victim maintain body temperature, cover to avoid chilling
  - Reassure the victim

- Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
- Do not provide anything to eat or drink.
- Call 911
- Call parents

## SUNSTROKE

1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

## WOUNDS

**An abrasion** is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

**An incision** is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

**A laceration** is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

**A puncture wound** is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.



## **The School Climate:**

### **The School's Social Environment:**

Leadership at Oak Hill is a shared process. A proactive role is assumed in all phases of the school operation the Current management team is committed to developing Oak Hill toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

#### **Disaster Procedures, Routines and Emergencies**

A contingency plan for emergencies is contained in a handbook available to each staff member. The plan is reviewed at the beginning of each school year. This plan also contains emergency disaster procedures and information on the Incident Command System (ICS).

#### **Classroom Organization and Structure**

Oak Hill teachers provide a varied learning environment in their classrooms. Teachers use a variety of teaching strategies including: using projects, presentations, hands-on activities, portfolios, journals, creative writing, art, and the Depth and Complexity program.

The teachers at Oak Hill are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Classrooms and teachers provide a safe, orderly learning environment, enhance the experience of learning and promote positive interactions amongst pupils and staff. Instructional time is maximized and disruptions are minimized.

**Objective 1: The objective is to increase the staff's awareness of the new safety processes and procedures so that they feel confident in our ability to deal with any emergency situation. This awareness will lead to a sense of safety and calm.**

- 1) Related Activities: Hold staff training sessions
- 2) Related Activities: Participate in practice drills

**Objective 2: The objective is to increase the participation in the Green Beret (conflict/peer mediation) program.**

- 1) Related Activities: Provide peer mediation training to all students in the fourth grade
- 2) Related Activities: Participate in Sacramento county "Reaching Resolution" program
- 3) Related Activities: Send 4 additional staff members to the fall training for the "Reaching Resolution" program.

## **The Physical Environment:**

### **The School's Location and Physical Environment**

Oak Hill Elementary School is located in the Antelope area of Sacramento County that has a low crime rate and average poverty level. The campus experiences mild to moderate vandalism during evening hours. The immediate area around the school includes single family dwellings, apartments, commercial buildings, and parks. Present safety hazards include drug related crime in parks near apartment buildings housing students, heavy traffic on North Loop Blvd. directly in front of school, and problem traffic patterns near the back gate of school.

### **Description of School Grounds**

The school site encompasses 10.53 acres. There are seven clusters of three classrooms each surrounding the main quad area. There are 15 re-locatable classrooms located across the playground from the main campus. Oak Hill also has a Park and Rec. day care center located at the end of the playground occupying 3 re-locatable classrooms. The playground is grass, concrete and asphalt and includes basketball and handball courts, baseball diamonds, and exercise equipment area, and a play structure area. Oak Hill is enclosed on three sides by a fence with gates which are kept locked during school hours. Other ancillary structures include the office, cafeteria, restrooms, teacher workroom, storage sheds, library, and computer labs.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns. A Safe School Officer is available if needed.

It shall be the practice of Oak Hill Elementary School to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

### **Maintenance of School Buildings/Classrooms**

The school's physical facility is well maintained and generally looks neat and clean. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms and school grounds are monitored for safety and appearance by the administration, custodians and individual classroom teachers. The pupils take pride in the appearance of the school.

### **Internal Security Procedures**

Oak Hill has established procedures in the following areas: Emergency preparedness, suspension, school discipline rules and procedures, and an adopted school-wide dress code. Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Oak Hill.

Site administrators contribute to a positive school climate, promote positive pupil behavior and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079. Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Oak Hill employees comply with all legal mandates, regulations and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include classroom intercoms, teacher radios, and an emergency bell system.

Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity. Phase 1 of an outdoor surveillance system was installed in 2008 to deter vandalism and/or apprehend vandals.

**Objective 1: The objective is to increase the physical safety of the Oak Hill facilities for students, staff, and parents by placing the student Emergency Information packets into the Emergency Kit for each classroom.**

1) Related Activities: Create and distribute Emergency Information packets for each teacher.

**Objective 2: The objective is to increase the physical safety of the Oak Hill facilities for students, staff, and parents by completing phase II of the surveillance camera program.**

1) Related Activities: Install around campus the cameras that have already been purchased.

## **The Social Environment:**

### **The School's Cultural Environment**

There is a high level of cohesiveness among the staff members at Oak Hill. Cooperation and support between teachers and the administration is evident. Efforts are made by administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Pupils are encouraged to bring problems to the principal, assistant principal, teacher or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

The academic and behavior efforts of pupils are recognized and rewarded.

**Objective 1: The objective is to reduce the number of students who feel they do not belong.**

1) Related Activities: Teachers will teach the *2nd Step* Character Education program weekly.

2) Related Activities: By having inclusive selection processes, wider variety of activity options, and increased communication, the Oak Hill staff will thereby encourage increased student participation in extra curricular activities.

## **CHILD ABUSE**

Section 11166 of the Penal Code requires any child care custodian, which includes teachers, instructional aides, teacher's aides, classified employees, and administrative officers, who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the know or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Since students attending Oak Hill Elementary may reside in either Sacramento County or Placer County, the reporting staff member must first determine which county agency to report to based on the child's residence.

Sacramento County CPS  
875-5437  
PO Box 269057  
Sacramento, CA 95826-9675  
ATTN: Intake

Placer County CPS  
784-6000  
101 Cirby Hills Drive  
Roseville, CA 95678  
ATTN: CPS

Forms for reporting suspected or known child abuse are located in the main office.

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by Reporting Party  
Pursuant to Penal Code Section 11166

A. CASE IDENTIFICATION	TO BE COMPLETED BY INVESTIGATING CPA	
	VICTIM NAME: _____	
	REPORT AGENCY NAME: _____	
DATE OF REPORT: _____		

B. REPORTING PARTY	NAME/TITLE _____											
	ADDRESS _____											
C. REPORT SENT TO	PHONE ( ) _____				DATE OF REPORT _____				SIGNATURE _____			
	<input type="checkbox"/> POLICE DEPARTMENT <input type="checkbox"/> SHERIFF'S OFFICE <input type="checkbox"/> COUNTY WELFARE <input type="checkbox"/> COUNTY PROBATION											
D. INVOLVED PARTIES	AGENCY _____						ADDRESS _____					
	OFFICIAL CONTACTED _____						PHONE ( ) _____			DATE/TIME _____		
E. INVOLVED PARTIES	NAME (LAST, FIRST, MIDDLE) _____						ADDRESS _____			BIRTHDATE _____ SEX _____ RACE _____		
	PRESENT LOCATION OF CHILD _____						PHONE ( ) _____					
F. INVOLVED PARTIES	NAME _____			BIRTHDATE _____			SEX _____			RACE _____		
	NAME _____			BIRTHDATE _____			SEX _____			RACE _____		
G. INVOLVED PARTIES	NAME (LAST, FIRST, MIDDLE) _____			BIRTHDATE _____			SEX _____			RACE _____		
	ADDRESS _____			ADDRESS _____			HOME PHONE ( ) _____			BUSINESS PHONE ( ) _____		
H. INVOLVED PARTIES	NAME (LAST, FIRST, MIDDLE) _____			BIRTHDATE _____			SEX _____			RACE _____		
	ADDRESS _____			ADDRESS _____			HOME PHONE ( ) _____			BUSINESS PHONE ( ) _____		
I. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX <input type="checkbox"/>											
	1. DATE/TIME OF INCIDENT _____				PLACE OF INCIDENT _____ (CHECK ONE)				<input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSERVED			
J. INCIDENT INFORMATION	IF CHILD WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:											
	<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION											
K. INCIDENT INFORMATION	2. TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL ASSAULT <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER											
	3. NARRATIVE DESCRIPTION: _____											
L. INCIDENT INFORMATION	4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED: _____											
	5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD: _____											

CS 6572 (Rev. 1/92)

## INSTRUCTIONS AND DISTRIBUTION ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is not unfounded.

Police or Sheriff-WHITE Copy; County Welfare or Probation-BLUE Copy; District Attorney-GREEN Copy; Reporting Party-YELLOW Copy

## **UNIFORM COMPLAINT PROCEDURES**

### **Williams Uniform Complaint Procedure**

#### **NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

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

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

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

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office, district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site.  
<http://www.cde.ca.gov/re/cp/uc>

## COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Contact Information:**

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

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

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Issue(s) of the complaint: Please check all that apply:

**1. Textbooks and instructional materials:**

- A student lacks textbooks or instructional materials to use in class
- A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

**2. Teacher vacancy or misassignment:**

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**3. Facility conditions:**

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation.

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Please file this complaint with the person specified below at the following location:

Scott Loehr, Assistant Superintendent

Center Joint Unified School District  
8408 Watt Avenue, Antelope, CA 95843



## **HATE CRIME**

As California's population becomes more diverse, it is important that school districts provide a safe harmonious learning environment for all students. Pursuant to Education Code 201, schools have an affirmative obligation to combat racism, sexism, and other forms of bias, as well as a responsibility to provide equal educational opportunity. Developing policy to address hate-motivated behavior is one way districts can help teach students respect and understanding of diversity.

In its publication entitled *Hate-Motivated Behavior in Schools*, the California Department of Education defines hate-motivated behavior as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Some hate-motivated behavior may also be a crime as defined in state or federal law. These crimes include, but are not limited to: bomb threats, cross burnings, destruction or defacement of property, and certain types of vandalism and assaults.

The following optional policy is for use by districts in the implementation of a prevention strategy for hate-motivated incidents and should be modified to reflect district practice. Elements of this policy should also be integrated into existing school plans, such as the school safety and staff development plan, as well as any policies developed by the district regarding Positive School Climate and Multicultural Education; see BP 5137 and BP 66141.6, respectively.

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

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

## **DISCRIMINATION/HARASSMENT**

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel  
8408 Watt Avenue  
Antelope, California 95843  
(916) 338-6419

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

## **SUSPENSION & EXPULSION**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of the suspension or expulsion.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

# SUSPENSION FORM

## CENTER UNIFIED

### SUSPENSION NOTICE

Date \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Student \_\_\_\_\_ DOB \_\_\_\_\_ Parent \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Teacher \_\_\_\_\_

Special Education: ☐ YES ☐ NO

SUSPENSION FROM SCHOOL: ☐1 ☐2 ☐3 ☐4 ☐5 Date(s) of Suspension \_\_\_\_\_ Date to Return to School \_\_\_\_\_

Number of DAYS suspended accumulated with this suspension: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10  
☐11 ☐12 ☐13 ☐14 ☐15 ☐16 ☐17 ☐18 ☐19  
☐20

Number of TIMES suspended accumulated with this suspension: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10

PARENT/PUPIL/PRINCIPAL CONFERENCE: Date \_\_\_\_\_ Time \_\_\_\_\_

EXTENDED SUSPENSION: ☐ YES ☐ NO Parent/Pupil Notification Date: \_\_\_\_\_ Time \_\_\_\_\_

#### EDUCATION CODE, SECTION 48900:

- ☐ (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- ☐ (a-2) Willfully used force or violence upon the person of another, except in self-defense.
- ☐ (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- ☐ (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- ☐ (d) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- ☐ (e) Committed robbery or extortion.
- 
- ☐ (f) Caused or attempted to cause damage to school property or private property.
- ☐ (g) Stolen or attempted to steal school property or private property.
- ☐ (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- ☐ (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- ☐ (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- ☐ (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of duties.

- ☐ (l) Knowingly received stolen school property or private property.
- ☐ (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- ☐ (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- ☐ (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- ☐ 48900.2 Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in grades K through 3.
- ☐ 48900.3 Attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5.
- ☐ 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- ☐ 48900.7 Made terrorist threats against school officials or school property, or both.

**EDUCATION CODE 48915 - Mandatory expulsion recommendation and mandatory expulsion:**

- ☐ (c-1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- ☐ (c-2) Brandishing a knife at another person.
- ☐ (c-3) Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
- ☐ (c-4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

**EDUCATION CODE 48915 - Mandatory expulsion recommendation (unless inappropriate) and discretionary expulsion:**

- ☐ (a-1) Causing serious physical injury to another person, except in self-defense.
- ☐ (a-2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- ☐ (a-3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- ☐ (a-4) Robbery or extortion.

☐ (a-5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**FACTS LEADING TO DECISION TO SUSPEND \_\_\_\_\_**

**TO THE PARENTS/GUARDIAN:** This suspension has been issued in compliance with the Education Code of the State of California, Sections 48900, 48910 and 48911. The reason for this suspension has been explained to the pupil, and he/she has had an opportunity to explain his/her version of the incident. Pursuant to Section 48911, the parent or guardian is required to respond without delay to a school official's request for a conference regarding this suspension, please telephone 338-6470. The student's parent or guardian has a right to have access to the pupil records as provided by Section 49069.

**PLEASE NOTE:** DURING THIS PERIOD OF SUSPENSION FROM SCHOOL, THE PUPIL MUST NOT BE ON OR NEAR ANY SCHOOL CAMPUS, OR MAY BE SUBJECT TO ARREST.

For offenses 48900 A-E and 48915 refer to Action Subject to Expulsion Form.

## **SITE SPECIFIC ITEMS**

### **SPECIAL DUTIES**

Each member of the faculty shall take a student roster and emergency information with them when each drill is performed. Immediately upon arrival in the field (see map in classroom), the faculty member shall check the students to see that all are present. Teachers will report any missing students immediately to the Principal or Vice-Principal on their radio.

The secretary shall secure school records, before leaving the office. The secretary should also secure student medication, if evacuation is necessary.

Custodial help shall shut off gas and electricity if the emergency warrants. Since our school may be used as a shelter in an emergency, the gas shall not be turned off unless the odor of gas is detected. He will make sure he has his radio and will report for further duties. Daily, he will make sure all exits are operable, and clear.

The kitchen staff will make sure the ovens and dishwasher are turned off before exiting the building. The lunch supervisor will be in charge of food, supplies, and the kitchen staff if our school is used as a shelter.

The principal shall have his/her radio before leaving the office.

The Vice-Principal will also have a radio before exiting the building. The Vice-Principal will check for absences and report to the principal for further instructions.

### **DUTIES OF OFFICE STAFF IN EMERGENCIES**

The head secretary is to notify the appropriate agency such as the Fire Department, Police Department, or other agency or company as directed by the Principal or Vice-Principal. Waiting for such direction is not considered necessary if circumstances obviously dictate who should be called. The assistant secretary (office assistant) shall notify the Sacramento County Sheriff, Safe School Officer, and the Superintendent.

The office staff should:

1. Have on hand a complete list of children and staff and their phone numbers.
2. Maintain a supply of first aid equipment
3. Monitor the use of telephones to keep lines free for emergency directors.

### **DUTIES OF CUSTODIAN AND HELPERS**

1. Assume responsibility for the safety factors of the physical plant during an emergency. Report structural defects to the Principal.
2. Assume responsibility for the inspection and maintenance of fire-fighting equipment.
3. Chart shut off valves and switches for gas, water, and electricity. Add chart to Emergency Response Plan and post for others to use in an emergency.
4. Assist in checking for power line or building damage for exit safety.

## **DUTIES OF PRINCIPAL**

1. Carry out the Superintendent's directions and keep him fully informed of plans and actions. Provide the superintendent a copy of the School Emergency Response Plan.
2. Care for and monitor all warning systems to keep them functional.
3. Order and monitor drills for training purposes.
4. Provide the staff with copies of the Emergency Preparedness Plan and instigate in-service activities to keep these procedures functional.
5. Keep in contact with the radio for information on emergency warnings.
6. Give leadership in adopting the school curriculum to meet the current demands.
7. Cooperate with community groups interested in emergency preparedness.
8. Provide a copy of the Emergency Response Plan to all emergency services in his/her jurisdiction.
9. Report any missing person to Emergency Personnel.

## **DUTIES OF TEACHERS**

1. Keep informed about the Emergency Response Plan of the school, know the part they play as teachers, and accept their responsibilities under the plan.
2. Keep emergency information, class roll book/list and student emergency cards/information available at all times during an emergency.
3. Integrate recent and pertinent emergency preparedness data into regular learning instruction.
4. Include safety practices and emergency procedures as part of daily learning activities.
5. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions.
6. Know the whereabouts of their student at all times. They will use a roster checklist to account for all children.
7. Be aware of the characteristics of "panic" and know some of the techniques for its control.
8. Know where children are to go, and what they are to do depending on the nature of the emergency.
9. Make special provisions to assist handicapped students in evacuating the building. Teach students to use a chair carry if needed and to use it only under the direction of the teacher.

## **ALARM SIGNALS**

**Fire Alarm:** Pulsing of buzzer. (Fire alarm bell)

**All Clear:** Regular recess bell.

**Evacuation:** A Hi-Lo bell.

**Early Closing of School:** Special instructions over an intercom or with runner.

**Earthquake:** Duck, cover signal - long, low wail.

**Bomb Threat:** Open intercom and announce "Bomb Threat"  
Then ring the fire drill signal.

**Fallen Aircraft:** Fire signal to evacuate building.

**Intruder on Campus or Hostage Situation:** Use intercom or runners to relay message to/from office. Announce "Intruder on Campus" and state where followed by a warbling signal.

**Nuclear Attack:** Duck, cover signal.

**Other:** In the event of unforeseen emergencies requiring evacuation, the fire alarm will be used.



## **DISCIPLINE PLAN**

# **Discipline Plan**

*Purpose of this packet:* This packet was prepared to assist new teachers at Oak Hill Elementary School to understand the underlying premise on which the plan is based and provide copies of forms used in the process. The index identifies each item in the packet and explains how it relates to the school plan as a whole.

### **ITEM:**

#### **1. DISCIPLINE- A Total School Program....**

The Center Unified School District adopted the following: (1) philosophy of discipline, (2) discipline procedures, (3) and the responsibilities of individuals involved. This is the document that is sent home to inform each parent at the beginning of the school year.

#### **2. Step 1, Step 2, Step 3.....**

The overview of the entire school plan begins with a verbal warning. The second step explains the responsibility of the classroom teacher. Most incidents will be dealt with at this level. However, if an emergency incident (Class I offense) were to occur, or if inappropriate behavior were to continue without effective control by the classroom discipline plan, Step 3 would logically follow. Step 3 is the BACK-UP system which should not be considered unless Step 2 is not effective. SEE ITEMS NOTED

#### **3. MASTER TEACHER TIPS....**

The Master Teacher handout titled: *FOUR NECESSITIES OF CLASSROOM RULES* is offered to assist in developing your own classroom rules.

#### **4. DISCIPLINE PROCEDURE....**

This document is the complete descriptions of policies and procedures concerning the School Plan. Item B is the first responsibility of the teacher before school begins. Item C is carried out by the teacher as school begins and as new students are enrolled. Item D is the BACK-UP system which should be used sparingly in cases of emergency (Class I offenses) or extreme situations after exhausting all possible options within the classroom.

#### **5. POSITIVE DISCIPLINE....**

This diagram is extracted from Fred Jones' booklet CMTP (Classroom Management Training Program). The staff has been (or will be) in serviced in the use of this model. The model begins at the bottom of the ladder by building the relationship between the students and the teacher. There are two sides to discipline, the positive (+) and the negative (-), as indicated by the right and left side of the ladder. With each move from positive to negative there should be a "clinical intervention". This intervention, simply stated, means that the teacher privately speaks to the student, i.e.: "What's wrong? – What's going on? – I'm here to help you. – How can I help you?" Most situations will be handled at this level just under the bottom dotted line.

## 6. OAK HILL ELEMENTARY SCHOOL CLASSROOM DISCIPLINE PLAN.....

This form includes school wide rules and classroom rules that must be decided upon by the teacher and filled out prior to the opening of school. The principal needs a copy in the office.

## 7. OAK HILL ELEMENTARY BEHAVIORIAL REFERRALS....

These documents are meant to **INFORM**. There are two forms; therefore, choose the form which is appropriate to your needs. The Class I form is meant to *inform* the principal of a serious offense which could call for a suspension. This is why there is no space for a parent signature as this form is for the principal/vice principal's use only.

The Class II form is meant to *inform* parents, and/or other staff members of an offense that needs their attention. Teachers are encouraged to inform parents; however, there are times that teachers need to make a decision based on their own discretion as to whether or not to send the form home. If a form is being sent home, it is important that the teacher telephone the parent(s) to insure that the parent(s) is aware of the offense. Note the offenses:

### **CLASS I**

*Sent to the Principal/Vice Principal*  
*Possible suspension*  
*Form does NOT go home*

Fighting/Threatening  
 Dangerous Object  
 Other

### **CLASS II**

*Form sent home with student*  
*Parent called by teacher*

Verbal Intimidation  
 Defiance of Authority  
 Vandalism/Stealing  
 Obscenity/Name Calling  
 Class Disruption (playground, other)  
 Sexual Harassment

Write student statements in their words (older students may write their own). This is a legal document; therefore, write the details objectively. Note that the Class II offense report form includes a box for Repeat Offenses. This is for your use to inform the necessary people that you have dealt with this student before, thus indicating a pattern.

When taking the student's statement, he/she admits to physically attacking or threatening the other student, even though no adult witnessed the offense, you may use a Class I Offense form. Their admittance of physical attack or threat is suspendable. Have the student sign the Offense I and II forms.

In the case that a student admits physically attacking or threatening another student within the past 14 days, and no adult witnessed the event, a referral can be activated to deal with the offense.

**SUSPENSION DIVERSION PROGRAM:** Class I offenses which indicate suspension is appropriate will be diverted **ONE TIME ONLY** to Conflict Mediation which is administered by the Green Beret's. Upon successfully completing conflict mediation, the Class I offense will serve as a warning. If that same student were to become involved in another conflict deserving suspension with the same or any other student, he/she will be suspended. If the other students is also at fault and has not been to Conflict Mediation, they both may go through the process resulting in one receiving a warning and the other being suspended. Conflict Mediation is available for all offenses, self-referred, staff-referred, or administrative referral, except for offenses involving weapons, drugs, alcohol, and/or tobacco. Any conflict that reveals that one of the students involved has threatened to harm another person, harm

themselves, or are being harmed by another person, requires adult supervision and/or may warrant terminating student conflict resolution in exchange for adult mediation.

**8. FORM: PARENT LETTER CONCERNING AFTER SCHOOL DETENTION**

As a part of your discipline plan you may choose to include as a “Small Back-Up System”, after school detention. The parents must be informed, and the form must be returned **PRIOR** to detaining a student at school.

**9. FORM: AFTER SCHOOL DETENTION...**

This form is for your use if you wish students to reflect on the reason(s) why they are serving an “After School Detention”.

**10. PLAYGROUND/CAFETERIA....**

Procedures for playground/cafeteria discipline are in the “Playground and Hallways” section. There are further cafeteria sanctions if needed; however, not included in this packet. A letter home can be sent by the principal/vice principal to inform the parent of the need to eat with their child during lunch as a result of negative behavior in the cafeteria.

**11. MEMO....**

This memo can be used by the yard duty staff to inform teachers of incidents that occur at recess or during lunch. In most cases the yard duty staff member will handle incidents without informing the teacher. However, there are times that the yard duty staff needs the teacher’s assistance in maintaining control on the playground. It is important that the teachers support the yard duty staff in order for them to have control. It is up to the teacher’s discretion as to how to handle the incident report via MEMO.

**12. CHRONIC BEHAVIOR REFERRAL....**

Students who do not respond to the classroom discipline plan, and who are chronic in exhibiting Class II offenses can be identified as having a “Chronic Behavior” problem and placed on the Discipline Chart. This form is meant to assist the teacher in identifying options to deal with the student, and to be used when meeting with the parent to review the options used at school. This document is signed by the parent, and a copy sent, along with the Discipline Chart, to the principal/vice principal. The principal/vice principal is then informed that this student is moving into the Back-Up System via Class II offenses.

**13. PARENTAL INTERVENTION.....**

During the meeting in which the Chronic Behavior form is discussed and signed indicating what you as a teacher are willing to do to assist the student, this form can be used to help the parent focus on what they, as parents, are willing to do at home.

**14. DISCIPLINE CHART....**

This is a legal document which tracks Class I and II offenses and the responses of the Back-Up System to these offenses. Once a student is placed on this chart, they have moved into the Back-Up System, and if the offenses continue, there is no recourse but to move through the steps toward expulsion. The documentation must be in place to support each move. Fortunately, a student can move off the chart with continued positive behavior. The chart is destroyed each year.

**15. SUSPENSION NOTICE.....**

This is the legal document which accompanies an immediate suspension for Class I Offenses (See a-e, Class I offenses), or a suspension which occurs because the established intervention plan failed to deter the offenses, (see f-l, Class II).

**16. ACTION SUBJECT TO EXPLUSION....**

This is the legal document which is used to recommend expulsion. This is the final step of the Back-Up System which must be accompanied by extensive documentation. Examples of the necessary documentation forms are included in this packet.

A recommendation from the school is presented to the Administrative Panel who in turn makes recommendations to the Board of Education for expulsion. The parents of the student may elect to retain an attorney to defend their child. If the expulsion hearing is successful, the student may not attend any school in this district for the time determined.

**17. EDUCATION CODE SECTIONS PERTAINING TO SUSPENSION/EXPULSION....**

**EDUCATION CODE**

**212.5 Sexual harassment**

**1981 Enrollment of students**

**17292.5 Program for expelled students**

**33032.5 Hate violence reduction**

**35146 Closed sessions (re suspensions)**

**35291 Rules (for government and discipline of schools)**

**35291.5 Rules and procedures on school discipline**

**48660-48666 Community day schools**

**48900-48926 Suspension and expulsion**

**48950 Speech and other communication**

**49073-49079 Privacy of student records**

## **DISCIPLINE – A TOTAL SCHOOL PROGRAM**

### **DISCIPLINE IS...**

- ❖ Training that enables students to make appropriate choices in a climate of warmth and support.
- ❖ Clearly defined school rules and classroom limits with incremental incentives and consequences consistently carried out.
- ❖ Effective communication techniques that foster positive relationships.
- ❖ Specific reinforcement of desired behaviors.
- ❖ Self-management in a variety of environments.

### **OUR PHILOSOPHY...**

- ❖ Children can behave appropriately.
- ❖ All children have human dignity and worth.
- ❖ Persuasion is more powerful than fear.
- ❖ Influence is greater than control.
- ❖ A rational and knowledgeable approach is more productive.
- ❖ Behavior is maintained by its consequences.

### **OUR PROGRAM...**

- ❖ Emphasis on recognition of appropriate behaviors.
- ❖ Progression from extrinsic to intrinsic rewards; use less extrinsic rewards for intermediate students.
- ❖ Detail classroom management plans for all children.
- ❖ Student orientation.
- ❖ Written behavior agreements for children who repeatedly demonstrate inappropriate behavior.
- ❖ Emphasis on:
  - ✓ Conflict resolution training
  - ✓ Moral and ethical training
  - ✓ Responsibility training

OAK HILL ELEMENTARY  
**DISCIPLINE PROCEDURE**

**I. General discipline – school/classroom**

- A. The school behavior code shall be reviewed by the school staff and revised as needed to meet school/community/parent needs and expectations.
- B. A discipline plan for each classroom shall be developed by the teacher.
  - 1. A copy will be filed with the school principal
  - 2. A copy will be prominently displayed in the classroom at all times.
  - 3. Revised copies shall be provided whenever the plan is changed.
- C. Pupil orientation shall be provided by the classroom teacher and principal.
  - 1. All pupils enrolled at the beginning of the year shall be instructed regarding school and classroom behavioral expectations.
  - 2. New pupils enrolling throughout the school year shall be instructed regarding school and classroom behavioral expectations.
- D. A behavioral referral record will be maintained on the Discipline Chart for Prohibitive and Chronic Behavior Form by each teacher and the Principal/Vice Principal.
  - 1. Class I and II Behavior referrals shall be listed in chronological order on each individual's Discipline Chart.
  - 2. Each parent contact shall be documented.
- E. The Class I Prohibitive Behavior Referral is to be used when one or more pupils have engaged in physically attacking another person(s), threatening, or using dangerous objects, as noted in Ed. Code 48900, 'a' through 'e'.
  - 1. In the event that the student poses an immediate threat to himself or other students, the students will be escorted to the office with a completed Class I form to follow. In other cases, a completed Class I form will be submitted to the office, and the student will be called to the office at the earliest possible time. The student will be interviewed by the Principal/Vice principal. In the event of a fight, threat, or other offense between students, Conflict Resolution will be offered.
  - 2. Students receiving a Class I referral may go through Conflict Resolution, successfully resolving the conflict, one time during the year, without being suspended. However, in the event that the same student receives a second or third Class I, they will be suspended.
  - 3. A Discipline Chart will be developed and a phone call home explaining that Conflict Resolution had been used and that this is the one time reprieve from being suspended.
  - 4. If after a period of time (to be determined by the Principal/Vice Principal) the student has maintained appropriate behavior, they can be moved back on the Discipline Chart
  - 5. The school reserves the right to suspend and/or expel on the first offense, within the guidelines of applicable Ed Codes. This determination will be made based upon the severity of the offense and/or the attitude of the student.

**II. In-School Intervention Procedures**

- A. Class II Prohibitive Behavior Referral is intended to be used on behaviors that are listed 'f' through 'm' under the Ed Code 489000 requiring intervention.
  - 1. This form is to be used to communicate with parents about the behavior. A parent must be called to inform them that the Class II is coming home with the student.
  - 2. If any other teacher fills out a form on another teacher's student, the homeroom teacher decides how to deal with the consequences.
  - 3. Consequences for Class II referrals are decided by the homeroom teacher in accordance with their discipline plan.
  - 4. The purpose of intervention is to attempt to turn the behavior around to more positive choices.

- B. A student may be identified as having chronic behavior problems when the existing classroom discipline plan does not seem to be effective.
1. The pupil's parent(s), teacher, and any other support staff shall meet to review the pupil's behavior record and determine a plan to address the problem.
  2. The following possible options for behavioral intervention shall be discussed with the parent(s) and pupil at the conference.
    - a. preferential seating
    - b. conference with student
    - c. telephone conference with parent
    - d. daily behavior chart
    - e. weekly behavior chart
    - f. recess detention
    - g. noon detention
    - h. after school detention
    - i. conference with parent
    - j. peer teacher
    - k. time alone to chat with student on a regular basis
    - m. time out
    - n. child study
    - o. parent spend day at school with child
  3. The Principal/Vice Principal will be informed using the Chronic Behavioral Referral form, signed by the parent, and will then be placed on step 1 of the Discipline Chart.
  4. If after a period of time (to be determined by the Principal/Vice Principal) the student has maintained appropriate behavior, they can be moved back on the Discipline Chart.
  5. The Principal/Vice Principal will be available for positive reinforcement for those children who are continually following the rules/or are exhibiting improved behavior.

#### **Recess Detention**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior. When this happens the following conditions must be met:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the Principal of any recess restrictions they impose. This must be done in writing before the beginning of the recess detention.

(See Board Policy 5144(b); Administrative Regulation 5144(b))

### **BEHAVIORAL INTERVENTION PLAN**

#### **Step 1**

A verbal warning will be given when inappropriate behavior occurs, i.e., running on the blacktop.

#### **Step 2**

If inappropriate behavior continues, parent will be notified, and there will be an immediate assignment of an appropriate consequence. The classroom teacher is to be notified if inappropriate behavior occurs outside the classroom. A consequence within the classroom will follow if behavior continues. (i.e., continues to run after verbal warning). See Discipline Procedures section on In-School Interventions.

#### **Step 3**

When all classroom intervention plans have been used and inappropriate behavior continues, a behavior file will be opened. (i.e., numerous acting out situations or noncompliance with class and/or school rules.) See Behavioral Referrals, Chronic Behavior Referral and Discipline Chart.

#### **Modifications of Behavioral Intervention Plan:**

Students have the opportunity to modify their behavioral plan by demonstrating appropriate behavior.

Vice Principal will contact the teachers for information on current student behavior before modification of plan.

## **DISCIPLINE**

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property. (Education code 49001)

### **Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.



## **School Dress Code**

Students, grades K-5 enrolled in the Oak Hill Elementary School, in the Center Unified School District, are to adhere to the following dress code:

1. Shoes are to be worn at all times. Flip-fops, sandals and shoes with metal plates are unsafe and are not to be worn at school
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or incite violence or the use of drugs or alcohol.
3. Head coverings are to be worn outside of the school building only. The brim of any head covering must face toward the front.
4. Short shorts and/or tight bicycle shorts are unacceptable. Mid-thigh length shorts, dresses and skirts are acceptable. Length should be 1 inch below fingertips when standing straight. Leggings can be worn as long as the shirt/top covers the buttocks.
5. Halter, tank and midriff tops, low back and/or front sundresses and/or loose arm holed blouses are unacceptable. Clothing should be such that no undergarments or private parts are visible.
6. Hair must not interfere with school activities. Unnatural or decorative hair colors are not allowed.
7. We feel that careless or overly informal dress may reflect a student's attitude toward learning. Clothing is a reflection of a student's personality and feeling of self worth. Parents will be called to provide appropriate clothing if and when the dress code is not adhered to as defined above. Clothing will need to be brought to the school the day of the infraction. We encourage the parent volunteers to adhere to this dress code.

# Center Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: February 18, 2009

Action Item \_\_X\_\_

To: Board of Trustees

Information Item       

From: Craig Deason, Assist. Supt.

# Attached Pages \_\_1\_\_

Assist.Supt. Initials: CD

**SUBJECT:** Amendment #2 - CPM Contract for Planning Services for the Dudley Elementary, Spinelli Elementary and McClellan High / Antelope View Charter School Modernization Projects

Amendment #2 changes the total CPM's contract amount from \$906,600.00 to \$756,600.00, a decrease of \$150,000.00 due to an expedited construction schedule. The duration of the contract remains the same (December 31, 2010.

**RECOMMENDATION:** That the Board of Trustees approve Amendment #2 for CPM Contract for the Modernization Projects.

CONSENT AGENDA

**Contract Amendment #2**

**February 18, 2009**

Agreement dated September 21, 2005 between Center Unified School District and Capital Program Management, Inc. to provide Planning services for the Dudley Elementary, Spinelli Elementary, and McClellan High School/Antelope View Charter School Modernization projects.

This Amendment changes the total contract amount from \$906,600.00 to \$756,600.00, a decrease of \$150,000.00 due to an expedited construction schedule. The duration of the contract remains the same.

**Amend ARTICLE 7, COMPENSATION AND PAYMENT, paragraph A to read as follows:**

**A. Compensation for Basic Services**

The Owner shall compensate the PM for performing the Basic Services described in Article 3, within timeframes established in Article 4 as follows:

1. A fee not to exceed seven hundred thirty-five thousand nine hundred dollars (\$735,900.00) through December 31, 2010.
2. In addition to the aforementioned fee, a reasonable expense allowance shall be provided in the amount of twenty thousand seven hundred dollars (\$20,700.00). Allowable reimbursable expenses are indicated in Exhibit "B". Reimbursable expenses will be billed to the Owner at direct cost plus 5%. The PM will not exceed the reimbursable expenses allowance without prior written authorization.
3. The total cost to the Owner for the Basic Services described in this Agreement shall not exceed seven hundred fifty-six thousand six hundred dollars (\$756,600.00) (sum of fee and expenses) through December 31, 2010 without the written agreement of the Owner.

This Amendment is executed as of the day and year first written above.

**CENTER UNIFIED SCHOOL DISTRICT:**

By: \_\_\_\_\_  
Dr. Kevin Jolly

Its: Superintendent

Date: \_\_\_\_\_

**CAPITAL PROGRAM MANAGEMENT, INC.**

By:   
Mr. Jay C. Davison, AIA

Its: President

Date: 2-3-09

## *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Global Youth Charter School

**Date:** February 11, 2009

**To:** Board of Trustees

**From:** Global Youth Charter School

**Action Item** \_\_\_\_

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

**# Attached Pages** \_\_\_\_

**Principal's Initials:** AE

**SUBJECT:** Consent Agenda

Continuing with no changes MOU between Global Youth Charter High School, American River Community College and Foundation for California Community Colleges.

**CONSENT AGENDA**

**Implementation Grant Agreement Among the  
Foundation for California Community Colleges, American River College,  
and Center Unified School District  
For an Early College High School  
For Academic Year 2008-09**

The Foundation for California Community Colleges (FCCC) is pleased to renew an implementation grant to American River College and Center Unified School District (GRANTEES) in the amount of \$400,000, based on the projected final enrollment of 400 students in an Early College High School (ECHS). The timeline of this grant is from July 1, 2004, through June 30, 2010. The timeline for this grant agreement is covers Academic Year 2008-09. The purpose of this grant is to provide funding for continued operational activities which support the FCCC's Early College High School Benchmarks and National ECHS Initiative Core Principles.

**A. Scope of Work**

The implementation portfolio documents, including but not limited to your Proposal and Memorandum of Understanding, provide the basis for this grant agreement. These documents demonstrate the commitment of the GRANTEES to continue to implement all of the essential elements of the ECHS program model and to participate in technical assistance, and the annual professional development convening. Additional requirements are outlined in the Grantee Performance Requirements of the Payment Schedule in Paragraph D, below.

**B. Use of Grant Funds**

The GRANTEES agree to use the grant funds only for the operational activities of an ECHS as described in the benchmarks, core principles, and this agreement. Funds may be carried over from year to year except at the conclusion of the final project year, which is June 30, 2010. Any portion of the grant funds unexpended or uncommitted at the end of the grant period will revert to FCCC. Relative to your project budget, increases or decreases of more than 10 percent to an approved budget line item must be approved in advance and in writing by FCCC.

**C. Payment of Grant Funds**

FCCC will provide grant payment installments based on requirements as listed in the Grantee Performance Requirements of the Payment Schedule (below). FCCC reserves the right to discontinue funding or alter the funding schedule for the following reasons:

1. If funds to support the implementation project are not available from the Bill & Melinda Gates Foundation.
2. If FCCC is not satisfied with the progress of the project implementation or the content of GRANTEES written progress or financial reports.

FCCC will provide 60 days written notice of concerns to mutually plan corrective action prior to withholding grant funds.

FCCC reserves the right to amend the Grantee Performance Requirements specified in the Payment Schedule at any time.

**D. Payment Schedule**

<b>Funding Year – Reporting Period</b>	<b>Payment Date</b>	<b>Payment Amount</b>	<b>Grantee Performance Benchmark Requirements</b>
Year 1: 2004-05	9/20/04 5/9/05	\$41,254 \$41,253	<ul style="list-style-type: none"> <li>• Memorandum of Understanding</li> <li>• Receipt of signed grant agreement</li> <li>• Approval of satisfactory annual report for first year planning activities and budget expenditures.</li> <li>• Participation in the technical assistance and Professional Development activities</li> </ul>
Year 2: 2005-06	10/26/05	\$21,883	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development activities</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Approval of satisfactory annual report describing second year activities and budget expenditures - due July 31, 2006.</li> </ul>
Year 3: 2006-07	7/1/06	0	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU</li> <li>• Annual Professional Development Plan</li> <li>• Develop and implement Curriculum Alignment Plan by college and High School faculty by discipline (math, science, English, and social studies).</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2007.</li> <li>• Approval of satisfactory third year annual program report describing third year activities due June 15, 2007.</li> <li>• Approval of budget report describing fiscal activities for the year – due August 15, 2007.</li> </ul>

Year 4  2007-08		\$0	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from the college and high school as well as the principal and College Liaison.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the college and high school faculty and counselors, principal, and college liaison.</li> <li>• Sustainability Plan</li> <li>• Participation in data sharing agreements and data collection activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Continue to implement Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2008.</li> <li>• Approval of satisfactory fourth year program report describing fourth year activities due June 30, 2008.</li> <li>• Approval of satisfactory budget report describing fourth year fiscal activities due August 30, 2008.</li> </ul>
Year 5: 2008-09	12/15/08  3/15/09	\$73,902.50  \$73,902.50	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from both the College and High School as well as the College liaison and High School principal.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the College and High School faculty and counselors, principal, and college liaison.</li> <li>• Review of Sustainability Plan and make any needed updates.</li> <li>• Participation in data sharing agreements and activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Review and continue work on a Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> </ul>

Year 5 continued 2008-09			<ul style="list-style-type: none"> <li>• Approval of satisfactory semi-annual progress report due January 15, 2009.</li> <li>• Approval of satisfactory fifth year program report describing fifth year activities due June 30, 2009</li> <li>• Approval of satisfactory budget report describing fifth year fiscal activities due August 30, 2009.</li> </ul>
Year 6:  2009-10	12/15/09  3/15/10	\$73,902.50  \$73,902.50	<ul style="list-style-type: none"> <li>• A committed effort for participation in the technical assistance and Professional Development agreements and activities. This participation must include faculty from math, science, social studies, and English from both the College and High School as well as the College liaison and High School principal.</li> <li>• Receipt of signed grant agreement renewal</li> <li>• Annual Professional Development Plan for the College and High School faculty and counselors, principal, and college liaison.</li> <li>• Review of and finalization of Sustainability Plan.</li> <li>• Participation in data sharing agreements and activities</li> <li>• Review and make any necessary revisions to the MOU.</li> <li>• Review and continue work on a Curriculum Alignment Plan by faculty by discipline in the following disciplines: math, science, English, and social studies.</li> <li>• Approval of satisfactory semi-annual progress report due January 15, 2010.</li> <li>• Approval of satisfactory fifth year program report describing fifth year activities due June 30, 2010</li> <li>• Approval of satisfactory budget report describing fifth year fiscal activities due August 30, 2010.</li> </ul>

#### E. Budget Templates, Audits, and Accounting

1. GRANTEES are required to account for expenses using the budget templates in electronic format to be provided with this agreement. Please submit financial reports in electronic form (see "Reporting," Paragraph J below)
2. GRANTEES are responsible for resolving any and all issues that relate to audits of the program that are funded through this agreement.
3. Indirect costs are not allowable; however, GRANTEES can charge for direct administrative and personnel services, providing such costs do not exceed five (5) percent of the total grant funds expended (\$400,000).



**F. Records Maintenance and Inspection**

GRANTEES agree to maintain adequate records to enable expenditures of the grant funds to be readily confirmed. GRANTEES agree to make its financial books and records available for inspection at any time and permit FCCC to monitor and conduct an evaluation of activities under this agreement. Monitoring and evaluation may include a visit by FCCC personnel and/or Gates Foundation personnel or its agents to observe GRANTEES' program, discuss the program with Grantee staff, and review financial and other records connected with this agreement. GRANTEES must maintain records in accordance with state archival rules, but do not dispose of records any sooner than three years after the end of the grant period, which is June 30, 2013.

**G. State K – 12 Compliance**

Nothing in this agreement is intended to be contrary to state or federal laws. All Early College High School implementation sites must provide student access to the state K – 12 assessments or high stakes testing, as required by California education code.

**H. Partner Agreements**

GRANTEES have provided FCCC with a copy of the Memorandum of Understanding outlining the agreement between American River College and their partner, Center Unified School District. This agreement specifies the diploma-granting institution, enrollment procedures, student fees and other per-student funding mechanisms, the instructional calendar, conduct and safety regulations, course compliance agreements, and any other agreements necessary to enable an ECHS to be fully implemented. It will be reviewed each year for needed changes as deemed by GRANTEES or FCCC.

**I. Copyright**

Use of the name Early College High School implies GRANTEES' agreement to continue to base services on the program model and its essential elements, and to continue affiliation with the network of ECHS practitioners, even after the planning and startup grant period is completed.

**J. Reporting**

Reports must be completed by GRANTEE in a timely fashion. Time is of the essence. FCCC will provide a template for these reports. Reporting requirements are as follows:

1. During the grant period, semi-annual reports are due by the fifteenth of January.
2. Also, during the grant period, annual program reports will be due on June 30 prior to your grant payments scheduled for September 1. Budget reports will be due on August 30. A final financial report to close out the grant is due August 30, 2010.
3. Student information data will be reported to Jobs for the Future, a designee for data for the Bill & Melinda Gates Foundation.

**K. Evaluation and Policy Coordination**

The Bill & Melinda Gates Foundation has contracted with AIR/SRI to perform the evaluation on the Early College High School Initiative. Jobs for the Future (JFF) will also be performing data collection and evaluation related to the Initiative's student information system. The Foundation for California Community Colleges will provide information on the specific nature of evaluation as it is defined by the Bill & Melinda Gates Foundation, JFF, and AIR/SRI. Implementation grant funds may be used to assist in data collection and other evaluation projects as needed; additional funds will not be provided for this purpose.

GRANTEE must coordinate any policy initiatives related to an Early College High School (waivers, legislation, etc.) through FCCC.

**L. Facilities**

All Early College High School courses shall be held at Center Unified School District and American River College unless an alternative location receives FCCC's approval. Early College High School students will have access to instructional and non-instructional resources available to all other students on the campuses. College courses will be available during both day and evening hours, for maximum flexibility.

**M. Public Communications**

For any media release, program brochure, or public statement regarding this grant award, the GRANTEES must:

1. Acknowledge FCCC as the funder of the planning and implementation grants for the FCCC Early College High School initiative.
2. Acknowledge the Bill & Melinda Gates Foundation, the Carnegie Corporation of New York, the Ford Foundation, and the W.K. Kellogg Foundation as the funders of the Early College High School Initiative.
3. Submit copies of all media releases to FCCC.

**N. Hold Harmless Agreement**

The GRANTEES assume responsibility for any grievance or liability claim that may be brought against the GRANTEES for the Early College High School developed between GRANTEES and implemented with Grant funds. In the event of such a claim, FCCC and the Bill & Melinda Gates Foundation and their employees, agents, and officers shall be defended by GRANTEES' Counsel and held harmless and remain free of liability. The individuals signing below have the authority to enter into and agree to all of the terms, requirements, and conditions set forth in this Grant Agreement and commit their respective organizations to comply with them.

If GRANTEES have any questions about this agreement, please contact Joyce Arntson, FCCC ECHS Director at (714) 875-3605 or jarntson@foundationccc.org. Please sign both copies and return to FCCC, Attention: Joyce Arntson, 1102 Q Street, Third Floor, Sacramento, CA 95811.

GRANTEES agree to the terms of this grant as set forth in the Grantee Performance Requirements in the Payment Schedule in this grant agreement (See D. Payment Schedule).

**Authorized Contact**

The following American River College employee is authorized to submit to FCCC responses to questions concerning this Grant Agreement.

Name:	
Position/Title:	
Organization:	
Telephone:	
Fax:	
Email:	

The following Center Unified School District employee is authorized to submit to FCCC responses to questions concerning this Grant Agreement.

Name:	
Position/Title:	
Organization:	
Telephone:	
Fax:	
Email:	

For American River College:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: President

Approved by the Los Rios Community College District Board of Trustees at their meeting on:

\_\_\_\_\_

Clerk of the Los Rios Community College District Board of Trustees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

For the Center Unified School District:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: Superintendent

Approved by the Center Unified School District Board of Trustees at their Meeting on:

\_\_\_\_\_

Clerk of Center Unified School District Board of Trustees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

For the Foundation for California Community Colleges:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Joyce Arntson  
Vice President, Intersegmental Partnerships, FCCC

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Officer, FCCC

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Officer, FCCC

# Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** 02/09/09

**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 January 2009.

**RECOMMENDATION:** That the CUSD Board of Trustees approve the  
District Payroll Orders for July through January 2009.

**CONSENT AGENDA**

<b>DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2009</b>
--

	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	\$ 2,737,210.79		\$ 6,818.00	\$ 2,744,028.79	733
NOV	\$ 2,733,266.91			\$ 2,733,266.91	717
DEC	\$ 645,138.38			\$ 645,138.38	385
2-Jan	\$ 2,061,086.57			\$ 2,061,086.57	328
JAN	\$ 2,677,580.10			\$ 2,677,580.10	686
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
JUNE DEFERRED				\$ -	
JULY DEFERRED				\$ -	
SUMMER PAY				\$ -	
	\$ 17,340,555.94	\$ -	\$ 9,135.22	\$ 17,349,691.16	4374

# Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** January 2009

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess

**# Attached Pages** 89

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**  
January 08, 2009 \$354,910.03 , January 16, 2009 \$425,052.67  
January 23, 2009, \$420,814.00 , January 30, 2009 \$503,044.54

**The commercial warrant payments to vendors totals**  
**\$ 1,710,933.96**

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

**CONSENT AGENDA**

Batch status: A All

From batch: 0047

To batch: 0048

Include Revolving Cash: Y

Include Address: Y



81 CENTER UNIFIED SCHOOL DIST.  
01-09-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0047 01-09-09  
FUND : 01 GENERAL FUND

J2349 APY500 H.02.05 01/08/09 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP	Liq Amt	Net Amount
021552/00	ABBOTT, MICHAEL	562497329					
189 PO-900089	01/09/2009	12/14-12/27	1	01-6405-0-5801-106-0000-8300-007-000	NY P	312.56	312.56
		TOTAL PAYMENT AMOUNT		312.56 *			312.56
015797/00	ACE SUPPLY HARDWARE NORTH						
	7115 WATT AVENUE, SUITE 100						
	NORTH HIGHLANDS, CA 95660						
529 PO-900446	01/09/2009	75457/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	152.26	152.26
		TOTAL PAYMENT AMOUNT		152.26 *			152.26
017572/00	AGUILAR, LUIS	568943845					
197 PO-900090	01/09/2009	12/14-12/27	1	01-6405-0-5801-106-0000-8300-007-000	NY P	234.42	234.42
		TOTAL PAYMENT AMOUNT		234.42 *			234.42
010226/00	AIRGAS NCN	232491493					
	P.O. BOX 7425						
	PASADENA, CA 91109-7425						
552 PO-900483	01/09/2009	102193612	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						
33 PO-900066	01/09/2009	27047404781257	1	01-7230-0-4300-112-0000-3600-007-000	NN P	47.01	47.01
238 PO-900137	01/09/2009	27053384782453	1	01-8150-0-4300-106-0000-8110-007-000	NN P	76.96	76.96
390 PO-900322	01/09/2009	27045104780794	1	01-0000-0-4300-103-0000-7200-003-000	NN P	47.01	47.01
398 PO-900336	01/09/2009	27020054775791	1	01-0000-0-4300-371-0000-2700-012-000	NN P	84.21	84.21
419 PO-900366	01/09/2009	27045224780818	1	01-0000-0-4300-105-0000-7200-005-000	NN P	24.66	24.66
578 PO-900574	01/09/2009	27050334781839	1	01-0000-0-4300-475-3200-2700-015-000	NN P	17.21	17.21
1116 PO-900941	01/09/2009	27058024783379	1	01-0000-0-4300-110-0000-7200-004-000	NN P	32.11	32.11
		TOTAL PAYMENT AMOUNT		329.17 *			329.17

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		
021763/00	ALL STAR RENTS 2525 CLAY BANK RD. FAIRFIELD, CA 94533		342027888						
1896 PO-901580	01/09/2009	75488,74643		1	01-8150-0-5600-106-0000-8110-007-000	NN P		785.91	785.91
				TOTAL PAYMENT AMOUNT	785.91 *				785.91
010400/00	AT&T PAYMENT CENTER SACRAMENTO, CA 95887								
247 PO-900163	01/09/2009	DEC		1	01-0000-0-5902-106-0000-8110-007-000	NN P		4.83	4.83
				TOTAL PAYMENT AMOUNT	4.83 *				4.83
021086/00	AT&T LONG DISTANCE PO BOX 5017 CAROL STREAM, IL 60197-5017								
250 PO-900166	01/09/2009	811658376		1	01-0000-0-5902-106-0000-8110-007-000	NN P		0.64	0.64
250 PO-900166	01/09/2009	807547408		1	01-0000-0-5902-106-0000-8110-007-000	NN P		14.29	14.29
				TOTAL PAYMENT AMOUNT	14.93 *				14.93
011481/00	AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904								
248 PO-900164	01/09/2009	T8900769		1	01-0000-0-5902-106-0000-8110-007-000	NN P		234.49	234.49
248 PO-900164	01/09/2009	T8900759		1	01-0000-0-5902-106-0000-8110-007-000	NN P		234.49	234.49
249 PO-900165	01/09/2009	T8886193		1	01-0000-0-5902-106-0000-8110-007-000	NN P		720.00	720.00
				TOTAL PAYMENT AMOUNT	1,188.98 *				1,188.98
018533/00	ATKINSON ANDELSON LOYA RUUD & ROMO 17871 PARK PLAZA DRIVE SUITE 200 CERRITOS, CA 90703		953378600						
288 PO-900187	01/09/2009	324341		1	01-0000-0-5804-105-0000-7200-005-000	NY P		10,091.57	10,091.57
				TOTAL PAYMENT AMOUNT	10,091.57 *				10,091.57

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 << Open >>

021604/00	ATLAS DISPOSAL INDUSTRIES				
	3000 POWER INN ROAD				
	SACRAMENTO, CA 95826				
240	FO-900139	01/09/2009	GV-20-001	1 01-0000-0-5550-106-0000-8110-007-000 NN P	769.58
	TOTAL PAYMENT AMOUNT			769.58 *	769.58

021235/00 BECKER, LEE ANN  
[REDACTED]  
[REDACTED]

1019 PO-900879 01/09/2009 NOV

1 01-0000-0-5210-102-0000-3140-003-000 NN P	29.84	29.84
TOTAL PAYMENT AMOUNT	29.84 *	29.84

014056/00		BENDER, LINDA							
1949	PO-901652	01/09/2009	REOPEN	1	01-6520-0-5200-472-5770-1110-003-000	NN O	74.12-	0.00	
1949	PO-901652	01/09/2009	REISSUE	1	01-6520-0-5200-472-5770-1110-003-000	NN F	74.12	74.12	
1949	PO-901652	01/09/2009	REOPEN	2	01-6520-0-5210-472-5770-1110-003-000	NN O	114.27-	0.00	
1949	PO-901652	01/09/2009	REISSUE	2	01-6520-0-5210-472-5770-1110-003-000	NN F	114.27	114.27	
1949	PO-901652	01/09/2009	REOPEN	3	01-6520-0-5211-472-5770-1110-003-000	NN O	74.10-	0.00	
1949	PO-901652	01/09/2009	REISSUE	3	01-6520-0-5211-472-5770-1110-003-000	NN F	74.10	74.10	
TOTAL PAYMENT AMOUNT					262.49 *			262.49	

014343/00	BLEA, MARK	558085206			
	[REDACTED]				
	[REDACTED]				
200	PO-900093	01/09/2009	12/14-12/27	1 01-6405-0-5801-106-0000-8300-007-000 NY P	976.75
				TOTAL PAYMENT AMOUNT	976.75 *
					976.75

021532/00	BLUE COLLAR SUPPLY P.O. BOX 276270 SACRAMENTO, CA 95827-6270	680033259			
85 PO-900075 01/09/2009 10660			1 01-8150-0-4300-106-0000-8110-007-000 NN P	43.96	43.96
			TOTAL PAYMENT AMOUNT	43.96 *	43.96

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt	Net Amount
018196/00		BULBMAN SACRAMENTO P.O. BOX 7276 RENO, NV 89510-7276							
86 PO-900076	01/09/2009	267113							
			1	01-8150-0-4300-106-0000-8110-007-000	NN	P		126.93	126.93
		TOTAL PAYMENT AMOUNT						126.93 *	126.93
020540/00		CALIFORNIA AMERICAN WATER CO P.O. BOX 7150 PASADENA, CA 91109-7150							
252 PO-900168	01/09/2009	5-0482625-6	1	01-0000-0-5540-106-0000-8110-007-000	NN	P		481.37	481.37
252 PO-900168	01/09/2009	5-0062336-8	1	01-0000-0-5540-106-0000-8110-007-000	NN	F		2,979.23	2,979.23
252 PO-900168	01/09/2009	5-0062336-8	2	01-0000-0-5540-106-0000-8110-007-000	NN	P		3,169.14	3,169.14
		TOTAL PAYMENT AMOUNT						6,629.74 *	6,629.74
018111/00		CALIFORNIA PARTNERSHIP ACADEMIES CONFERENCE CAL.DEPT OF ED P.O.BOX 515006 PCA 0615-82225 SACRAMENTO, CA 95851-5006							
2043 PO-901707	01/09/2009	REGISITER 3/26-3/28	1	01-7220-0-5200-472-1110-1000-014-932	NN	F		960.00	960.00
		TOTAL PAYMENT AMOUNT						960.00 *	960.00
018724/00		CARON, DARREL [REDACTED]							
254 PO-900170	01/09/2009	DEC	1	01-0000-0-5210-106-0000-8300-007-000	NN	P		19.89	19.89
		TOTAL PAYMENT AMOUNT						19.89 *	19.89
020305/00		CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
1634 PO-901370	01/09/2009	MFL9843	1	01-6500-0-4400-102-5770-1120-003-027	NN	F		490.00	490.00
1732 PO-901460	01/09/2009	MHH8734	1	01-6500-0-4400-102-5770-1110-003-008	NN	F		490.00	490.00
		TOTAL PAYMENT AMOUNT						980.00 *	980.00

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											
1865 PO-901553	01/09/2009	SA92872901	1 01-8150-0-4300-106-0000-8110-007-000 NN P									244.45	244.45
			TOTAL PAYMENT AMOUNT					244.45 *					244.45
017383/00		CMC-ASILOMAR P.O. BOX 880 CLAYTON, CA 94517-0880											
1547 PO-901333	01/09/2009	A8-21810-ALL	1 01-7395-0-5200-371-1110-1000-012-000 NN F									1,000.00	1,000.00
			TOTAL PAYMENT AMOUNT					1,000.00 *					1,000.00
020462/00		CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708	841248716										
1934 PO-901619	01/09/2009	92208504	1 01-0000-0-4300-371-0000-2700-012-000 NN F									563.92	561.30
1937 PO-901621	01/09/2009	92242821	1 01-0000-0-4300-371-1251-1000-012-000 NN F									103.50	103.02
1988 PO-901651	01/09/2009	92268522	1 01-6500-0-4300-102-5770-1120-003-027 NN F									40.17	40.17
2040 PO-901702	01/09/2009	92382343	1 01-6500-0-4300-102-5750-1110-003-006 NN F									48.90	48.67
PV-990035	01/07/2009	92301217	01-6520-0-4300-472-5001-2700-003-000 NN										198.35
			TOTAL PAYMENT AMOUNT					951.51 *					951.51
022302/00		CRANDELL, ROB 											
2070 PO-901730	01/09/2009	REIMB	1 01-7271-0-4300-103-0000-2140-003-000 NN F									99.17	99.17
			TOTAL PAYMENT AMOUNT					99.17 *					99.17
011132/00		FEDEX P.O. BOX 7221 PASADENA, CA 91109-7321											
937 PO-900813	01/09/2009	1119-5563-B	1 01-8150-0-5901-106-0000-8110-007-000 NN P									22.25	22.25
			TOTAL PAYMENT AMOUNT					22.25 *					22.25

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BATCH: 0047 01-09-09  
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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				
017315/00	GENUINE PARTS COMPANY-SAC FILE 56893 LOS ANGELES, CA 90074-6893							
24 PO-900061	01/09/2009	20901850		1 01-7230-0-4300-112-0000-3600-007-000 NN P			977.24	977.24
				TOTAL PAYMENT AMOUNT	977.24 *			977.24
022347/00	GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621							
2017 PO-901681	01/09/2009	1525042-0		1 01-0000-0-4300-475-3200-2700-015-000 NN F			182.03	182.03
2030 PO-901691	01/09/2009	1525826-0		1 01-0000-0-4300-101-0000-7150-002-000 NN F			209.00	222.42
				TOTAL PAYMENT AMOUNT	404.45 *			404.45
010191/00	GRAINGER W.W. INC. ACCOUNTS PAYABLE DEPT 672 - 819394545 PALATINE, IL 60038							
95 PO-900107	01/09/2008	9798405578		1 01-8150-0-4300-106-0000-8110-007-000 NN P			65.43	65.43
				TOTAL PAYMENT AMOUNT	65.43 *			65.43
017883/00	GRINNELL CORP 4650 BELOIT DRIVE SACRAMENTO, CA 95838							
269 PO-900176	01/09/2009	64166420		1 01-8150-0-5600-106-0000-8110-007-000 NN P			687.44	687.44
				TOTAL PAYMENT AMOUNT	687.44 *			687.44
018600/00	HAMPTON-BROWN CO. PO BOX 223220 CARMEL, CA 93922							
2016 PO-901680	01/09/2009	INV261962		1 01-6500-0-4300-102-5770-1110-003-000 NN F			134.07	135.23
				TOTAL PAYMENT AMOUNT	135.23 *			135.23

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
014466/00	HAYES, TRACY							
2062 PO-901736	01/09/2009	REIMB		1 01-0000-0-4300-371-1275-1000-012-000 NN F			100.00	100.00
				TOTAL PAYMENT AMOUNT		100.00 *		100.00
021609/00	HIMENES, ALAN							
257 PO-900173	01/09/2009	DEC		1 01-0000-0-5210-106-0000-8300-007-000 NN P			52.65	52.65
				TOTAL PAYMENT AMOUNT		52.65 *		52.65
021458/00	HUGHES HARDWOOD INC		200560218					
	11441 SUNRISE GOLD CIRCLE							
	RANCHO CORDOVA, CA 95742							
100 PO-900112	01/09/2009	168635		1 01-8150-0-4300-106-0000-8110-007-000 NN F			79.49	103.28
				TOTAL PAYMENT AMOUNT		103.28 *		103.28
014985/00	JAMES, ROBERT		563113124					
202 PO-900094	01/09/2009	12/14-12/27		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
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO							
	P.O. BOX 13845							
	SACRAMENTO, CA 95853							
101 PO-900113	01/09/2009	27-S1508866.001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			174.53	174.53
101 PO-900113	01/09/2009	27-S1506355.001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			297.52	297.52
				TOTAL PAYMENT AMOUNT		472.05 *		472.05

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	
								Liq Amt Net Amount
020306/00	JW PEPPER AND SON INC P.O. BOX 850 VALLEY FORGE, PA 19482-0850							
2009 PO-901673	01/09/2009	13282678,13282597	1	01-0000-0-4200-371-1262-1000-012-000	NN F			142.32 141.82
		TOTAL PAYMENT AMOUNT						141.82 141.82
010609/00	KELLY MOORE PAINT 4555 MANZANITA AVE CARMICHAEL, CA 95608							
2050 PO-901714	01/09/2009	203-45698	1	01-8150-0-4300-106-0000-8110-007-000	NN P			70.25 70.25
		TOTAL PAYMENT AMOUNT						70.25 70.25
022230/00	MANAGED HEALTH NETWORK P.O. BOX 60000 FILE #72980 SAN FRANCISCO, CA 94160-2980	953817988						
279 PO-900179	01/09/2009	3200001964	1	01-0000-0-3401-100-1110-1000-000-000	NN P			1,173.15 1,173.15
		TOTAL PAYMENT AMOUNT						1,173.15 1,173.15
022406/00	MAXIM HEALTHCARE SERVICES INC 12558 COLLECTIONS CENTER DR. CHICAGO, IL 60693	521590951						
536 PO-900447	01/09/2009	5887270-Z10	1	01-0000-0-5800-102-0000-3140-003-000	NN P			1,891.00 1,891.00
536 PO-900447	01/09/2009	5910022-Z10	1	01-0000-0-5800-102-0000-3140-003-000	NN P			1,860.00 1,860.00
536 PO-900447	01/09/2009	5930332-Z10	1	01-0000-0-5800-102-0000-3140-003-000	NN P			1,942.46 1,942.46
		TOTAL PAYMENT AMOUNT						5,693.46 5,693.46
019059/00	MILLENNIUM TERMITE 9900 HORN ROAD,#5 SACRAMENTO, CA 95827							
312 PO-900222	01/09/2009	TR71099	1	01-0000-0-5800-106-0000-8110-007-000	NN P			91.00 91.00
312 PO-900222	01/09/2009	TR72628	1	01-0000-0-5800-106-0000-8110-007-000	NN P			57.00 57.00
		TOTAL PAYMENT AMOUNT						148.00 148.00



Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
017576/00		OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049			
1994 PO-901658	01/09/2009	456788211-001	1 01-6500-0-4300-102-5770-1110-003-010 NN P	21.49	21.49
1994 PO-901658	01/09/2009	456788234-001	1 01-6500-0-4300-102-5770-1110-003-010 NN F	91.15	91.16
2000 PO-901668	01/09/2009	456982005-001	1 01-0000-0-4300-238-1110-1000-010-000 NN F	137.08	137.08
2020 PO-901685	01/09/2009	457298235-001	1 01-6500-0-4300-102-5770-1191-003-046 NN F	144.78	144.78
2021 PO-901686	01/09/2009	457298618-001	1 01-0000-0-4300-238-1110-1000-010-000 NN F	16.93	16.93
TOTAL PAYMENT AMOUNT				411.44 *	411.44
010254/00		PEARSON EDUCATION P.O. BOX 409496 ATLANTA, GA 30384			
1662 PO-901389	01/09/2009	148803	1 01-7393-0-5200-103-1110-1000-003-000 NN F	1,500.00	1,500.00
1945 PO-901613	01/09/2009	148804	1 01-7393-0-5200-103-1110-1000-003-000 NN F	500.00	500.00
TOTAL PAYMENT AMOUNT				2,000.00 *	2,000.00
016692/00		PERFORMANCE CHEVROLET 4811 MADISON AVE. P.O. BOX 41469 SACRAMENTO, CA 95841			
26 PO-900196	01/09/2009	463105	1 01-7230-0-4300-112-0000-3600-007-000 NN P	30.71	30.71
TOTAL PAYMENT AMOUNT				30.71 *	30.71
020169/00		PITZNER, JOSEPH <del>[REDACTED]</del>			
258 PO-900174	01/09/2009	DEC	1 01-0000-0-5210-106-0000-8300-007-000 NN P	8.78	8.78
TOTAL PAYMENT AMOUNT				8.78 *	8.78
014544/00		PLACER COUNTY CLERK ELECTIONS DIVISION P.O. BOX 5278 AUBURN, CA 95604			
2095 PO-901746	01/09/2009	1108-16	1 01-0000-0-5805-120-0000-7110-001-000 NN F	1,912.02	1,912.02
TOTAL PAYMENT AMOUNT				1,912.02 *	1,912.02

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	
								Liq Amt Net Amount
021808/00	ROSEVILLE CHAMBER OF COMMERCE							
	650 DOUGLAS BLVD.							
	ROSEVILLE, CA 95678							
1441 PO-901218	01/09/2009 97567		1	01-0000-0-4300-101-0000-7150-002-000	NN F			45.00 45.00
		TOTAL PAYMENT AMOUNT		45.00 *				45.00
010242/00	ROTO ROOTER / SACRAMENTO							
	24971 AVENUE STANFORD							
	VALENCIA, CA 91355-1278							
2069 PO-901729	01/09/2009 310035906		1	01-8150-0-5600-106-0000-8110-007-000	NN P			225.00 225.00
		TOTAL PAYMENT AMOUNT		225.00 *				225.00
010266/00	SACRAMENTO COUNTY UTILITIES							
	PO BOX 1804							
	SACRAMENTO, CA 95812							
253 PO-900169	01/09/2009 5-878608		1	01-0000-0-5540-106-0000-8110-007-000	NN P			232.83 232.83
253 PO-900169	01/09/2009 5-6974207		1	01-0000-0-5540-106-0000-8110-007-000	NN P			1,663.49 1,663.49
253 PO-900169	01/09/2009 5-878546		1	01-0000-0-5540-106-0000-8110-007-000	NN P			475.38 475.38
		TOTAL PAYMENT AMOUNT		2,371.70 *				2,371.70
020981/00	SAVE MART SUPERMARKETS							
	DEPT. 33486-01							
	P.O. BOX 39000							
	SAN FRANCISCO, CA 94139							
1401 PO-901191	01/09/2009 2293951		1	01-0000-0-4300-103-9728-1006-017-000	NN P			35.75 35.75
		TOTAL PAYMENT AMOUNT		35.75 *				35.75
018539/00	SCANTRON CORPORATION	952767912						
	PO BOX 93038							
	CHICAGO, IL 60673-3038							
2057 PO-901718	01/09/2009 6009612		1	01-0000-0-4300-472-1210-1000-014-000	NN F			141.19 137.59
		TOTAL PAYMENT AMOUNT		137.59 *				137.59

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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			
010373/00	SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 958276710							
136 PO-900084	01/09/2009	2009UST-12		1 01-7230-0-5800-112-0000-3600-007-000	NN P		300.00	300.00
TOTAL PAYMENT AMOUNT							300.00 *	300.00
011527/00	SIERRA BG OFFICE PRODUCTS 9950 HORN RD. SACRAMENTO, CA 95827							
2032 PO-901693	01/09/2009	1958857-0		1 01-0000-0-4300-101-0000-7150-002-000	NN F		29.01	29.01
TOTAL PAYMENT AMOUNT							29.01 *	29.01
010263/00	SMUD PO BOX 15555 SACRAMENTO, CA 95852-1555							
316 PO-900226	01/09/2009	7000000347		1 01-0000-0-5530-106-0000-8110-007-000	NN P		39,366.43	39,366.43
TOTAL PAYMENT AMOUNT							39,366.43 *	39,366.43
018370/00	STANLEY CONVERGENT SECURITY SOLUTIONS DEPT CH 10651 PALATINE, IL 60055-0651							
309 PO-900219	01/09/2009	5933127		1 01-0000-0-5800-106-0000-8110-007-000	NN P		170.31	170.31
TOTAL PAYMENT AMOUNT							170.31 *	170.31
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
251 PO-900167	01/09/2009	604800-001		1 01-0000-0-5902-106-0000-8110-007-000	NN P		545.12	545.12
TOTAL PAYMENT AMOUNT							545.12 *	545.12

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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
016032/00	SYNREVOICE TECHNOLOGIES INC 200 COCHRANE DRIVE, SUITE 1 MARKHAM, ONTARIO L3R 8E7							
1748 PO-901599	01/09/2009	10662		1	01-0000-0-5800-115-1202-1000-007-000 NN F		13,775.00	13,775.00
TOTAL PAYMENT AMOUNT							13,775.00 *	13,775.00
010127/00	UNITED PARCEL SERVICE P.O. BOX 894820 LOS ANGELES, CA 90189-4820							
1857 PO-901546	01/09/2009	YW013518		1	01-0000-0-4300-110-0000-7200-004-000 NN P		2.53	2.53
TOTAL PAYMENT AMOUNT							2.53 *	2.53
022451/00	UPDIKE, ANDREA 7812 PAWNEE WAY ANTELOPE, CA 95843							
2058 PO-901704	01/09/2009	REIMB		1	01-0000-0-4200-103-0000-2420-003-000 NN F		20.00	20.00
TOTAL PAYMENT AMOUNT							20.00 *	20.00
016889/00	WATER RITE PRODUCTS INC. 4807 RIO LINDA BLVD. SACRAMENTO, CA 95838		942993560					
174 PO-900156	01/09/2009	439820		1	01-8150-0-4300-106-0000-8110-007-000 NN P		13.21	13.21
TOTAL PAYMENT AMOUNT							13.21 *	13.21
019842/00	WFCB-OSII COMMERCIAL SERVICES P.O. BOX 659445 SAN ANTONIO, TX 78265-9445		954214111					
102 PO-900114	01/09/2009	5780970010099025		1	01-8150-0-4300-106-0000-8110-007-000 NN P		721.12	721.12
103 PO-900115	01/09/2009	5780970010099025		1	01-0000-0-4300-106-0000-8110-007-000 NN P		59.14	59.14
637 PO-900548	01/09/2009	5780970010099025		1	01-0000-0-4300-111-0000-8200-007-000 NN P		28.75	28.75
TOTAL PAYMENT AMOUNT							809.01 *	809.01

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
021025/00	YEE, EDWARD	548752478					
207 PO-900098	01/09/2009	12/14-12/27	1 01-0000-0-5801-106-0000-8300-007-000 NY P	351.63	351.63		
		TOTAL PAYMENT AMOUNT	351.63 *		351.63		
014272/00	ZIEGLER, MICHAEL	571495360					
210 PO-900099	01/09/2009	12/14-12/29	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	102,538.43 **		102,538.43		

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
010669/00		ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579					
405 PO-900342	01/09/2009	27061755439215	1	09-0700-0-4300-503-1110-1000-018-000	NN	P	32.28
438 PO-900383	01/09/2009	27036624779099	2	09-0000-0-4300-501-0000-2700-016-000	NN	P	14.12
438 PO-900383	01/09/2009	27036624779099	1	09-0000-0-4300-501-1110-1000-016-000	NN	P	32.94
TOTAL PAYMENT AMOUNT							79.34 *
020082/00		ALLRED, MARIE [REDACTED]					
2038 PO-901705	01/09/2009	REIMB	1	09-1100-0-5200-501-1110-1000-016-000	NN	F	36.27
TOTAL PAYMENT AMOUNT							36.27 *
TOTAL FUND PAYMENT							115.61 **

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP		Liq Amt	Net Amount
010669/00		ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579						
695 PO-900619	01/09/2009	1208 7069912		1	11-6390-0-4300-601-4130-1000-017-000 NN P		10.27	10.27
					TOTAL PAYMENT AMOUNT		10.27 *	10.27
020305/00		CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515						
1928 PO-901615	01/09/2009	MQC9965		1	11-6390-0-4300-601-4130-1000-017-000 NN F		159.00	159.00
					TOTAL PAYMENT AMOUNT		159.00 *	159.00
					TOTAL FUND PAYMENT		169.27 **	169.27



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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt
								Net Amount
011256/00	BERNARD FOOD INDUSTRIES INC P.O. BOX 1497 EVANSTON, IL 60204-1497							
1045 PO-900899	01/09/2009 00516231		1	13-5310-0-4700-108-0000-3700-007-000	NN P			486.72
TOTAL PAYMENT AMOUNT								486.72
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708	841248716						
305 PO-900205	01/09/2009 92169322		2	13-5310-0-4300-108-0000-3700-007-000	NN P			42.31
305 PO-900205	01/09/2009 92328370		2	13-5310-0-4300-108-0000-3700-007-000	NN P			5.64
TOTAL PAYMENT AMOUNT								47.95
011602/00	DANIELSEN CO., THE 435 SOUTHGATE COURT CHICO, CA 95928							
52 PO-900019	01/09/2009 1390999		2	13-5310-0-4300-108-0000-3700-007-000	NN F			2,293.06
52 PO-900019	01/09/2009 1390999		1	13-5310-0-4700-108-0000-3700-007-000	NN P			4,824.43
TOTAL PAYMENT AMOUNT								7,496.35
019444/00	EAST BAY RESTAURANT SUPPLY INC 39 FOURTH STREET OAKLAND, CA 94607							
59 PO-900026	01/09/2009 S10003876		1	13-5310-0-4400-108-0000-3700-007-000	NN P			5,636.40
TOTAL PAYMENT AMOUNT								5,636.40
022364/00	MYSCHOOLBUCKS LLC 9700 VILLAGE CENTER DRIVE SUITE 50-L GRANITE BAY, CA 95746							
60 PO-900027	01/09/2009 868		1	13-5310-0-5300-108-0000-3700-007-000	NN F			103.20
TOTAL PAYMENT AMOUNT								154.43

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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				
010610/00	LIONAKIS-BEAUMONT DESIGN GROUP 1919 19TH STREET SACRAMENTO, CA 95814		94-1257815						
PO-802259	01/09/2009	40574			1 21-0000-0-6210-472-9630-8500-007-000 NN P		15,963.84	15,963.84	
					TOTAL PAYMENT AMOUNT	15,963.84 *		15,963.84	
017727/00	MASON DONALDSON GEMINI INSPECTION SERVICE 103 MONTICITO COURT ROSEVILLE, CA 95762		558474631						
1735 PO-901461	01/09/2009	#3			1 21-0000-0-6290-472-9630-8500-007-000 NY P		8,880.00	8,880.00	
					TOTAL PAYMENT AMOUNT	8,880.00 *		8,880.00	
014771/00	ROEBBELEN CONTRACTING INC 1241 HAWKS FLIGHTS CT. SUITE 100 EL DORADO, CA 95762								
1812 PO-901504	01/09/2009	#1			1 21-0000-0-6270-472-9630-8500-007-000 NN P		89,631.20	89,631.20	
1812 PO-901504	01/09/2009	#2			1 21-0000-0-6270-472-9630-8500-007-000 NN P		91,678.05	91,678.05	
					TOTAL PAYMENT AMOUNT	181,309.25 *		181,309.25	
021105/00	SIGNATURE REPROGRAPHICS INC 620 SUNBEAM AVENUE SACRAMENTO, CA 95814								
1760 PO-901477	01/09/2009	116433			1 21-0000-0-6205-472-9630-8500-007-000 NN P		4,551.94	4,551.94	
1760 PO-901477	01/09/2009	117232			1 21-0000-0-6205-472-9630-8500-007-000 NN P		62.10	62.10	
					TOTAL PAYMENT AMOUNT	4,614.04 *		4,614.04	
019842/00	WFCB-OSH COMMERCIAL SERVICES P.O. BOX 659445 SAN ANTONIO, TX 78265-9445		954214111						
1995 PO-901656	01/09/2009	5780970010099025			1 21-0000-0-4415-240-9615-8500-007-000 NN F		108.84	108.84	
					TOTAL PAYMENT AMOUNT	108.84 *		108.84	
					TOTAL FUND	PAYMENT	210,875.97 **	210,875.97	

81 CENTER UNIFIED SCHOOL DIST.  
01-09-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0047 01-09-09  
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
			FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MP		
019750/00	CAPITAL PROGRAM MGMT INC 2150 CAPITOL AVENUE SACRAMENTO, CA 95816		364447158					
147 PO-900088 01/09/2009 #50								
			1 35-7710-0-6234-245-9619-8500-007-000 NN P			1,211.50	1,211.50	
TOTAL PAYMENT AMOUNT						1,211.50 *	1,211.50	
TOTAL FUND PAYMENT						1,211.50 **	1,211.50	
TOTAL BATCH PAYMENT						354,910.03 ***	0.00	354,910.03

81 CENTER UNIFIED SCHOOL DIST.  
01-09-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0048 0-batch  
FUND : 01 GENERAL FUND

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<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Net Amount
018600/00	HAMPTON-BROWN CO. PO BOX 223220 CARMEL, CA 93922							
2002 PO-901663	01/09/2009	CANCEL						
			1	01-7157-0-4200-103-1110-1000-003-000	NN C			
		TOTAL PAYMENT AMOUNT						195.43
								0.00
016605/00	SADDLEBACK EDUCATIONAL INC. THREE WATSON IRVINE, CA 92618-2767							
2001 PO-901662	01/09/2009	CANCEL						
			1	01-7157-0-4200-103-1110-1000-003-000	NN C			
		TOTAL PAYMENT AMOUNT						206.86
								0.00
		TOTAL FUND	PAYMENT					0.00
								0.00
		TOTAL BATCH PAYMENT					0.00	0.00
								0.00
		TOTAL DISTRICT PAYMENT					0.00	354,910.03
								354,910.03
		TOTAL FOR ALL DISTRICTS:					0.00	354,910.03
								354,910.03

Number of warrants to be printed: 86, not counting voids due to stub overflows.

Batch status: A All

From batch: 0049

To batch: 0050

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNITED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0049 0-BATCH  
FUND : 01 GENERAL FUND

J205 APY500 H.02.05 01/15/09 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
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011166/00	DAILY JOURNAL CORPORATION ACCOUNTS RECEIVABLE P.O. BOX 54026 LOS ANGELES, CA 90054-0026		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
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1961 PO-901628 01/16/2009 CLOSE

TOTAL PAYMENT AMOUNT	1 01-0000-0-5800-106-0000-8110-007-000 NN C	18.00	0.00	0.00
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TOTAL FUND	PAYMENT	0.00 **	0.00	0.00
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TOTAL BATCH PAYMENT		0.00 ***	0.00	0.00
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81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL FUND

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<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
021/63/00	ALL STAR RENTS	342027888					
	2525 CLAY BANK RD.						
	FAIRFIELD, CA 94533						
2077 PO-901737	01/16/2009	76284	1	01-8150-0-5600-106-0000-8110-007-000	NN	P	55.63
2077 PO-901737	01/16/2009	75373	1	01-8150-0-5600-106-0000-8110-007-000	NN	P	542.13
TOTAL PAYMENT AMOUNT				597.76 *			597.76
020765/00	APPERSON EDUCATION PRODUCTS						
	851 SW 34TH STREET, BLDG B						
	RENTON, WA 98057						
2084 PO-901743	01/16/2009	895582	1	01-0000-0-4300-472-1275-1000-014-000	NN	F	260.44
TOTAL PAYMENT AMOUNT				257.57 *			257.57
022117/00	APPLE STORE - ARDEN FAIR						
	1689 ARDEN WAY						
	SUITE 2134						
	SACRAMENTO, CA 95815						
2008 PO-901672	01/16/2009	1800194056	1	01-7220-0-4400-472-1110-1000-014-932	NN	F	6,131.89
TOTAL PAYMENT AMOUNT				6,094.85 *			6,094.85
018649/00	ASSOCIATION FOR SUPERVISION & CURRICULUM DEVELOPMENT						
	P.O.BOX 17035						
	BALTIMORE, MD 21298-8431						
2133 PO-901791	01/16/2009	1242270	1	01-0000-0-5300-240-0000-2700-011-000	NN	F	89.00
TOTAL PAYMENT AMOUNT				89.00 *			89.00
010400/00	AT&T						
	PAYMENT CENTER						
	SACRAMENTO, CA 95887						
246 PO-900143	01/16/2009	23434363779764	1	01-0000-0-5902-106-0000-8110-007-000	NN	P	282.47
246 PO-900143	01/16/2009	23434363784905	1	01-0000-0-5902-106-0000-8110-007-000	NN	P	292.47
246 PO-900143	01/16/2009	91633230969774	1	01-0000-0-5902-106-0000-8110-007-000	NN	P	182.72
246 PO-900143	01/16/2009	91634810159794	1	01-0000-0-5902-106-0000-8110-007-000	NN	P	164.27
TOTAL PAYMENT AMOUNT				921.93 *			921.93

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL FUND

J205 APY500 H.02.05 01/15/09 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			Liq Amt	Net Amount
011481/00	AT&T/MCI						
	P.O. BOX 989048						
	WEST SACRAMENTO, CA 95798-904						
248 PO-900164	01/16/2009	C602223781777	1 01-0000-0-5902-106-0000-8110-007-000 NN P			9,348.17	9,348.17
			TOTAL PAYMENT AMOUNT	9,348.17 *			9,348.17
021604/00	ATLAS DISPOSAL INDUSTRIES						
	3000 POWER INN ROAD						
	SACRAMENTO, CA 95826						
240 PO-900139	01/16/2009	19-001	1 01-0000-0-5550-106-0000-8110-007-000 NN P			120.81	120.81
240 PO-900139	01/16/2009	19-002	1 01-0000-0-5550-106-0000-8110-007-000 NN P			724.62	724.62
240 PO-900139	01/16/2009	19-007	1 01-0000-0-5550-106-0000-8110-007-000 NN P			1,215.44	1,215.44
240 PO-900139	01/16/2009	19-009	1 01-0000-0-5550-106-0000-8110-007-000 NN P			1,229.35	1,229.35
240 PO-900139	01/16/2009	19-008	1 01-0000-0-5550-106-0000-8110-007-000 NN P			203.88	203.88
240 PO-900139	01/16/2009	19-005	1 01-0000-0-5550-106-0000-8110-007-000 NN P			406.20	406.20
240 PO-900139	01/16/2009	19-004	1 01-0000-0-5550-106-0000-8110-007-000 NN P			491.10	491.10
240 PO-900139	01/16/2009	19-003	1 01-0000-0-5550-106-0000-8110-007-000 NN P			406.20	406.20
240 PO-900139	01/16/2009	19-006	1 01-0000-0-5550-106-0000-8110-007-000 NN P			165.25	165.25
			TOTAL PAYMENT AMOUNT	4,962.85 *			4,962.85
010566/00	AUSTIN, CHARLOTTE						
2114 PO-901766	01/16/2009	REIMB	1 01-6500-0-5800-102-5770-3600-003-000 NN F			217.80	217.80
			TOTAL PAYMENT AMOUNT	217.80 *			217.80
014343/00	BIEA, MARK	558085206					
200 PO-900093	01/16/2009	12/28-1/10	1 01-6405-0-5801-106-0000-8300-007-000 NY P			351.63	351.63
			TOTAL PAYMENT AMOUNT	351.63 *			351.63

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL FUND

J205 APY500 H.02.05 01/15/09 PAGE 5  
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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				
019075/00	BRIGHT FUTURES THERAPY 303 JUMEL COURT EL DORADO HILLS, CA 95762						
622 PO-900539	01/16/2009	1826	1 01-6500-0-5800-102-5750-1180-003-000 NN P			6,480.00	6,480.00
622 PO-900539	01/16/2009	1829	1 01-6500-0-5800-102-5750-1180-003-000 NN P			6,200.00	6,200.00
TOTAL PAYMENT AMOUNT			12,680.00 *				12,680.00
018196/00	BULBMAN SACRAMENTO P.O. BOX 7276 RENO, NV 89510-7276						
2085 PO-901744	01/16/2009	267769	1 01-0000-0-4300-472-1275-1000-014-000 NN P			81.60	86.74
TOTAL PAYMENT AMOUNT			86.74 *				86.74
018173/00	BURGER PHYSICAL THERAPY SERV. PO BOX 1100 FOLSOM, CA 95763						
623 PO-900540	01/16/2009	DURO	1 01-6500-0-5800-102-5750-1180-003-000 NN P			300.00	300.00
TOTAL PAYMENT AMOUNT			300.00 *				300.00
010706/00	BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799						
87 PO-900077	01/16/2009	S2776176.1	1 01-8150-0-4300-106-0000-8110-007-000 NN P			588.68	588.68
87 PO-900077	01/16/2009	S2776158.2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			1,748.72	1,748.72
87 PO-900077	01/16/2009	S2776176.2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			10.86	10.86
87 PO-900077	01/16/2009	S2776124.1	1 01-8150-0-4300-106-0000-8110-007-000 NN P			22.11	22.11
TOTAL PAYMENT AMOUNT			2,370.37 *				2,370.37
013988/00	BUTTES/CENTER STATE PIPE & SUPPLY DEPARTMENT LA 21143 PASADENA, CA 91185-1143						
88 PO-900078	01/16/2009	s4886426.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P			44.72	44.72
TOTAL PAYMENT AMOUNT			44.72 *				44.72

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
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				
011564/00		CALDWELL FLORES WINTERS INC. ATTN: MIKE WINTERS 2033B SAN ELIJO AVE. #231 CARDIFF, CA 92007					
1214 PO-901032	01/16/2009	CUSD1208	1 01-0000-0-5800-106-0000-8500-007-000 NN P			4,657.50	4,657.50
TOTAL PAYMENT AMOUNT						4,657.50 *	4,657.50
018111/00		CALIFORNIA DEPT.OFED 061582225 CALIFORNIA PARTNERSHIP CONF. P.O. BOX 515006 SACRAMENTO, CA 95851-5006					
2043 PO-901707	01/16/2009	REOPEN	1 01-7220-0-5200-472-1110-1000-014-932 NN O			960.00-	0.00
2043 PO-901707	01/16/2009	REGIST 3/26-3/28	1 01-7220-0-5200-472-1110-1000-014-932 NN F			960.00	960.00
2099 PO-901759	01/16/2009	REGIST -3/26-3/28	1 01-7220-0-5200-472-1110-1000-014-932 NN F			720.00	720.00
TOTAL PAYMENT AMOUNT						1,680.00 *	1,680.00
019184/00		CALIFORNIA SCHOOL BOARD ASSOC. P.O. BOX 1660 W. SACRAMENTO, CA 95691					
2132 PO-901769	01/16/2009	82026	1 01-0000-0-5200-120-0000-7110-001-000 NN F			195.00	195.00
TOTAL PAYMENT AMOUNT						195.00 *	195.00
011360/00		CAPITOL BUILDERS HARDWARE INC 4699 24TH STREET SACRAMENTO, CA 95822					
89 PO-900079	01/16/2009	101811	1 01-8150-0-4300-106-0000-8110-007-000 NN P			169.22	169.22
TOTAL PAYMENT AMOUNT						169.22 *	169.22
010408/00		CAPITOL CITY PROPANE INC 7050 #1 MCCOMBER STREET SACRAMENTO, CA 95828					
2097 PO-901754	01/16/2009	20116	1 01-8150-0-4300-106-0000-8110-007-000 NN F			148.24	148.24
TOTAL PAYMENT AMOUNT						148.24 *	148.24

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Liq Amt
								Net Amount
010407/00	CENTER UNIFIED REVOLVING FUND	0000000000						
	8408 WATT AVE.							
	ANTELOPE, CA 95843							
2137 PO-901770	01/16/2009	4642	1	01-0000-0-4300-101-0000-7150-002-000	NN F			69.23
2165 PO-901807	01/16/2009	4643	1	01-7230-0-5800-112-0000-3600-007-000	NN F			541.46
								610.69
								610.69
015768/00	CHAMBERLAIN, JOE MATTHEW							
2160 PO-901803	01/16/2009	REIMB	1	01-7220-0-5200-472-1110-1000-014-932	NN F			364.40
								364.40
								364.40
019910/00	CHANEY, AMY							
2125 PO-901784	01/16/2009	REIMB	1	01-7220-0-5200-472-1110-1000-014-932	NN F			198.00
								198.00
								198.00
021059/00	COMCAST							
	P.O. BOX 34744							
	SEATTLE, WA 98124-1744							
234 PO-900052	01/16/2009	8495290036600767	1	01-0000-0-5800-240-0000-2700-011-000	NN P			5.05
								5.05
								5.05
011166/00	DAILY JOURNAL CORPORATION							
	ACCOUNTS RECIEVABLE							
	P.O. BOX 54026							
	LOS ANGELES, CA 90054-0026							
2089 PO-901750	01/16/2009	A1484619	1	01-0000-0-5800-106-0000-8110-007-000	NN F			21.00
								21.00
								21.00

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL 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							
011290/00		DISCOUNT GLASS & SCREEN CO 3044 ELKHORN BLVD #G NORTH HIGHLANDS, CA 95660						
93 PO-900105	01/16/2009	559556		1 01-8150-0-4300-106-0000-8110-007-000 NN P			48.49	48.49
				TOTAL PAYMENT AMOUNT			48.49 *	48.49
017663/00		GARNER, CHRISTINA [REDACTED] [REDACTED]						
2110 PO-901764	01/16/2009	REIMB		1 01-3010-0-5800-103-1110-1000-003-940 NN F			418.74	418.74
				TOTAL PAYMENT AMOUNT			418.74 *	418.74
017681/00		GEARY PACIFIC SUPPLY FILE 55276 LOS ANGELES, CA 90074-5276						
1288 PO-901090	01/16/2009	2215858		1 01-8150-0-4300-106-0000-8110-007-000 NN P			1,901.58	1,901.58
				TOTAL PAYMENT AMOUNT			1,901.58 *	1,901.58
022347/00		GIVE SOMETHING BACK 7730 PARDEE LANE ACCT#28872 OAKLAND, CA 94621						
2083 PO-901742	01/16/2009	1530655-0,C1506985-0		1 01-0000-0-4300-472-0000-3110-014-000 NN F			175.05	147.06
2086 PO-901745	01/16/2009	1530643-0		1 01-0000-0-4300-472-1275-1000-014-000 NN F			912.96	928.47
2073 PO-901747	01/16/2009	1530641-0		1 01-0000-0-4300-105-0000-7200-005-000 NN F			113.13	113.13
2096 PO-901753	01/16/2009	1530623-0		1 01-0000-0-4300-472-0000-2700-014-000 NN F			87.30	87.30
2108 PO-901763	01/16/2009	1531246-0		1 01-6500-0-4300-102-5770-1120-003-029 NN F			100.20	82.96
2138 PO-901771	01/16/2009	1531995-0		1 01-0000-0-4300-105-0000-7200-005-000 NN F			7.86	7.86
				TOTAL PAYMENT AMOUNT			1,366.78 *	1,366.78
015541/00		GOV CONNECTION INC 732 MILFORD ROAD MERRIMACK, NH 03054-4631						
2068 PO-901728	01/16/2009	44510589		1 01-7395-0-4300-371-1110-1000-012-000 NN P			135.09	135.09
2068 PO-901728	01/16/2009	44518054		1 01-7395-0-4300-371-1110-1000-012-000 NN F			44.37	43.53
				TOTAL PAYMENT AMOUNT			178.62 *	178.62

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
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				
017883/00	GRINNELL CORP 4650 HELOIT DRIVE SACRAMENTO, CA 95838						
269 PO-900176	01/16/2009	64200528	1 01-8150-0-5600-106-0000-8110-007-000 NN P			82.97	82.97
TOTAL PAYMENT AMOUNT			82.97 *				82.97
017002/00	HOME DEPOT ACCOUNTS RECEIVABLE P.O. BOX 6031 THE LAKES, NV 88901-6031						
97 PO-900109	01/16/2009	8010343	1 01-8150-0-4300-106-0000-8110-007-000 NN P			50.77	50.77
2047 PO-901711	01/16/2009	8010345	1 01-6760-0-4300-371-0000-8200-012-000 NN F			134.69	134.69
TOTAL PAYMENT AMOUNT			185.46 *				185.46
021775/00	HOME DEPOT SUPPLY P.O. BOX 509058 SAN DIEGO, CA 92150-9058						
99 PO-900111	01/16/2009	7021247	1 01-8150-0-4300-106-0000-8110-007-000 NN P			101.24	101.24
TOTAL PAYMENT AMOUNT			101.24 *				101.24
019442/00	HOWELL, SUSAN [REDACTED] [REDACTED]						
2152 PO-901777	01/16/2009	REIMB	1 01-1300-0-3403-240-1110-1000-000-000 NN F			40.00	40.00
TOTAL PAYMENT AMOUNT			40.00 *				40.00
017603/00	HUNT, CAROL [REDACTED] [REDACTED]						
2118 PO-901756	01/16/2009	REIMB	1 01-0000-0-4300-120-0000-7110-001-000 NN F			75.88	75.88
TOTAL PAYMENT AMOUNT			75.88 *				75.88

81 CENTER UNIFIED SCHOOL DIST.  
01-16-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
018990/00	INTERSTATE BATTERY SYSTEM OF SACRAMENTO INC. 2081 D RENE AVENUE SACRAMENTO, CA 95838						
19 PO-900195	01/16/2009	589921-10047653	1 01-7230-0-4300-112-0000-3600-007-000 NN P	3.97	3.97		
			TOTAL PAYMENT AMOUNT	3.97 *			3.97
021789/00	JABBERGYM INC 151 N. SUNRISE AVE. SUITE 1105 ROSEVILLE, CA 95661	113798453					
618 PO-900536	01/16/2009	879	1 01-6500-0-5800-102-5750-1180-003-000 NN P	380.00	380.00		
			TOTAL PAYMENT AMOUNT	380.00 *			380.00
014985/00	JAMES, ROBERT [REDACTED] [REDACTED]	563113124					
202 PO-900094	01/16/2009	12/28-1/10	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 [REDACTED] [REDACTED]						
1136 PO-900963	01/16/2009	DEC	1 01-6500-0-5800-102-5770-3600-003-000 NN F	284.95	272.02		
			TOTAL PAYMENT AMOUNT	272.02 *			272.02
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO P.O. BOX 13845 SACRAMENTO, CA 95853						
101 PO-900113	01/16/2009	27-S1514243.001	1 01-8150-0-4300-106-0000-8110-007-000 NN F	216.19	270.52		
			TOTAL PAYMENT AMOUNT	270.52 *			270.52



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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				
021255/00	NELIPOVICH, LUDA						
2163 PO-901805	01/16/2009	REIMB	1 01-7393-0-5210-103-1110-1000-003-000 NN F			66.98	66.98
TOTAL PAYMENT AMOUNT			66.98 *				66.98
018967/00	NEXTEL COMMUNICATIONS INC						
P.O. BOX 4181							
CAROL STREAM, IL 60197-4181							
235 PO-900053	01/16/2009	811116315	1 01-0000-0-5903-240-0000-2700-011-000 NN P			24.36	24.36
213 PO-900161	01/16/2009	811116315	1 01-0000-0-5903-475-3200-2700-015-000 NN P			24.36	24.36
285 PO-900184	01/16/2009	811116315	1 01-0000-0-5903-101-0000-7150-002-000 NN P			102.88	102.88
313 PO-900223	01/16/2009	811116315	1 01-0000-0-5903-106-0000-8300-007-000 NN P			549.15	549.15
335 PO-900314	01/16/2009	811116315	1 01-0000-0-5800-110-0000-7200-004-000 NN P			72.59	72.59
389 PO-900321	01/16/2009	811116315	1 01-0000-0-5903-103-0000-2110-003-000 NN P			231.51	231.51
378 PO-900335	01/16/2009	811116315	1 01-0000-0-5903-371-0000-2700-012-000 NN P			34.15	34.15
575 PO-900496	01/16/2009	811116315	1 01-0000-0-5903-472-0000-2700-014-000 NN P			29.21	29.21
595 PO-900515	01/16/2009	811116315	1 01-0000-0-5903-236-0000-2700-009-000 NN P			70.39	70.39
811 PO-900706	01/16/2009	811116315	1 01-0000-0-5903-234-0000-2700-008-000 NN P			36.54	36.54
TOTAL PAYMENT AMOUNT			1,175.14 *				1,175.14
022163/00	ODYSSEY						
7150 SANTA JUANITA AVE.							
ORANGEVALE, CA 95662							
625 PO-900542	01/16/2009	8001538	1 01-6500-0-5800-102-5750-1180-003-000 NN P			3,080.50	3,080.50
TOTAL PAYMENT AMOUNT			3,080.50 *				3,080.50
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
P.O. BOX 70049							
LOS ANGELES, CA 90074-0049							
2064 PO-901725	01/16/2009	458399283-001	1 01-0000-0-4300-371-1256-1000-012-000 NN F			91.21	90.78
TOTAL PAYMENT AMOUNT			90.78 *				90.78

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date				FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt Net Amount
014773/00		OXFORD UNIVERSITY PRESS BUSINESS OFFICE 2001 EVANS RD CARY, NC 27513							
1997 PO-901659	01/16/2009	94000484,93992833		1	01-7157-0-4200-103-1110-1000-003-000	NN F		1,006.11	973.80
					TOTAL PAYMENT AMOUNT			973.80 *	973.80
016692/00		PERFORMANCE CHEVROLET 4811 MADISON AVE. P.O. BOX 41469 SACRAMENTO, CA 95841							
26 PO-900196	01/16/2009	463810		1	01-7230-0-4300-112-0000-3600-007-000	NN P		26.26	26.26
					TOTAL PAYMENT AMOUNT			26.26 *	26.26
016784/00		PEST CONTROL CENTER INC. 3845 MADISON AVENUE NORTH HIGHLANDS, CA 95660-501							
314 PO-900224	01/16/2009	114078		1	01-0000-0-5800-106-0000-8110-007-000	NN P		797.00	797.00
					TOTAL PAYMENT AMOUNT			797.00 *	797.00
021157/00		PHYSICAL THERAPY CLINICS INC 10390 COLOMA ROAD, SUITE 7 RANCHO CORDOVA, CA 95670							
551 PO-900482	01/16/2009	30806		2	01-0000-0-5800-472-1110-1000-014-955	NN P		1,200.00	1,200.00
551 PO-900482	01/16/2009	30806		1	01-9472-0-5800-472-1110-1000-014-000	NN F		1,000.00	1,000.00
					TOTAL PAYMENT AMOUNT			2,200.00 *	2,200.00
014069/00		PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834							
1965 PO-901633	01/16/2009	5475898,5480866,5418091,541528		1	01-8150-0-4300-106-0000-8110-007-000	NN P		29.49	29.49
					TOTAL PAYMENT AMOUNT			29.49 *	29.49

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
020122/00	POLETE, BRANNON	547915714					
205 PO-900096	01/16/2009	12/28-1/10	1 01-0000-0-5801-106-0000-8300-007-000 NY P	351.63	351.63		
			TOTAL PAYMENT AMOUNT	351.63 *	351.63		
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
	P.O. BOX 11210						
	SANTA ANA, CA 92711						
28 PO-900063	01/16/2009	11823-01	1 01-7230-0-5800-112-0000-3600-007-000 NN P	227.50	227.50		
128 PO-900119	01/16/2009	11823-00	1 01-0000-0-5800-111-0000-8200-007-000 NN P	191.36	191.36		
542 PO-900474	01/16/2009	11823-02	3 01-0000-0-5800-472-1203-1110-014-000 NN P	14.55	14.55		
542 PO-900474	01/16/2009	11823-02	4 01-0000-0-5800-472-1210-1000-014-000 NN P	43.63	43.63		
			TOTAL PAYMENT AMOUNT	477.04 *	477.04		
021678/00	RANCHO LEARNING CENTER						
	3063 GOLD CANAL DRIVE						
	RANCHO CORDOVA, CA 95670						
626 PO-900543	01/16/2009	CENTER	1 01-6500-0-5800-102-5750-1180-003-000 NN P	5,347.20	5,347.20		
626 PO-900543	01/16/2009	ELEMENTARY	1 01-6500-0-5800-102-5750-1180-003-000 NN P	5,287.96	5,287.96		
			TOTAL PAYMENT AMOUNT	10,635.16 *	10,635.16		
014245/00	RAY, CANDACE						
2115 PO-901767	01/16/2009	REIMB	1 01-0000-0-4300-371-1218-1000-012-000 NN F	81.23	81.23		
			TOTAL PAYMENT AMOUNT	81.23 *	81.23		
010627/00	RIVERVIEW INTERNATIONAL TRUCKS						
	P.O. BOX 716						
	ACCOUNTS RECEIVABLE						
	WEST SACRAMENTO, CA 95691						
732 PO-900615	01/16/2009	15321	1 01-7230-0-4300-112-0000-3600-007-000 NN P	13.38	13.38		
			TOTAL PAYMENT AMOUNT	13.38 *	13.38		

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num					
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC	RES DEP	T9MP	Liq Amt	Net Amount
022354/00		ROBERTSON & ASSOCIATES 55 FIRST STREET BOX C LAKEPORT, CA 95453								
277 PO-900177	01/16/2009	42636		1	01-0000-0-5800-105-0000-7200-005-000	NN	P		1,800.00	1,800.00
			TOTAL PAYMENT AMOUNT		1,800.00 *					1,800.00
010632/00		SACRAMENTO THEATRICAL LIGHTING 942611811 950 RICHARDS BLVD. SACRAMENTO, CA 95814								
2042 PO-901706	01/16/2009	281126		1	01-6760-0-4300-371-0000-8200-012-000	NN	F		650.14	650.14
			TOTAL PAYMENT AMOUNT		650.14 *					650.14
016337/00		SAECHAO, KAO [REDACTED]								
1839 PO-901533	01/16/2009	NOV		1	01-6500-0-5800-102-5770-3600-003-000	NN	P		147.00	147.00
1839 PO-901533	01/16/2009	DEC		1	01-6500-0-5800-102-5770-3600-003-000	NN	P		147.00	147.00
			TOTAL PAYMENT AMOUNT		294.00 *					294.00
020981/00		SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139								
788 PO-900684	01/16/2009	2697235		1	01-0000-0-4300-371-0000-2700-012-000	NN	P		58.85	58.85
961 PO-900836	01/16/2009	2295568		1	01-6500-0-4300-102-5750-1110-003-006	NN	P		25.42	25.42
1401 PO-901191	01/16/2009	2295578		1	01-0000-0-4300-103-9728-1006-017-000	NN	P		17.09	17.09
			TOTAL PAYMENT AMOUNT		101.36 *					101.36
010373/00		SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 958276710								
2179 PO-901810	01/16/2009	WCADJ2009-005		1	01-0000-0-9558-000-0000-0000-000-000	NN	F		95,034.00	95,034.00
			TOTAL PAYMENT AMOUNT		95,034.00 *					95,034.00

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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			
016043/00	SHELTONS UNLIMITED MECHANICAL SERVICES 7537 AUSPICIOUS WAY SACRAMENTO, CA 95842	208118193						
985 PO-900852	01/16/2009	749		1	01-8150-0-5600-106-0000-8110-007-000	NY P	825.24	825.24
				TOTAL PAYMENT AMOUNT			825.24 *	825.24
011500/00	SIA / DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827							
PV-990036	01/14/2009	JANUARY FROM DECEMBER PAYROLL		01	0000-0-9552-000-0000-0000-000-000	NN		47,386.61
				TOTAL PAYMENT AMOUNT			47,386.61 *	47,386.61
019222/00	SIERRA PEDIATRICS 8485 BARTON ROAD GRANITE BAY, CA 95746	942869623						
628 PO-900545	01/16/2009	CABA000001		1	01-6500-0-5800-102-5750-1180-003-000	NY P	690.00	690.00
				TOTAL PAYMENT AMOUNT			690.00 *	690.00
010010/00	SIERRA SCHOOL 385 OXFORD VALLEY ROAD YARDLEY, PA 19067	680284767						
627 PO-900544	01/16/2009	4892-IN		1	01-6500-0-5800-102-5750-1180-003-000	NN P	5,240.57	5,240.57
627 PO-900544	01/16/2009	4914-IN		1	01-6500-0-5800-102-5750-1180-003-000	NN P	3,069.10	3,069.10
				TOTAL PAYMENT AMOUNT			8,309.67 *	8,309.67
017428/00	SPEECH BIN THE P.O. BOX 92268 NORCROSS, GA 30010-2668							
1736 PO-901482	01/16/2009	204900585972		1	01-6500-0-4300-102-5770-1191-003-044	NN F	123.07	123.33
				TOTAL PAYMENT AMOUNT			123.33 *	123.33

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
011287/00	SPRINT P.O. BOX 4181 CAROL STREAM, IL 60197				
188 PO-900044	01/16/2009	766178812-013	1 01-0000-0-5902-115-0000-7700-007-000 NN P	99.98	99.98
			TOTAL PAYMENT AMOUNT	99.98 *	99.98
014558/00	SPURR P.O. BOX 45526 SAN FRANCISCO, CA 941450526				
317 PO-900227	01/16/2009	21268	1 01-0000-0-5520-106-0000-8110-007-000 NN P	7,604.70	7,604.70
			TOTAL PAYMENT AMOUNT	7,604.70 *	7,604.70
010137/00	STATE BOARD OF EQUALIZATION P.O. BOX 942879 SACRAMENTO, CA 94279-0001				
2181 PO-901811	01/16/2009	#100-468425	1 01-0000-0-9560-000-0000-0000-000-000 NN F	625.57	625.57
			TOTAL PAYMENT AMOUNT	625.57 *	625.57
022066/00	STEVE ANDERSON'S PLUMBING INC 5930 STANLEY AVENUE CARMICHAEL, CA 95608				
2121 PO-901774	01/16/2009	6833	1 01-8150-0-5600-106-0000-8110-007-000 NN F	1,256.69	1,256.69
			TOTAL PAYMENT AMOUNT	1,256.69 *	1,256.69
021067/00	SUMMITVIEW CHILD TREATMENT CTR 5036 SUNREY RD. PLACERVILLE, CA 95667				
649 PO-900559	01/16/2009	DEC	1 01-6500-0-5800-102-5750-1180-003-000 NN P	3,048.61	3,048.61
			TOTAL PAYMENT AMOUNT	3,048.61 *	3,048.61



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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		
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
301 PO-900200	01/16/2009	604457-0001		1	01-0000-0-5902-115-0000-7700-007-000	NN F	233.61	233.61
301 PO-900200	01/16/2009	604457.001		2	01-0000-0-5902-115-0000-7700-007-000	NN P	1,112.69	1,112.69
TOTAL PAYMENT AMOUNT					1,346.30 *			1,346.30
022253/00	THERAPEUTIC PATHWAYS 1115 14TH STREET MODESTO, CA 95324							
650 PO-900560	01/16/2009	1620B		1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,132.34	2,132.34
TOTAL PAYMENT AMOUNT					2,132.34 *			2,132.34
014863/00	UHS SCHOOLS P.O. BOX 79180 CITY OF INDUSTRY, CA 91716-91							
1302 PO-901095	01/16/2009	DEC		1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,035.12	1,035.12
1302 PO-901095	01/16/2009	DEC		1	01-6500-0-5800-102-5750-1180-003-000	NN P	5,879.40	5,879.40
TOTAL PAYMENT AMOUNT					6,914.52 *			6,914.52
021817/00	UNITED RENTALS CREDIT OFFICE #586 P.O. BOX 79337 CITY OF INDUSTRY, CA 91716-93							
2048 PO-901712	01/16/2009	78799604-001		1	01-6760-0-5600-371-0000-8200-012-000	NN F	409.60	409.60
TOTAL PAYMENT AMOUNT					409.60 *			409.60
017123/00	US HEALTHWORKS MEDICAL GROUP P.O. BOX 50042 LOS ANGELES, CA 90074-0042		954643269					
39 PO-900068	01/16/2009	1464750-CA		1	01-7230-0-5800-112-0000-3600-007-000	NY P	76.00	76.00
TOTAL PAYMENT AMOUNT					76.00 *			76.00

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Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP	Liq Amt	Net Amount
022168/00	VESTER, KIMBERLY	607094627					
206 PO-900097	01/16/2009	12/28-1/10	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						
397 PO-900328	01/16/2009	DEC	1	01-6500-0-5210-102-5060-2110-003-000	NN P	158.54	158.54
TOTAL PAYMENT AMOUNT						158.54 *	158.54
022348/00	WILSON, SHERRY						
41 PO-900069	01/16/2009	#53	1	01-7230-0-5800-112-0000-3600-007-000	NN P	12.54	12.54
2145 PO-901776	01/16/2009	REIMB	1	01-7240-0-3404-112-5001-3600-000-000	NN F	40.00	40.00
TOTAL PAYMENT AMOUNT						52.54 *	52.54
017313/00	XEROX CORPORATION						
	P.O. BOX 7405						
	PASADENA, CA 91109-7405						
416 PO-900352	01/16/2009	105026996	1	01-0000-0-5800-115-9790-8200-007-000	NN P	38,739.27	38,739.27
416 PO-900352	01/16/2009	105027086	1	01-0000-0-5800-115-9790-8200-007-000	NN P	593.39	593.39
1800 PO-901501	01/16/2009	701191759	4	01-0000-0-5612-115-9780-8200-007-000	NN P	25.42	25.42
1800 PO-901501	01/16/2009	701191759	1	01-0000-0-5612-115-9790-8200-007-000	NN P	635.86	635.86
1800 PO-901501	01/16/2009	701191759	7	01-0000-0-5612-371-0000-2700-012-000	NN P	46.01	46.01
1800 PO-901501	01/16/2009	701191759	3	01-0000-0-5612-472-9769-1000-014-000	NN P	25.42	25.42
1800 PO-901501	01/16/2009	701191759	5	01-3550-0-5612-472-1110-1000-014-000	NN P	305.52	305.52
1800 PO-901501	01/16/2009	701191759	6	01-6500-0-5612-102-5001-2700-003-000	NN P	29.77	29.77
1800 PO-901501	01/16/2009	701191759	2	01-7220-0-5612-472-1110-1000-014-000	NN P	137.19	137.19
1895 PO-901577	01/16/2009	701191759	1	01-0000-0-4300-115-0000-7700-007-000	NN F	1,439.54	1,422.30
TOTAL PAYMENT AMOUNT						41,960.15 *	41,960.15

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
021025/00	YEE, EDWARD	548752478					
207 PO-900098	01/16/2009	12/28-1/10	1	01-0000-0-5801-106-0000-8300-007-000	NY P	253.96	253.96
			TOTAL PAYMENT AMOUNT			253.96 *	253.96
014272/00	ZIEGLER, MICHAEL	571495360					
210 PO-900099	01/16/2009	12/28-1/10	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	314,771.53 **		314,771.53

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num									
Req Reference	Date	Description	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP	Liq Amt	Net Amount	
-----														
010669/00		ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579												
405 PO-900342	01/16/2009	27061755439215		1	09-0700-0-4300-503-1110-1000-018-000	NN	P					32.11	32.11	
TOTAL PAYMENT AMOUNT												32.11 *	32.11	
021026/00		BUCKMASTER IMAGING SYSTEMS P.O. BOX 34-8330 SACRAMENTO, CA 95834-8330												
450 PO-900390	01/16/2009	215716		1	09-0000-0-5612-501-0000-2700-016-000	NN	P					29.15	29.15	
450 PO-900390	01/16/2009	215716		2	09-0000-0-5612-501-1110-1000-016-000	NN	P					68.01	68.01	
TOTAL PAYMENT AMOUNT												97.16 *	97.16	
017576/00		OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049												
2025 PO-901689	01/16/2009	457299052001,458682803001		1	09-1100-0-4300-501-0000-2700-016-000	NN	F					30.84	4.11	
TOTAL PAYMENT AMOUNT												4.11 *	4.11	
021282/00		SACRAMENTO COUNTY OFFICE OF EDUCATION PREVENTION & STUDENT SERVICES P.O. BOX 269003 SACRAMENTO, CA 95826												
1118 PO-900955	01/16/2009	091833		1	09-1100-0-5200-501-1110-1000-016-000	NN	F					105.00	105.00	
TOTAL PAYMENT AMOUNT												105.00 *	105.00	
017313/00		XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405												
410 PO-900346	01/16/2009	701191759		1	09-0700-0-5612-503-0000-8110-018-000	NN	P					186.77	186.77	
448 PO-900388	01/16/2009	701191759		1	09-0000-0-5612-501-1110-1000-016-000	NN	P					279.39	279.39	
449 PO-900389	01/16/2009	701191759		1	09-0000-0-5612-501-0000-2700-016-000	NN	P					254.86	254.86	
TOTAL PAYMENT AMOUNT												721.02 *	721.02	
TOTAL FUND				PAYMENT				959.40 **				959.40		

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
010104/00	STECK-VAUGHN						
	P.O. BOX 0841						
	CAROL STREAM, IL 60132-0841						
1947 PO-901624	01/16/2009	76786748	1	11-6390-0-4200-601-4130-1000-017-000	NN F	176.76	169.56
TOTAL PAYMENT AMOUNT						169.56 *	169.56
017313/00	XEROX CORPORATION						
	P.O. BOX 7405						
	PASADENA, CA 91109-7405						
1800 PO-901501	01/16/2009	701191759	8	11-6390-0-5612-601-4130-1000-017-000	NN P	37.60	37.60
TOTAL PAYMENT AMOUNT						37.60 *	37.60
TOTAL FUND PAYMENT						207.16 **	207.16

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
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		
020098/00	BIG TRAY 1200 7TH STREET SAN FRANCISCO, CA 94107		830503020					
58 PO-900025	01/16/2009	337090		1	13-5310-0-4400-108-0000-3700-007-000	NN P	379.68	379.68
				TOTAL PAYMENT AMOUNT			379.68 *	379.68
011255/00	EARTHGRAINS PO BOX 100697 PASADENA, CA 91189-1006							
56 PO-900023	01/16/2009	91019374		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,511.39	1,511.39
				TOTAL PAYMENT AMOUNT			1,511.39 *	1,511.39
021080/00	ED JONES FOOD SERVICE INC 5100 FULTON DRIVE SUITE D FAIRFIELD, CA 94534-1639		942828211					
54 PO-900021	01/16/2009	dec		1	13-5310-0-4700-108-0000-3700-007-000	NN P	21,954.43	21,954.43
				TOTAL PAYMENT AMOUNT			21,954.43 *	21,954.43
018967/00	NEXTEL COMMUNICATIONS INC P.O. BOX 4181 CAROL STREAM, IL 60197-4181							
71 PO-900037	01/16/2009	811116315		1	13-5310-0-5903-108-0000-3700-007-000	NN P	12.38	12.38
				TOTAL PAYMENT AMOUNT			12.38 *	12.38
014836/00	P & D APPLIANCE ACCOUNTS RECEIVABLE 100 SOUTH LINDEN AVE. SO SAN FRANCISCO, CA 94080		941657499					
66 PO-900032	01/16/2009	120844		1	13-5310-0-5600-108-0000-3700-007-000	NN P	305.39	305.39
				TOTAL PAYMENT AMOUNT			305.39 *	305.39

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
	P.O. BOX 11210						
	SANTA ANA, CA 92711						
63 PO-900030	01/16/2009 09987-00		1 13-5310-0-5800-108-0000-3700-007-000 NN P	277.56	277.56		
	TOTAL PAYMENT AMOUNT		277.56 *		277.56		
016043/00	SHELTONS UNLIMITED MECHANICAL SERVICES	208118193					
	7537 AUSPICIOUS WAY						
	SACRAMENTO, CA 95842						
64 PO-900031	01/16/2009 743		1 13-5310-0-5600-108-0000-3700-007-000 NY P	161.25	161.25		
	TOTAL PAYMENT AMOUNT		161.25 *		161.25		
018001/00	TOLOK, LILLIYA						
2100 PO-901760	01/16/2009 REFUND		1 13-5310-0-8634-000-0000-0000-000-000 NN F	48.75	48.75		
	TOTAL PAYMENT AMOUNT		48.75 *		48.75		
	TOTAL FUND PAYMENT		24,650.83 **		24,650.83		

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount			
022263/00	JJJ FLOOR COVERING INC							
	4831-A PASSONS BLVD.							
	PICO RIVERA, CA 90660							
1661 PO-901401	01/16/2009	5001284	1 14-6205-0-5600-106-9608-8110-007-000 NN F	8,321.00	8,321.00			
			TOTAL PAYMENT AMOUNT	8,321.00 *	8,321.00			
			TOTAL FUND PAYMENT	8,321.00 **	8,321.00			



Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liig Amt	Net Amount
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013988/00	BUTTES/CENTER STATE PIPE	4 SUPPLY	DEPARTMENT LA 21143	PASADENA, CA 91185-1143	1989 PO-901654	01/16/2009	S4873595.001	1	21-0000-0-4415-240-9615-8500-007-000 NN F	1,788.74	1,788.74
TOTAL PAYMENT AMOUNT 1,788.74 *											

019750/00	CAPITAL PROGRAM MGMT INC	2150 CAPITOL AVENUE	SACRAMENTO, CA 95816	PO-800486	01/16/2009	419	567 PO-900491	01/16/2009	437	567 PO-900491	01/16/2009	438
TOTAL PAYMENT AMOUNT 59,010.23 *												

014824/00	CDE 0510-82217	P.O. BOX 515006	SACRAMENTO, CA 95851-5006	2175 PO-901809	01/16/2009	032719	2175 PO-901809	01/16/2009	032719	1,447.93	1,447.93
TOTAL PAYMENT AMOUNT 2,895.86 *											

021412/00	GOLDEN STATE LABOR COMPLIANCE	LIC	38733 9TH STREET EAST	SUITE W	PALMDALE, CA 93550	1461 PO-901237	01/16/2009	01.2009.11	1	21-0000-0-6237-234-9615-8500-007-000 NY P	2,390.00	2,390.00
TOTAL PAYMENT AMOUNT 4,689.00 *												

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0050 01-16-09  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt Net Amount
021105/00		SIGNATURE REPROGRAPHICS INC 620 SUNBEAM AVENUE SACRAMENTO, CA 95814					
2098 PO-901758	01/16/2009	116366A	1	21-0000-0-6205-234-9615-8500-007-000	NN P		188.40 188.40
2098 PO-901758	01/16/2009	116366A	2	21-0000-0-6205-240-9615-8500-007-000	NN P		188.40 188.40
TOTAL PAYMENT AMOUNT				376.80 *			376.80
019350/00		WALLACE-KUHL & ASSOCIATES INC PO BOX 1137 WEST SACRAMENTO, CA 95691					
PO-803358	01/16/2009	200805461	1	21-0000-0-6280-240-9615-8500-007-000	NN P		145.00 145.00
PO-803372	01/16/2009	200805460	1	21-0000-0-6280-234-9615-8500-007-000	NN P		200.00 200.00
1810 PO-901503	01/16/2009	200805683	1	21-0000-0-6280-472-9630-8500-007-000	NN P		1,141.87 1,141.87
TOTAL PAYMENT AMOUNT				1,486.87 *			1,486.87
018500/00		WARREN CONSULTING ENGINEERS INC. 160 BLUE KAVINE ROAD, SUITE C FOLSOM, CA 95630	710881835				
1168 PO-900991	01/16/2009	29087	1	21-0000-0-6170-472-9630-8500-007-000	NN P		1,605.00 1,605.00
TOTAL PAYMENT AMOUNT				1,605.00 *			1,605.00
TOTAL FUND PAYMENT				71,852.50 **			71,852.50

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Number of warrants to be printed: 121, not counting voids due to stub overflows.

Batch status: A All

From batch: 0051

To batch: 0051

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.  
01-23-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Net Amount
014733/00		ALL WEST COACHLINES INC. 7701 WILBUR WAY SACRAMENTO, CA 95828						
2167 PO-901826	01/23/2009	25747	1	01-0000-0-5810-472-1110-4000-014-915	NN F		721.46	721.46
TOTAL PAYMENT AMOUNT				721.46 *				721.46
010400/00		AT&T PAYMENT CENTER SACRAMENTO, CA 95887						
246 PO-900143	01/23/2009	23434165837778	1	01-0000-0-5902-106-0000-8110-007-000	NN P		1,116.44	1,116.44
TOTAL PAYMENT AMOUNT				1,116.44 *				1,116.44
021086/00		AT&T LONG DISTANCE PO BOX 5017 CAROL STREAM, IL 60197-5017						
250 PO-900166	01/23/2009	807547408	1	01-0000-0-5902-106-0000-8110-007-000	NN P		11.09	11.09
250 PO-900166	01/23/2009	811658376	1	01-0000-0-5902-106-0000-8110-007-000	NN P		0.38	0.38
TOTAL PAYMENT AMOUNT				11.47 *				11.47
022501/00		BARIKOVA, INNA [REDACTED] [REDACTED]						
2201 PO-901852	01/23/2009	REIMB	1	01-7271-0-4300-103-0000-2140-003-000	NN F		100.00	100.00
TOTAL PAYMENT AMOUNT				100.00 *				100.00
010575/00		CAPITOL CLUTCH & BRAKE INC. 3100 DULUTH STREET WEST SACRAMENTO, CA 95691						
7 PO-900055	01/23/2009	1006100	1	01-7230-0-4300-112-0000-3600-007-000	NN P		140.94	140.94
TOTAL PAYMENT AMOUNT				140.94 *				140.94

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP	Liq Amt	Net Amount	
022223/00	CASBO PROFESSIONAL DEVELOPMENT 700 N.10TH STREET, SUITE 100 SACRAMENTO, CA 95811							
2182 PO-901812	01/23/2009	72996	1	01-0000-0-4300-105-0000-7200-005-000	NN F	25.00	25.00	
TOTAL PAYMENT AMOUNT						25.00 *	25.00	
022242/00	CHASE, DEBORAH [REDACTED]							
2171 PO-901830	01/23/2009	RE1MB	1	01-7230-0-5800-112-0000-3600-007-000	NN F	10.78	10.78	
TOTAL PAYMENT AMOUNT						10.78 *	10.78	
015699/00	CLARK SECURITY PRODUCTS P.O. BOX 31001-1195 PASADENA, CA 91110-1195							
1865 PO-901553	01/23/2009	SA93134601	1	01-8150-0-4300-106-0000-8110-007-000	NN P	243.60	243.60	
1865 PO-901553	01/23/2009	SA92873601	1	01-8150-0-4300-106-0000-8110-007-000	NN P	307.12	307.12	
TOTAL PAYMENT AMOUNT						550.72 *	550.72	
015150/00	CLEANAIR MOBILE 106 ARROYO COURT VACAVILLE, CA 95687							
2169 PO-901828	01/23/2009	1036	1	01-7230-0-5600-112-0000-3600-007-000	NN F	1,003.62	1,003.62	
TOTAL PAYMENT AMOUNT						1,003.62 *	1,003.62	
020462/00	CORPORATE EXPRESS PO BOX 95708 CHICAGO, IL 60694-5708	841248716						
1809 PO-901682	01/23/2009	92382341,92606691	1	01-6500-0-4300-102-5770-1110-003-013	NN F	96.31	95.86	
TOTAL PAYMENT AMOUNT						95.86 *	95.86	

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt Net Amount
014521/00	DUNCAN, TINA							
2189 PO-901843	01/23/2009	REIMB	1	01-6250-0-4300-601-0000-3110-017-000	NN F			41.92 41.92
TOTAL PAYMENT AMOUNT				41.92 *				41.92
014222/00	ELECTRO ACOUSTIC CO. INC.							
	1610 BLOSSOM HILL RD. STE 10							
	SAN JOSE, CA 951246349							
1992 PO-901813	01/23/2009	28804	1	01-0000-0-5800-102-0000-3140-003-000	NN F			204.10 204.10
TOTAL PAYMENT AMOUNT				204.10 *				204.10
014460/00	FLIPPIN, KENNETH							
2123 PO-901815	01/23/2009	REIMB	1	01-6500-0-5800-102-5770-3600-003-000	NN F			386.10 386.10
TOTAL PAYMENT AMOUNT				386.10 *				386.10
011772/00	FOLLETT SOFTWARE COMPANY							
	91826 COLLECTION CENTER DRIVE							
	CHICAGO, IL 90693							
2168 PO-901827	01/23/2009	790387	1	01-6300-0-4300-236-1110-1000-009-000	NN F			495.00 495.00
2174 PO-901833	01/23/2009	795274	1	01-4110-0-4300-103-0000-2420-003-472	NN F			450.00 450.00
TOTAL PAYMENT AMOUNT				945.00 *				945.00
014958/00	FRAZEE, PAUL							
2218 PO-901848	01/23/2009	REIMB	1	01-0000-0-3403-472-1110-1000-000-000	NN F			40.00 40.00
TOTAL PAYMENT AMOUNT				40.00 *				40.00


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ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt Net Amount
022347/00	GIVE SOMETHING BACK						
	P.O. BOX 89-4135						
	LOS ANGELES, CA 90189-4135						
2130 PO-901789	01/23/2009	1533575-0	1	01-0000-0-4300-472-0000-3110-014-000	NN F	79.19	79.19
2148 PO-901817	01/23/2009	1534250-0	1	01-6300-0-4300-472-1110-1000-014-000	NN F	387.81	387.81
TOTAL PAYMENT AMOUNT				467.00 *			467.00
014148/00	GLUYAS, RICHARD						
	[REDACTED]						
	[REDACTED]						
2185 PO-901837	01/23/2009	REIMB	1	01-7230-0-5800-112-0000-3600-007-000	NN F	34.79	34.79
TOTAL PAYMENT AMOUNT				34.79 *			34.79
017883/00	GRINNELL CORP						
	4650 BELOIT DRIVE						
	SACRAMENTO, CA 95838						
269 PO-900176	01/23/2009	64230589	1	01-8150-0-5600-106-0000-8110-007-000	NN P	155.33	155.33
269 PO-900176	01/23/2009	64231961	1	01-8150-0-5600-106-0000-8110-007-000	NN P	232.37	232.37
269 PO-900176	01/23/2009	64230604	1	01-8150-0-5600-106-0000-8110-007-000	NN P	169.88	169.88
TOTAL PAYMENT AMOUNT				557.58 *			557.58
010602/00	HI-LINE ELECTRICAL & MECH						
	P.O. BOX 972081						
	DALLAS, TX 75397-2081						
2170 PO-901829	01/23/2009	2033889	1	01-7230-0-4300-112-0000-3600-007-000	NN F	157.19	157.19
TOTAL PAYMENT AMOUNT				157.19 *			157.19
011341/00	HUNT & SONS INC						
	P.O. BOX 277670						
	SACRAMENTO, CA 95827-7670						
18 PO-900059	01/23/2009	426225	1	01-7230-0-4308-112-0000-3600-007-000	NN P	13,924.22	13,924.22
TOTAL PAYMENT AMOUNT				13,924.22 *			13,924.22



Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
010797/00		INTERSTATE MUSIC SUPPLY P.O. BOX 315 NEW BERLIN, WI 53151			
762 PO-900693	01/23/2009	408337	1 01-6760-0-4300-234-1110-1000-008-000 NN F	549.53	586.86
		TOTAL PAYMENT AMOUNT	586.86 *		586.86
014717/00		JW MARRIOTT RESORT & SPA PALM DESERT 74855 COUNTRY CLUB DRIVE PALM DESERT, CA 92260			
2172 PO-901831	01/23/2009	3/26-3/28	1 01-7220-0-5200-472-1110-1000-014-932 NN F	610.29	610.29
		TOTAL PAYMENT AMOUNT	610.29 *		610.29
017267/00		LASER AGE P.O. BOX 7008 CITRUS HEIGHTS, CA 95621			
2158 PO-901824	01/23/2009	59510	1 01-0000-0-5600-472-0000-3110-014-000 NN F	145.35	145.35
		TOTAL PAYMENT AMOUNT	145.35 *		145.35
017726/00		LOS ANGELES FREIGHTLINER P.O. BOX 60816 LOS ANGELES, CA 90060-0816			
6 PO-900192	01/23/2009	BN3242	3 01-7230-0-4300-112-0000-3600-007-000 NN P	176.69	176.69
6 PO-900192	01/23/2009	BP43081	3 01-7230-0-4300-112-0000-3600-007-000 NN P	90.43	90.43
		TOTAL PAYMENT AMOUNT	267.12 *		267.12
014591/00		MAGNANI, KATHY 			
2199 PO-901850	01/23/2009	REIMB	1 01-7271-0-4300-103-0000-2140-003-000 NN F	177.75	177.75
		TOTAL PAYMENT AMOUNT	177.75 *		177.75

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Reg Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	
								Liq Amt Net Amount
019246/00	MAYER-JOHNSON LLC							
	P.O. BOX 643661							
	PITTSBURGH, PA 15264-3661							
1941 PO-901610	01/23/2009	MJI-00779	1	01-6500-0-4300-102-5770-1191-003-045	NN F			139.00 138.36
								138.36
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
	P.O. BOX 70049							
	LOS ANGELES, CA 90074-0049							
2082 PO-901741	01/23/2009	459138843001	1	01-0000-0-4300-238-1110-1000-010-000	NN F			64.47 64.47
2094 PO-901757	01/23/2009	459518274001	1	01-0000-0-4300-234-1110-1000-008-000	NN F			338.62 358.16
2103 PO-901761	01/23/2009	459517867-001	1	01-0000-0-4300-234-0000-2700-008-000	NN P			33.92 33.92
2103 PO-901761	01/23/2009	459517866-001	1	01-0000-0-4300-234-0000-2700-008-000	NN F			164.08 164.08
2107 PO-901762	01/23/2009	459518524-001	1	01-6500-0-4300-102-5770-1120-003-029	NN F			87.95 87.95
								708.58 708.58
021139/00	PACIFIC COAST BREAKER LLC							
	4134 FORCUM AVENUE							
	MCCLELLAN, CA 95652							
175 PO-900157	01/23/2009	98648	1	01-8150-0-4300-106-0000-8110-007-000	NN P			223.58 223.58
								223.58
021752/00	PACIFIC POWER & SYSTEMS INC							
	4970 PEABODY RD.							
	FAIRFIELD, CA 94533							
2197 PO-901847	01/23/2009	REIMB	1	01-0000-0-8699-000-0000-0000-000-000	NN F			50.00 50.00
								50.00
020940/00	PARSHALL, LORETTA							
25 PO-900062	01/23/2009	#108	1	01-7230-0-5800-112-0000-3600-007-000	NN P			9.43 9.43
								9.43


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BATCH: 0051 01-23-09  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
010426/00	PAULS SAFE & LOCK 199 CIRRY WAY SUITE 15 ROSEVILLE, CA 95678	680260753					
2164 PO-901806	01/23/2009	8257	1 01-8150-0-4300-106-0000-8110-007-000 NY P	40.57	40.57		
			TOTAL PAYMENT AMOUNT	40.57 *	40.57		
018872/00	PEREZ, ANA [REDACTED] [REDACTED]						
2180 PO-901834	01/23/2009	REIMB	1 01-7220-0-5200-472-1110-1000-014-932 NN F	182.20	182.20		
			TOTAL PAYMENT AMOUNT	182.20 *	182.20		
019700/00	PITNEY BOWES INC PO BOX 856179 LOUISVILLE, KY 40285-6179						
473 PO-900381	01/23/2009	2906528-JA09	1 01-0000-0-7439-106-0000-9100-007-000 NN P	1,530.00	1,530.00		
			TOTAL PAYMENT AMOUNT	1,530.00 *	1,530.00		
017602/00	PLEASANT VALLEY HIGH SCHOOL 1475 EAST AVENUE CHICO, CA 95926						
2213 PO-901860	01/23/2009	CHS VAR SOFTBALL	1 01-0000-0-5800-472-1801-1000-014-000 NN F	400.00	400.00		
			TOTAL PAYMENT AMOUNT	400.00 *	400.00		
018568/00	RESOURCES FOR EDUCATORS A DIV OF ASPEN PUBLISHERS INC P.O. BOX 970 OXON HILL, MD 20750-0970						
1803 PO-901721	01/23/2009	1505228	1 01-0000-0-4300-371-0000-3110-012-000 NN F	124.99	116.00		
			TOTAL PAYMENT AMOUNT	116.00 *	116.00		

Vendor/Addr Req Reference	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				
010552/00		SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691							
2116 PO-901772	01/23/2009	01821060		1	01-0000-0-4300-111-0000-8200-007-000	NN F		48.38	48.38
2116 PO-901772	01/23/2009	01821060		2	01-7230-0-4300-112-0000-3600-007-000	NN F		48.38	48.38
TOTAL PAYMENT AMOUNT					96.76 *				96.76
015922/00		SACRAMENTO CO SHERIFF'S DEPT. ADMINISTRATIVE DIV. 711 G STREET RM.405 SACRAMENTO, CA 95814							
212 PO-900101	01/23/2009	2ND QUTR. FY08-09		1	01-0000-0-5800-472-0000-8300-007-000	NN P		38,488.25	38,488.25
TOTAL PAYMENT AMOUNT					38,488.25 *				38,488.25
022398/00		SACRAMENTO COUNTY OFFICE OF ED FINANCIAL SERVICES P.O. BOX 269003 SACRAMENTO, CA 95826-9003							
2205 PO-901856	01/23/2009	091822		1	01-0000-0-5800-105-0000-7200-005-000	NN F		1,400.00	1,400.00
TOTAL PAYMENT AMOUNT					1,400.00 *				1,400.00
014147/00		SACRAMENTO SHERIFF'S DEPT FIELD SERVICES ATTN:MARY MATTHEWS,SAFE SCHOOL 711 G STREET ROOM 401 SACRAMENTO, CA 95814							
211 PO-900100	01/23/2009	AUGUST		1	01-0000-0-5801-106-0000-8300-007-000	NN P		422.10	422.10
211 PO-900100	01/23/2009	SEPTEMBER		1	01-0000-0-5801-106-0000-8300-007-000	NN P		498.69	498.69
211 PO-900100	01/23/2009	OCTOBER		1	01-0000-0-5801-106-0000-8300-007-000	NN P		411.64	411.64
211 PO-900100	01/23/2009	NOVEMBER		1	01-0000-0-5801-106-0000-8300-007-000	NN P		424.32	424.32
211 PO-900100	01/23/2009	DECEMBER		1	01-0000-0-5801-106-0000-8300-007-000	NN P		422.47	422.47
TOTAL PAYMENT AMOUNT					2,179.22 *				2,179.22

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
020981/00		SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139			
1129 PO-900957	01/23/2009	2295590	1 01-6500-0-4300-102-5750-1110-003-048 NN P	7.66	7.66
		TOTAL PAYMENT AMOUNT	7.66 *		7.66
014786/00		SCHOOL SPECIALTY MB UNIT #67-3106 MILWAUKEE, WI 53268-3106			
215 PO-900128	01/23/2009	208101023129	1 01-0000-0-4300-238-1110-1000-010-000 NN F	314.46	151.87
		TOTAL PAYMENT AMOUNT	151.87 *		151.87
022164/00		SGS TESTCOM CITIBANK #3880-5189 P.O. BOX 89-4733 LOS ANGELES, CA 90189-4733			
2184 PO-901636	01/23/2009	11661646	1 01-7230-0-5600-112-0000-3600-007-000 NN F	1.52	1.52
		TOTAL PAYMENT AMOUNT	1.52 *		1.52
010137/00		STATE BOARD OF EQUALIZATION P.O. BOX 942879 SACRAMENTO, CA 94279-0001			
2166 PO-901808	01/23/2009	57-415168	1 01-7230-0-5800-112-0000-3600-007-000 NN F	103.19	103.19
		TOTAL PAYMENT AMOUNT	103.19 *		103.19
014211/00		YOUNG, WILLIAM 			
2204 PO-901855	01/23/2009	MILEAGE	1 01-0000-0-5210-475-3200-1000-015-000 NN F	8.78	8.78
		TOTAL PAYMENT AMOUNT	8.78 *		8.78
		TOTAL FUND	PAYMENT	68,157.53 **	68,157.53

ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 09 CHARTER SCHOOLS

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Liq Amt	Net Amount				

2081 PO-901740 01/23/2009 IN0108241

1 09-6300-0-4300-501-1110-1000-016-000 NN F	105.44	115.17
TOTAL PAYMENT AMOUNT	115.17 *	115.17

2080 PO-901739 01/23/2009 459138007-001

1 09-1100-0-4300-501-1110-1000-016-000 NN F	43.38	43.38
TOTAL PAYMENT AMOUNT	43.38 *	43.38

[REDACTED]

2178 PO-901842 01/23/2008 REIMB

1 09-0000-0-5800-501-0000-2700-016-000 NN F	256.50	256.50
TOTAL PAYMENT AMOUNT	256.50 *	256.50

TOTAL FUND	PAYMENT	415.05 **	415.05
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81 CENTER UNIFIED SCHOOL DIST.  
01-23-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 12 CHILD DEVELOPMEN FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt	Net Amount
018143/00		CHILD DEVELOPMENT CENTERS INC 4340 STEVENS CREEK BLVD. SUITE 260 SAN JOSE, CA 95129							
1332 PO-901130	01/23/2009	5030-1208	1	12-6060-0-5800-100-8500-1000-005-000	NN	P		60,374.35	60,374.35
1332 PO-901130	01/23/2009	5030-1108	1	12-6060-0-5800-100-8500-1000-005-000	NN	P		48,568.02	48,568.02
TOTAL PAYMENT AMOUNT								108,942.37	108,942.37
TOTAL FUND PAYMENT								108,942.37	108,942.37

81 CENTER UNIFIED SCHOOL DIST.  
01-23-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP

017460/00 BANUELOS, MARISELA

2207 PO-901858 01/23/2009 REFUND

1	13-5310-0-8634-000-0000-0000-000-000	NN F	29.15	29.15
TOTAL PAYMENT AMOUNT			29.15 *	29.15

014010/00 COLE, ERIN

2206 PO-901857 01/23/2009 REFUND

1	13-5310-0-8634-000-0000-0000-000-000	NN F	9.80	9.80
TOTAL PAYMENT AMOUNT			9.80 *	9.80

TOTAL FUND	PAYMENT	38.95 **	38.95
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81 CENTER UNIFIED SCHOOL DIST.  
01-23-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0051 01-23-09  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Net Amount
014771/00		ROEBBELEN CONTRACTING INC 1241 HAWKS FLIGHTS CT. SUITE 100 EL DORADO, CA 95762						
1812 PO-901504	01/23/2009	APPL.#003						
			1	21-0000-0-6270-472-9630-8500-007-000	NN	P	243,260.10	243,260.10
			TOTAL PAYMENT AMOUNT				243,260.10 *	243,260.10
			TOTAL FUND	PAYMENT			243,260.10 **	243,260.10
			TOTAL BATCH PAYMENT				420,814.00 ***	420,814.00
			TOTAL DISTRICT PAYMENT				420,814.00 ****	420,814.00
			TOTAL FOR ALL DISTRICTS:				420,814.00 ****	420,814.00

Number of warrants to be printed: 51, not counting voids due to stub overflows.

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Batch status: A All

From batch: 0052

To batch: 0053

Include Revolving Cash: Y

Include Address: Y

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									
022148/00	4INKJETS 2500 GRAND AVENUE LONG BEACH, CA 90815												
1933 PO-901618	01/30/2009	1775637A		1 01-0000-0-4300-371-1224-1000-012-000 NN F							103.44	104.99	
TOTAL PAYMENT AMOUNT												104.99 *	104.99
011802/00	A-Z BUS SALES INC. DEPT 1135 LOS ANGELES, CA 90084-1135												
4 PO-900191	01/30/2009	DI50344		1 01-7230-0-4300-112-0000-3600-007-000 NN P							95.13	95.13	
4 PO-900191	01/30/2009	DI49957		1 01-7230-0-4300-112-0000-3600-007-000 NN P							193.49	193.49	
4 PO-900191	01/30/2009	DI50426		1 01-7230-0-4300-112-0000-3600-007-000 NN P							146.21	146.21	
TOTAL PAYMENT AMOUNT												434.83 *	434.83
021552/00	ABBOTT, MICHAEL [REDACTED]	562497329											
189 PO-900089	01/30/2009	1/11-1/24		1 01-6405-0-5801-106-0000-8300-007-000 NY P							703.26	703.26	
TOTAL PAYMENT AMOUNT												703.26 *	703.26
015797/00	ACE SUPPLY HARDWARE NORTH 7115 WATT AVENUE, SUITE 100 NORTH HIGHLANDS, CA 95660												
529 PO-900446	01/30/2009	75646/2		1 01-8150-0-4300-106-0000-8110-007-000 NN P							81.87	81.87	
TOTAL PAYMENT AMOUNT												81.87 *	81.87
017572/00	AGUILAR, LUIS [REDACTED]	568943845											
197 PO-900090	01/30/2009	1/11-1/24		1 01-6405-0-5801-106-0000-8300-007-000 NY P							468.84	468.84	
TOTAL PAYMENT AMOUNT												468.84 *	468.84

81 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt Net Amount
015253/00		APPLIED BEHAVIOR CONSULTANTS 4540 HARLIN DRIVE SACRAMENTO, CA 95826					
2117 PO-901768	01/30/2009	22537	1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,692.10	2,692.10
TOTAL PAYMENT AMOUNT				2,692.10 *			2,692.10
011481/00		AT&T/MCI P.O. BOX 989048 WEST SACRAMENTO, CA 95798-904					
248 PO-900164	01/30/2009	T9027446	1	01-0000-0-5902-106-0000-8110-007-000	NN P	467.81	467.81
248 PO-900164	01/30/2009	T9027436	1	01-0000-0-5902-106-0000-8110-007-000	NN P	467.81	467.81
TOTAL PAYMENT AMOUNT				935.62 *			935.62
018533/00		ATKINSON ANDELSON LOYA RUUD & ROMO 17871 PARK PLAZA DRIVE SUITE 200 CERRITOS, CA 90703	953378600				
288 PO-900187	01/30/2009	326917	1	01-0000-0-5804-105-0000-7200-005-000	NE F	8,287.04	8,287.04
288 PO-900187	01/30/2009	326917	2	01-0000-0-5804-105-0000-7200-005-000	NE P	15,343.90	15,343.90
TOTAL PAYMENT AMOUNT				23,630.94 *			23,630.94
014343/00		BLEA, MARK [REDACTED] [REDACTED]	558085206				
200 PO-900093	01/30/2009	1/11-1/24	1	01-6405-0-5801-106-0000-8300-007-000	NY P	859.54	859.54
TOTAL PAYMENT AMOUNT				859.54 *			859.54
010706/00		BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799					
87 PO-900077	01/30/2009	S2783980.1	1	01-8150-0-4300-106-0000-8110-007-000	NN P	146.18	146.18
TOTAL PAYMENT AMOUNT				146.18 *			146.18

81 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL 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			
011697/00	C.A.S.H.	1130 K STREET, STE 210 SACRAMENTO, CA 95814						
2186 PO-901838	01/30/2009	58601		1	01-8150-0-4300-106-0000-8110-000-000 NN F	40.00	40.00	40.00
				TOTAL PAYMENT AMOUNT	40.00 *			40.00
014252/00	CALCRN - ORDER PROCESSING	1430 N. STREET, SUITE 4503 SACRAMENTO, CA 95814						
1951 PO-901625	01/30/2009	208		1	01-6520-0-4300-472-5770-1110-003-000 NN F	7.54	7.54	7.54
				TOTAL PAYMENT AMOUNT	7.54 *			7.54
010340/00	CALIFORNIA STATE DEPARTMENT OF JUSTICE	ACCOUNTING OFFICE/ CASHIERING PO BOX 944255 SACRAMENTO, CA 94244-2550						
2054 PO-901716	01/30/2009	716265		1	01-0000-0-5800-110-0000-7200-004-000 NN P	361.00	361.00	361.00
				TOTAL PAYMENT AMOUNT	361.00 *			361.00
015784/00	CAVAZOS, ALVERA	90 W. ELLIOT STREET #105 WOODLAND, CA 95695						
2245 PO-901888	01/30/2009	MILEAGE		1	01-7230-0-5210-112-0000-3600-007-000 NN F	14.82	13.75	13.75
				TOTAL PAYMENT AMOUNT	13.75 *			13.75
020305/00	CDW GOVERNMENT INC.	75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515						
1102 PO-900999	01/30/2009	LVN9779		1	01-0000-0-4400-234-1110-1000-008-000 NN F	406.90	422.90	422.90
				TOTAL PAYMENT AMOUNT	422.90 *			422.90

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B1 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

J777 APY500 H.02.05 01/29/09 PAGE 5  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL, FUNC RES DEP T9MP
015735/00		COUNTY OF SACRAMENTO DEPARTMENT OF AGRICULTURAL 4137 BRANCH CENTER ROAD SACRAMENTO, CA 95827-3897						
2219 PO-901867	01/30/2009	13531	1	01-0000-0-5800-106-0000-8110-007-000	NN	P		25.00
2219 PO-901867	01/30/2009	13529	1	01-0000-0-5800-106-0000-8110-007-000	NN	P		25.00
TOTAL PAYMENT AMOUNT								50.00
021626/00		DELTA WIRELESS INC PO BOX 15183 SACRAMENTO, CA 95851-0183						
2220 PO-901868	01/30/2009	11017	1	01-7230-0-5600-112-0000-3600-007-000	NN	F		230.00
TOTAL PAYMENT AMOUNT								230.00
018277/00		EASTER SEAL SOCIETY OF CA. INC 3205 HURLEY WAY SACRAMENTO, CA 95864						
617 PO-900535	01/30/2009	DEC	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		760.00
TOTAL PAYMENT AMOUNT								760.00
020870/00		EDUCATIONAL TESTING SERVICE 4897 COLLECTION CENTER DRIVE CHICAGO, IL 60693						
955 PO-900830	01/30/2009	REOPEN	1	01-0000-0-4300-103-0000-3160-003-911	NN	O		52.00-
955 PO-900830	01/30/2009	SP20020379	1	01-0000-0-4300-103-0000-3160-003-911	NN	F		52.00
TOTAL PAYMENT AMOUNT								52.00
019262/00		ENTERPRISE RENT A CAR ATTN: ACCOUNTS RECEIVABLE 199 N SUNRISE AVE, DEPT C ROSEVILLE, CA 95661-2900						
2221 PO-901869	01/30/2009	D838158-3082	1	01-0000-0-5810-472-1110-4000-014-915	NN	P		203.98
2221 PO-901869	01/30/2009	D838159-3082	1	01-0000-0-5810-472-1110-4000-014-915	NN	F		203.98
TOTAL PAYMENT AMOUNT								407.96

81 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Reg Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount
014292/00	FLINN SCIENTIFIC P.O. BOX 219 BATAVIA, IL 60510						
2066 PO-901726	01/30/2009	1258770	1	01-0000-0-4300-371-1275-1000-012-000	NN F	37.84	46.15
TOTAL PAYMENT AMOUNT						46.15 *	46.15
017883/00	GRINNELL CORP 4650 BELOIT DRIVE SACRAMENTO, CA 95838						
269 PO-900176	01/30/2009	64231962	1	01-8150-0-5600-106-0000-8110-007-000	NN P	155.33	155.33
TOTAL PAYMENT AMOUNT						155.33 *	155.33
015636/00	HASTIE'S SAND AND GRAVEL 9350 JACKSON ROAD SACRAMENTO, CA 95826						
2140 PO-901795	01/30/2009	89273	1	01-0000-0-4300-106-0000-8110-007-000	NN F	788.30	788.31
TOTAL PAYMENT AMOUNT						788.31 *	788.31
017002/00	HOME DEPOT ACCOUNTS RECEIVABLE P.O. BOX 6031 THE LAKES, NV 88901-6031						
2149 PO-901801	01/30/2009	7021247	1	01-0000-0-4300-106-0000-8110-007-000	NN P	101.24	101.24
TOTAL PAYMENT AMOUNT						101.24 *	101.24
014985/00	JAMES, ROBERT [REDACTED]	563113124					
202 PO-900094	01/30/2009	1/11-1/24	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



81 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
010355/00	KAISER						
	FILE NUMBER 73030						
	P.O. BOX 60000						
	SAN FRANCISCO, CA 94160-3030						
PV-990038	01/28/2009	FEBRUARY FROM JANUARY PAYROLL	01-0000-0-9552-000-0000-0000-000	NN			
		TOTAL PAYMENT AMOUNT	173,962.89	*			173,962.89
010445/00	LINGUI SYSTEMS INC.						
	3100 4TH AVENUE						
	EAST MOLINE, IL 61244						
1838 PO-901532	01/30/2009	2375098	1 01-6500-0-4300-102-5770-1191-003-046	YN F			441.78
		TOTAL PAYMENT AMOUNT	410.00	*			410.00
		TOTAL USE TAX AMOUNT	31.78				
022230/00	MANAGED HEALTH NETWORK	953817988					
	P.O. BOX 60000						
	FILE #72980						
	SAN FRANCISCO, CA 94160-2980						
279 PO-900179	01/30/2009	3200002889	1 01-0000-0-3401-100-1110-1000-000-000	NN P			1,173.15
		TOTAL PAYMENT AMOUNT	1,173.15	*			1,173.15
022406/00	MAXIM HEALTHCARE SERVICES INC	521590951					
	12558 COLLECTIONS CENTER DR.						
	CHICAGO, IL 60693						
536 PO-900447	01/30/2009	5985295-210	1 01-0000-0-5800-102-0000-3140-003-000	NN P			1,860.00
		TOTAL PAYMENT AMOUNT	1,860.00	*			1,860.00
015289/00	MCQUEEN, JANET						
2249 PO-901893	01/30/2009	MILEAGE	1 01-7230-0-5210-112-0000-3600-007-000	NN F			13.75
		TOTAL PAYMENT AMOUNT	13.75	*			13.75

81 CENTER UNIFIED SCHOOL DIST.  
01-30-09

ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
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		
022438/00	MERITAIN HEALTH SDS 12-2544 P.O. BOX 86 MINNEAPOLIS, MN 55486-2544						
PV-990040	01/28/2009	FEBRUARY	01-0000-0-9552-000-0000-0000-000	NN		939.96	939.96
TOTAL PAYMENT AMOUNT						939.96 *	939.96
014588/00	MILLER, CHERYL A. [REDACTED]						
2239 PO-901877	01/30/2009	REIMB	1 01-6500-0-3403-240-5750-1110-000-000	NN F		40.00	40.00
TOTAL PAYMENT AMOUNT						40.00 *	40.00
018845/00	NGLIC C/O SUPERIOR VISION SERVICES P.O. BOX 201839 DALLAS, TX 75320-1839						
PV-990039	01/28/2009	FEBRUARY FROM JANUARY PAYROLL	01-0000-0-9552-000-0000-0000-000	NN		4,808.23	4,808.23
TOTAL PAYMENT AMOUNT						4,808.23 *	4,808.23
014425/00	NILES BIOLOGICAL 9298 ELDER CREEK RD. SACRAMENTO, CA 95829						
2155 PO-901821	01/30/2009	436080	1 01-0000-0-4300-472-1275-1000-014-000	NN F		183.18	150.85
TOTAL PAYMENT AMOUNT						150.85 *	150.85
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049						
1938 PO-901622	01/30/2009	457096613001	1 01-0000-0-4300-371-1261-1000-012-000	NN F		143.39	155.15
2067 PO-901727	01/30/2009	458398866001	1 01-0000-0-4300-371-1275-1000-012-000	NN F		152.58	151.86
2136 PO-901793	01/30/2009	460407972-001	1 01-6500-0-4300-102-5770-1120-003-029	NN F		15.79	15.79
2141 PO-901796	01/30/2009	460409201001	1 01-0000-0-4300-371-1224-1000-012-000	NN F		119.98	119.42
2183 PO-901835	01/30/2009	460628621001	1 01-0000-0-4300-238-1110-1000-010-000	NN P		14.08	14.08
2183 PO-901835	01/30/2009	460628621002	1 01-0000-0-4300-238-1110-1000-010-000	NN F		18.46	18.46
TOTAL PAYMENT AMOUNT						474.76 *	474.76

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
020940/00	PARSHALL, LORETTA				
2246 PO-901889	01/30/2009	MILEAGE	1 01-7230-0-5210-112-0000-3600-007-000 NN F	14.82	13.75
		TOTAL PAYMENT AMOUNT	13.75 *		13.75
010426/00	PAULS SAFE & LOCK 199 CIRBY WAY SUITE 15 ROSEVILLE, CA 95678	680260753			
2164 PO-901806	01/30/2009	08313	1 01-8150-0-4300-106-0000-8110-007-000 NY P	14.43	14.43
		TOTAL PAYMENT AMOUNT	14.43 *		14.43
021323/00	PAYNE, JANET A.	546086833			
868 PO-900753	01/30/2009	DEC-JAN	1 01-6500-0-5800-102-5750-1180-003-000 NY P	2,000.00	2,000.00
		TOTAL PAYMENT AMOUNT	2,000.00 *		2,000.00
021697/00	PEARSON LONGMAN 10 BANK STREET WHITE PLAINS, NY 10606-1951				
1999 PO-901661	01/30/2009	BK-58431396	1 01-7157-0-4200-103-1110-1000-003-000 NN F	996.54	1,094.13
		TOTAL PAYMENT AMOUNT	1,094.13 *		1,094.13
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834				
1965 PO-901633	01/30/2009	5528212	1 01-8150-0-4300-106-0000-8110-007-000 NN P	24.50	24.50
2161 PO-901804	01/30/2009	5501038	1 01-6760-0-4300-371-0000-8200-012-000 NN P	129.10	129.10
2161 PO-901804	01/30/2009	5512782	1 01-6760-0-4300-371-0000-8200-012-000 NN P	25.65	25.65
2161 PO-901804	01/30/2009	5502077	1 01-6760-0-4300-371-0000-8200-012-000 NN P	37.03	37.03
2161 PO-901804	01/30/2009	5510894	1 01-6760-0-4300-371-0000-8200-012-000 NN P	20.60	20.60
2161 PO-901804	01/30/2009	5507078	1 01-6760-0-4300-371-0000-8200-012-000 NN P	147.53	147.53
2161 PO-901804	01/30/2009	5496795	1 01-6760-0-4300-371-0000-8200-012-000 NN P	1,283.50	1,283.50
2161 PO-901804	01/30/2009	549872	1 01-6760-0-4300-371-0000-8200-012-000 NN P	185.33	190.31
		TOTAL PAYMENT AMOUNT	1,858.22 *		1,858.22

81 CENTER UNIFIED SCHOOL DIST.  
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BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Net Amount
020122/00	POLETE, BRANNON	547915714						
205 PO-900096	01/30/2009	1/11-1/24	1	01-0000-0-5801-106-0000-8300-007-000	NY	P	703.26	703.26
			TOTAL PAYMENT AMOUNT				703.26 *	703.26
010096/00	POSTAGE BY PHONE RESERVE ACCT							
	PO BOX 856056							
	LOUISVILLE, KY 40285-6056							
2275 PO-901907	01/30/2009	7021247	1	01-0000-0-5901-105-0000-7200-005-000	NN	F	10,000.00	10,000.00
			TOTAL PAYMENT AMOUNT				10,000.00 *	10,000.00
010257/00	RADIO SHACK CORPORATION							
	P.O. BOX 848549							
	DALLAS, TX 75284-8549							
1962 PO-901630	01/30/2009	782508	1	01-8150-0-4300-106-0000-8110-007-000	NN	P	76.85	76.85
			TOTAL PAYMENT AMOUNT				76.85 *	76.85
022354/00	ROBERTSON & ASSOCIATES							
	55 FIRST STREET BOX G							
	LAKEPORT, CA 95453							
277 PO-900177	01/30/2009	42377	1	01-0000-0-5800-105-0000-7200-005-000	NN	P	4,500.00	4,500.00
			TOTAL PAYMENT AMOUNT				4,500.00 *	4,500.00
010242/00	ROTO ROOTER / SACRAMENTO							
	24971 AVENUE STANFORD							
	VALENCIA, CA 91355-1278							
2069 PO-901729	01/30/2009	310035939	1	01-8150-0-5600-106-0000-8110-007-000	NN	P	225.00	225.00
			TOTAL PAYMENT AMOUNT				225.00 *	225.00

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL
			FUNC	RES	DEP	TRMP	Liq Amt	Net Amount
016436/00		SACRAMENTO CO OFFICE OF EDUC .BTSA P.O. BOX 269003 SACRAMENTO, CA 95826						
1383 PO-901174	01/30/2009	090827	1	01-7271-0-5200-103-0000-2140-003-000	NN	F	40.00	40.00
TOTAL PAYMENT AMOUNT							40.00 *	40.00
018777/00		SACRAMENTO COUNTY SHERRIF'S DEPARTMENT 711 G STREET, ROOM 405 SACRAMENTO, CA 95814						
332 PO-900311	01/30/2009	OCT	1	01-0000-0-5800-110-0000-7200-004-000	NN	P	200.00	200.00
332 PO-900311	01/30/2009	DEC LIVESCAN	1	01-0000-0-5800-110-0000-7200-004-000	NN	P	20.00	20.00
TOTAL PAYMENT AMOUNT							220.00 *	220.00
016605/00		SADDLEBACK EDUCATIONAL INC. THREE WATSON IRVINE, CA 92618-2767						
2143 PO-901797	01/30/2009	0562280-IN	1	01-7157-0-4200-103-1110-1000-003-000	NN	F	1,019.97	965.85
TOTAL PAYMENT AMOUNT							965.85 *	965.85
020981/00		SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139						
788 PO-900684	01/30/2009	2295592	1	01-0000-0-4300-371-0000-2700-012-000	NN	P	65.29	65.29
817 PO-900708	01/30/2009	2697237	1	01-6500-0-4300-102-5750-1110-003-020	NN	P	23.39	23.39
961 PO-900836	01/30/2009	2295596	1	01-6500-0-4300-102-5750-1110-003-006	NN	P	5.06	5.06
961 PO-900836	01/30/2009	2295585	1	01-6500-0-4300-102-5750-1110-003-006	NN	P	18.77	18.77
1401 PO-901191	01/30/2009	2295589	1	01-0000-0-4300-103-9728-1006-017-000	NN	P	18.60	18.60
1401 PO-901191	01/30/2009	2295582	1	01-0000-0-4300-103-9728-1006-017-000	NN	P	29.81	29.81
TOTAL PAYMENT AMOUNT							160.92 *	160.92

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81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Reg Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
021861/00	UNITED CORPORATE FURNISHING INC 1780 NORTH MARKET BLVD. SACRAMENTO, CA 95834						
1495 PO-901260	01/30/2009	131214	1	01-8150-0-4300-106-0000-8110-007-000	NN	P	312.27
TOTAL PAYMENT AMOUNT							312.27
022179/00	US HEALTHWORKS TB TESTS P.O. BOX 50042 LOS ANGELES, CA 90074						
333 PO-900312	01/30/2009	1473756-CA	1	01-0000-0-5800-110-0000-7200-004-000	NN	P	19.00
333 PO-900312	01/30/2009	1452296-CA	1	01-0000-0-5800-110-0000-7200-004-000	NN	P	19.00
TOTAL PAYMENT AMOUNT							38.00
022168/00	VESTER, KIMBERLY [REDACTED] [REDACTED]	607094627					
206 PO-900097	01/30/2009	1/11-1/24	1	01-0000-0-5801-106-0000-8300-007-000	NY	P	351.63
TOTAL PAYMENT AMOUNT							351.63
022221/00	WESTERN HEALTH ADVANTAGE FILE NUMBER 73251 P.O. BOX 60000 SAN FRANCISCO, CA 94160-3251						
PV-990037	01/28/2009	february from january payroll	01-0000-0-9552-000-0000-0000-000-000	NN			74,488.24
TOTAL PAYMENT AMOUNT							74,488.24
022348/00	WILSON, SHERRY [REDACTED] [REDACTED]						
2244 PO-901887	01/30/2009	MILEAGE	1	01-7230-0-5210-112-0000-3600-007-000	NN	F	13.75
TOTAL PAYMENT AMOUNT							13.75

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num									
Req Reference	Date	Description		FD RESO	P OBJE	SIT GOAL	FUNC RES	DEF T9MP				Liq Amt	Net Amount	
-----														
016526/00		WOODWIND & BRASSWIND ACCOUNTS RECEIVABLE DEPT. 4004 TECHNOLOGY DRIVE S. BEND, IN 46628-9744												
1416 PO-901199	01/30/2009	9715492		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					524.91	524.91	
1416 PO-901199	01/30/2009	9717014		1	01-6760-0-4300-472-1110-1000-014-000	NN	P					3,606.46	3,606.46	
1416 PO-901199	01/30/2009	9719858		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					39.99	39.99	
1416 PO-901199	01/30/2009	9726312		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					63.90	63.90	
1416 PO-901199	01/30/2009	9731230		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					203.43	203.43	
1416 PO-901199	01/30/2009	9732460		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					73.98	73.98	
1416 PO-901199	01/30/2009	9734425		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					15.00	15.00	
1416 PO-901199	01/30/2009	9744142		1	01-6760-0-4300-472-1110-1000-014-000	NN	P					12.95	12.95	
1416 PO-901199	01/30/2009	9747269		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					61.99	61.99	
1416 PO-901199	01/30/2009	9753014		1	01-6760-0-4300-472-1110-1000-014-000	YN	P					38.99	38.99	
			TOTAL PAYMENT AMOUNT						4,641.60 *				4,641.60	
			TOTAL USE TAX AMOUNT						79.21					
022510/00		WRESTLER'S WORLD P.O. BOX 657 ELMA, WA 98541												
2151 PO-901818	01/30/2009	SI-99293,SI-99892		1	01-0000-0-4400-472-1263-4000-014-000	YN	F					670.07	627.91	
			TOTAL PAYMENT AMOUNT						627.91 *				627.91	
			TOTAL USE TAX AMOUNT						48.66					
017313/00		XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405												
416 PO-900352	01/30/2009	105344852		1	01-0000-0-5800-115-9790-8200-007-000	NN	P					40,832.18	40,832.18	
416 PO-900352	01/30/2009	105344861		1	01-0000-0-5800-115-9790-8200-007-000	NN	P					599.18	599.18	
			TOTAL PAYMENT AMOUNT						41,431.36 *				41,431.36	
021025/00		YEE, EDWARD [REDACTED] [REDACTED]	548752478											
207 PO-900098	01/30/2009	1/11-1/24		1	01-0000-0-5801-106-0000-8300-007-000	NY	P					293.03	293.03	
			TOTAL PAYMENT AMOUNT						293.03 *				293.03	



81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP	Liq Amt	Net Amount
014272/00	ZIEGLER, MICHAEL	571495360					
<hr/>							
210 PO-900099	01/30/2009	1/11-1/24	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						369,509.46 **	369,509.46
TOTAL USE TAX AMOUNT						159.65	

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
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			
011596/00		NEW READERS PRESS ACCOUNTS RECEIVABLE P.O. BOX 3588 SYRACUSE, NY 13235-5888						
2157 PO-901823	01/30/2009	5605871		1	11-6390-0-4300-601-4130-1000-017-000 NN F		182.31	170.10
TOTAL PAYMENT AMOUNT								170.10
017576/00		OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70049 LOS ANGELES, CA 90074-0049						
2091 PO-901778	01/30/2009	460408729-001		1	11-6390-0-4300-601-4130-1000-017-000 NN F		255.87	196.12
2139 PO-901794	01/30/2009	460409648001		1	11-6390-0-4300-601-4130-1000-017-000 NN F		77.94	77.94
TOTAL PAYMENT AMOUNT								274.06
020981/00		SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139						
883 PO-900760	01/30/2009	2295587		1	11-6390-0-4300-601-4130-1000-017-000 NN F		74.21	74.21
TOTAL PAYMENT AMOUNT								74.21
TOTAL FUND PAYMENT								518.37

BATCH: 0052 01-30-09

FUND : 13

CAETERIA FUND

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Vendor/Addr	Remit name	Ref	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
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020098/00 RIG TRAY  
1200 7TH STREET  
SAN FRANCISCO, CA 94107

68 PO-900034 01/30/2009 643686  
68 PO-900034 01/30/2009 643686

1 13-5310-0-4400-108-0000-3700-007-000 NN F 646.49  
2 13-5310-0-4400-108-0000-3700-007-000 NN P 1,777.89  
TOTAL PAYMENT AMOUNT 2,424.38 \*

020462/00 CORPORATE EXPRESS 841248716

PO BOX 95708  
CHICAGO, IL 60694-5708

305 PO-900205 01/30/2009 92634930

2 13-5310-0-4300-108-0000-3700-007-000 NN P 45.51  
TOTAL PAYMENT AMOUNT 45.51 \*

COUNTY OF SACRAMENTO  
ENVIRONMENTAL MANAGEMENT DEPT  
8475 JACKSON ROAD, SUITE 240  
SACRAMENTO, CA 95826

70 PO-900036 01/30/2009 AR0004778  
70 PO-900036 01/30/2009 AR0001744  
70 PO-900036 01/30/2009 AR0006771  
70 PO-900036 01/30/2009 AR0005930

1 13-5310-0-5800-108-0000-3700-007-000 NN P 481.00  
1 13-5310-0-5800-108-0000-3700-007-000 NN P 481.00  
1 13-5310-0-5800-108-0000-3700-007-000 NN P 481.00  
1 13-5310-0-5800-108-0000-3700-007-000 NN P 481.00  
TOTAL PAYMENT AMOUNT 1,924.00 \*

022371/00 VENDOR OF SACRAMENTO  
6222 27TH STREET  
SACRAMENTO, CA 95822  
1766 PO-901483 01/30/2009 20702

1 13-5310-0-4700-108-0000-3700-007-000 NN P 627.60  
TOTAL PAYMENT AMOUNT 627.60 \*

TOTAL FUND PAYMENT 5,021.49 \*\*

5,021.49

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FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP
010552/00		SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691					
2122 PO-901775	01/30/2009	01822543	1	14-6205-0-4300-106-9608-8110-007-000	NN F	1,879.16	1,879.16
TOTAL PAYMENT AMOUNT						1,879.16 *	1,879.16
TOTAL FUND PAYMENT						1,879.16 **	1,879.16

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0052 01-30-09  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P	OBJE S	1T GOAL	FUNC RES	DEP T9MP
021133/00	TURNER CONSTRUCTION COMPANY INC 1211 H STREET SACRAMENTO, CA 95814						
373 PO-900307	01/30/2009	1486100	1	21-0000-0-6270-240-9615-8500-007-000	NN P	42,932.07	42,932.07
375 PO-900308	01/30/2009	1486000	1	21-0000-0-6270-234-9615-8500-007-000	NN P	83,183.99	83,183.99
TOTAL PAYMENT AMOUNT				126,116.06	*		126,116.06
TOTAL FUND PAYMENT				126,116.06	**		126,116.06
TOTAL BATCH PAYMENT				503,044.54	***	0.00	503,044.54
TOTAL USE TAX AMOUNT				159.65			

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0053 o-batch  
FUND : 01 GENERAL 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			
022425/00	DYN ED	1350 BAYSHORE HWY SUITE 850 BURLINGAME, CA 94010	943126650					
1794 PO-901495	01/30/2009	CLOSE			1 01-7395-0-4300-234-1110-1000-008-000 NN C		1,616.25	0.00
					TOTAL PAYMENT AMOUNT		0.00 *	0.00
019174/00	RADIO ACCESSORY HEADQUARTERS INC	6119-A 27TH STREET SACRAMENTO, CA 95822						
1525 PO-901287	01/30/2009	CLOSE			1 01-0000-0-4300-472-1110-1000-014-000 NN C		21.55	0.00
					TOTAL PAYMENT AMOUNT		0.00 *	0.00
					TOTAL FUND PAYMENT		0.00 **	0.00

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0053 o-batch  
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	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
014786/00		SCHOOL SPECIALTY MB UNIT #67-3106 MILWAUKEE, WI 53268-3106					
2156 PO-901822	01/30/2009	CLOSE	1 09-0000-0-4300-501-1110-1000-016-000 NN C	54.03	0.00		
		TOTAL PAYMENT AMOUNT	0.00 *		0.00		
		TOTAL FUND PAYMENT	0.00 **		0.00		

81 CENTER UNIFIED SCHOOL DIST.  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0053 o-batch  
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt Net Amount
018432/00		OFFICE OF PUBLIC SCHOOL CONTRS DEPT OF GENERAL SERVICES ACCOUNTS RECEIVABLE 1130 K STREET #400 SACRAMENTO, CA 95814						
676 PO-900593	01/30/2009	CLOSE	1	21-0000-0-6160-234-0000-8500-007-000	NN	C		48,106.84 0.00
676 PO-900593	01/30/2009	CLOSE	2	21-0000-0-6160-238-0000-8500-007-000	NN	C		10,553.42 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						503,044.54 **** 0.00 503,044.54
		TOTAL USE TAX AMOUNT						159.65
		TOTAL FOR ALL DISTRICTS:						503,044.54 **** 0.00 503,044.54
		TOTAL USE TAX AMOUNT						159.65

Number of warrants to be printed: 78, not counting voids due to stub overflows.



*Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Wilson C. Riles Middle School

**Date:** February 18, 2009

**Action Item**     

**To:** Board of Trustees

**Information Item** X

**From:** Joyce Duplissea, Principal

**# Attached Pages** 1

**Principal's Initials:** 

**SUBJECT:**

Wilson C. Riles Middle School will send Barbara Livingston and Renate Gagne to the 12<sup>th</sup> Annual California Paraeducator Conference offered by CSEA April 2 - 4, 2009. The conference will be held in Sacramento, CA. The funding will come from site funds.

Reg# 1690

Miss Surryhne - office

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School & Community

Issues

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for Livingston + Gagne

JP



email page print version

Carol-how much?

#### CSEA Members

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Member Home

## 12th Annual California Paraeducator Conference Inspire...Motivate...Create

April 2 - 4, 2009  
Sheraton Grand Hotel & Convention Center  
Sacramento, CA

### The Best Solution

Come to this conference to be inspired and motivated to help create a better learning environment for all students. Learn new information, hone your skills, hear about career ladders for personal advancement and meet paraeducators from other districts. Ask your district to register you now to save money.

Due to the state budget crisis, we have decided not to raise the early registration fee. The cost will be \$119 to register before February 1st. (After Feb. 1, the registration fee will be \$149). The hotel guest room discount rate is \$123 per night, single or double occupancy. This offer is good until March 11 or the room block is sold out, whichever comes first.

### Districts & Chapters Share Expenses

Many unions share costs with their districts in order to send more paraeducators to this conference. Ask your local union if they would consider it.

### Information

Contact Carla Mitchler for more information (408) 433-1288 or [carlmitchler@csea.com](mailto:carlmitchler@csea.com)

### Related Resources:

[11th Annual Paraeducator Conference Schedule of Events](#)  
[2009 Call for Workshop Proposals](#)  
[2009 Exhibitor Information](#)

Our vision: To improve the lives of our members, students and community.  
California School Employees' Association 2045 Jandy Avenue, San Jose, CA 95131  
(408) 433-1288 • [www.csea.com](http://www.csea.com)

[Privacy Statement](#) [Feedback](#)

*Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Wilson C. Riles Middle School

**Date:** February 18, 2009

**Action Item**     

**To:** Board of Trustees

**Information Item**   X  

**From:** Joyce Duplissea, Principal

**# Attached Pages**   2  

**Principal's Initials:** 

**SUBJECT:**

Wilson C. Riles Middle School will send Allison Wiggin and Sarah Wildman to the California League of Middle Schools Annual Conference, March 13 & 14, 2009. They will take advantage of the special two-day pass being offered. The conference will be held in San Diego, CA. Funding for the conference will come from SLIP funds.

# Roadmap to *Middle Grades* Results

*Strategies for engaging students  
and closing the achievement gap*



SAN DIEGO

**California League of Middle Schools  
Annual Conference**

Co-Sponsored by the California Teachers Association

**March 12-15, 2009 • San Diego, CA**

**CLMS Annual Conference Prices Slashed!****Roadmap to Middle Grades Results****March 12-15, 2009 \* San Diego , CA****Discounts on Registration, Hotel, Ticketed Sessions**

In light of state budget challenges, CLMS is offering special rates on the CLMS 2009 Annual Conference.

We want you and your team to attend along with the hundreds of educators who have already registered. Now you can minimize expenses, reduce sub costs, or access vital RTI or PLC ticketed sessions:

- **Special Two-Day Pass: \$165 per person**

You choose which two back-to-back days you want. See full conference brochure for activity details (view conference information at [www.clms.net](http://www.clms.net) or download brochure PDF). Rate applies to CLMS members and non-members.

- **Special Full Conference Pass**

\$229 members/\$289 non-members. Group discounts can lower costs even more for schools!

- **Special Ticketed Session Rate: \$75 per person – 25% off!** Sessions include Kevin Feldman on RTI, Anthony Muhammad on PLCs, Debbie Silver on differentiated instruction, and many exciting, hands-on technology sessions. See full brochure for session details.

- **Special Town & Country Hotel Rooms: \$119 and up – 25% off!**

New room block, limited availability – call (619) 291-7131 directly to reserve your rooms.

**Questions? Call (800) 326-1880 or email [info@clms.net](mailto:info@clms.net) today!**

Download Conference Brochure (PDF)

**Visit the CLMS 2009 Annual Conference page for more information!**

**NEW ADDRESS:****California League of Middle Schools**

6621 East Pacific Coast Highway, Suite 210, Long Beach, California 90803

Voice: 562/430-3136 or 800/326-1880 . . . FAX: 562/430-5607 . . . E-Mail: [info@clms.net](mailto:info@clms.net)

To unsubscribe from League Links, go to Remove. If you unsubscribe, you will no longer receive CLMS eNewsletters, Legislative Updates or any other free electronic information from CLMS.

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*Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Wilson C. Riles Middle School

**Date:** February 18, 2009

**Action Item** \_\_\_\_

**To:** Board of Trustees

**Information Item** X

**From:** Joyce Duplissea, Principal

**# Attached Pages** 1

**Principal's Initials:** JD

**SUBJECT:**

Wilson C. Riles Middle School sent Larry Heslin, Kim Leclaire, and Sonja White to the Algebra for All: Are You Ready? Fractions Part One seminar offered by SCOE February 10, 2009. The funding came from site funds.



## PROFESSIONAL DEVELOPMENT ONLINE REGISTRATION SYSTEM

[Home](#) > [Find Events](#) >

### Event Detail

**Title:** 3649: Algebra for All: Are You Ready? Fractions Part One

**Date:** February 10, 2009

**Time:** 4:00 PM - 7:00 PM

**Location:** Sacramento County Office of Education  
10474 Mather Blvd.  
Mather 95655  
Sacramento County

**Subject:** Mathematics

**Program:** Other

**Fees:** \$10 per participant

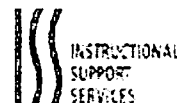
**Detail:** \* Each three-hour module focuses on a specific content topic that addresses the skills/concepts necessary for success with Algebra 1. \* The modules are structured to help teachers deepen their own understanding of the conceptual development of the topic and its direct connection to their adopted curriculum. \* All module work can be counted as SB 472 Follow-up Practicum hours.

#### Registration

There is space at this event.

[Register Now](#)

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New



*Center Joint Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Superintendent's Office</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>February 18, 2009</b>	<b># Attached Pages</b> <u>    8    </u>
<b>From:</b>	<b>Dr. Kevin J. Jolly, Superintendent</b>	

**SUBJECT: 2009 CSBA Delegate Assembly Election**

The Board as a whole may vote for up to five (5) vacancies. The Board may cast no more than one vote for any one candidate.

**RECOMMENDATION: The CJUSD vote for up to 5 candidates listed on the ballot.**



**TIME SENSITIVE, REQUIRES BOARD ACTION  
DEADLINE MONDAY, MARCH 16, 2009**

January 30, 2009

**MEMORANDUM**

TO: All Board Presidents and Superintendents  
CSBA Member Boards of Education

FROM: Paula Campbell, President

SUBJECT: 2009 CSBA Delegate Assembly Election  
U. S. Postmark Deadline – Monday, March 16, 2009

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Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region. The material consists of the ballot on red paper, required biographical sketch, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be copied for inclusion in board agenda packets. However, **only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or board clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Envelopes with the ballots must be postmarked by the U.S. Post Office on or before Monday, March 16. No exceptions are allowed.**

Election results will be available no later than Tuesday, March 31. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2009 – March 31, 2011. The next meeting of the Delegate Assembly is on Saturday, May 16 – Sunday, May 17 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA’s Web site no later than Monday, April 6. Please do not hesitate to contact Charlyn Tuter in the Administration department at (800) 266-3382 should you have any questions.



This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No Later Than **MONDAY, MARCH 16, 2009**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.  
*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2009 DELEGATE ASSEMBLY BALLOT  
SUBREGION 6-B  
(Sacramento County)

Number of vacancies: 5 (Vote for no more than 5 candidates)

*Delegates will serve two-year terms beginning April 1, 2009 – March 31, 2011*

*\*denotes incumbent*

- ☐ Lisa Kaplan (Natomas USD)
- ☐ Diana Rodriguez (Sacramento City USD)
- ☐ Richard Adrian Shaw (Folsom Cordova USD)\*
- ☐ Roger Westrup, Sr. (Twin Rivers USD)\*

*Provision for Write-in Candidate Name*

*School District/COE*

*Provision for Write-in Candidate Name*

*School District/COE*

*Provision for Write-in Candidate Name*

*School District/COE*

*Signature of Superintendent or Board Clerk*

*TITLE*

*School District/COE Name*

*See reverse side for a current list of all Delegates in your Region.*

**CSBA****2009 Delegate Assembly Biographical Sketch Form****Due: Wednesday, January 7, 2009** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete this required, one-page, single-sided, biographical sketch form. An optional, single-sided, one-page résumé may also be submitted, both will be copied exactly as received. Please do not state "See résumé" and please do not re-type this form. Any additional page(s) exceeding this one page, single-sided biographical sketch will not be accepted. An electronic copy of this form is available on our web site at <http://www.csba.org/AboutCSBA.aspx>.

Lisa Kaplan	916-996-1474	Kaplan4kids@yahoo.com
Name	Contact Phone Number	E-mail Address
Natomas Unified School District	6 years	11.578
School District or COE Name	Years on board	ADA
CSBA Region/Subregion 6 / B	Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how long have you served as a Delegate?

**Please describe your activities/involvement or interests in your local district.**

I joined the Natomas Unified School District in 2002 and have served as President, Vice-President and Clerk during my tenure on the board. During this time on the Board I have joined with my fellow board members in instituting systems and processes to ensure accountability to the community, including fiscal, policy, programmatic, staff, student testing, and collective bargaining for the school district.

I have served on the facilities planning committee while we were a fast growing district, the district safety committee, budget committee, nutrition committee and am a volunteer tutoring children in our schools to our at risk kids. I am very interested in closing the achievement gap, fiscal accountability and finding a way for all of our students to succeed and receive the support they deserve to be a responsible positive citizen in today's society.

**Please describe any other education-related activities/involvement.**

Currently, I'm an attorney and governmental affairs consultant representing associations specializing in K-12, foster care, after school programs, as well as drafting legislation.

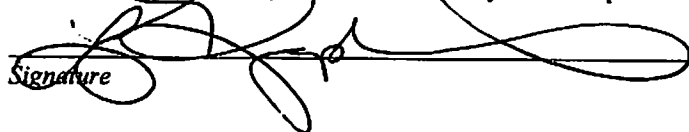
**Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.**

I have attended numerous CSBA sponsored conferences and trainings, as well as participated in several Masters in Governance training modules and attended the CSBA Annual conference annually.

I believe my experience in policy and law would make me an excellent candidate for delegate assembly. Furthermore, adding to my knowledge of the policy making process I worked in the State Capitol from 2000-2005, serving as legislative director for several former Assemblymembers who are currently Senators supervising the legislative staff and administrating the Assemblymember's legislative agenda from drafting the language to signage by the Governor.

I wish to serve as a CSBA delegate during this difficult time with our economy and the state budget to make sure our children are made a priority.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature 

1 Jan 09  
Date

# LISA M. KAPLAN, J.D.

3306 Marrissey Lane  
Sacramento, CA 95834

Phone: 916/ 996-1474  
Email: [lisa@lbassociatesllc.com](mailto:lisa@lbassociatesllc.com)

---

## PROFESSIONAL EXPERIENCE

### **L & B ASSOCIATES, LLC**

*General Counsel and Strategic Consultant, August 2007 – Present*

- Accomplished legislative and policy analyst with advanced knowledge and practice of education (K-12), foster care, local government, land use development, telecommunication, energy, insurance, and business policy development.
- Provides thorough legal analyses of pending legislation and develops strategic plans to positively impact policies and regulations that effect interest of clients.
- Political strategist on local TV station, consultant on grass roots campaigning, organizes local campaigns, public relations manager, develops fundraising programs and successful fundraiser.

### **CAPITOL STRATEGIES GROUP**

*Legislative Advocate, February 2005 – July 2007*

- Researched proposed legislation to determine legal effects on interest of client.
- Contacted and conferred with members of the legislature, departments and boards to persuade them to support, oppose, emphasize weaknesses or build a coalition of support on legislation or regulations based on client's interests.
- Wrote policy memorandums and legal analyses on issues effecting Keenan & Associates, Lexis Nexis, Hershey's Chocolate, Sprint-Nextel, CGI-AMS, Sempra Energy and the California Court Reporters Association.
- Experienced in telecommunication, energy, education, business, health and insurance issues.

### **CALIFORNIA STATE LEGISLATURE (2000-2005)**

*Legislative Director to Several Assemblymembers*

- Supervised and directed five staff members on various projects and policy matters.
- Coordinated and negotiated development of legislative programs and specific legislation with interest groups, executive agencies, and committee staff on behalf of the Member.
- Managed all issues regarding floor session, such as making recommendations to support or oppose legislation.
- Developed position papers, speeches and background materials; attended public meetings on behalf of Member.

---

## PUBLIC SERVICE

**TRUSTEE, SCHOOL BOARD MEMBER, NATOMAS UNIFIED SCHOOL DISTRICT, ELECTED NOVEMBER 2002 – PRESENT**

**ROTARY CLUB MEMBER – NATOMAS, DECEMBER 2000 – PRESENT**

*(PAST PRESIDENT, 2002-2004)*

**2009 PRESIDENT, CALIFORNIA WOMEN LEAD, SACRAMENTO GREATER REGIONAL CHAPTER, DECEMBER 2007 - PRESENT**

**BOARD MEMBER, AMERICAN RIVER COLLEGE FOUNDATION BOARD, JUNE 2008 – PRESENT**

**MENTOR / TUTOR – JEFFERSON ELEMENTARY, AUGUST 2006 – SEPTEMBER 2007**

**SHRINERS HOSPITAL, EXECUTIVE COMMITTEE MEMBER, CONCOURS D'ELEGANCE, 2004-2005**

**MAKE A WISH FOUNDATION, VOLUNTEER, 2002-2004**

**BOARD MEMBER, LIONS ON SAFARI, FUNDRAISING DEPARTMENT, 2002-2003**

**U.C. DAVIS MEDICAL CENTER, VOLUNTEER CHILDREN'S FLOOR, 2000-2001**

**FRED HUTCHINSON CANCER RESEARCH CENTER, CHILDREN'S SCHOOL, INSTRUCTIONAL ASSISTANT, 1995-1997**

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## EDUCATION

**MCGEORGE SCHOOL OF LAW, SACRAMENTO, CALIFORNIA**

**DEGREE: JURIS DOCTORATE, MAY 2000**

**SEATTLE UNIVERSITY, SEATTLE, WASHINGTON**

**DEGREE: BACHELOR IN CRIMINAL JUSTICE, JUNE 1997**

**CSBA****2009 Delegate Assembly Biographical Sketch Form****Due: Wednesday, January 7, 2009** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete this required, one-page, single-sided, biographical sketch form. An optional, single-sided, one-page résumé may also be submitted, both will be copied exactly as received. Please do not state "See résumé" and please do not or re-type this form. Any additional page(s) exceeding this one page, single-sided biographical sketch will not be accepted. An electronic copy of this form is available on our web site at <http://www.csba.org/AboutCSBA.aspx>.

Diana Rodriguez	(916) 821-3841	diana4scusd@yahoo.com
Name	Contact Phone Number	E-mail Address
Sacramento City Unified School District	Elected 11/08	50,000
School District or COE Name	Years on board	ADA
CSBA Region/Subregion <u>6</u> / <u>B</u>	Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how long have you served as a Delegate? _____

**Please describe your activities/involvement or interests in your local district.**

My k-12 educational experiences took place in the same district, District 5, Sacramento City Unified School District that I currently represent as a trustee. This experience, along with my former position as an instructional assist, has provided me with a deep understanding of the educational and community issues faced by my constituents.

I've been appointed as the Chair of the District's Policy Committee, and serve as a sitting board member both on the Budget Committee and the Home Visit Program.

**Please describe any other education-related activities/involvement.**

As the mother of three daughters, ages 15, 5, and 3, I have extensive experience in working with school site personnel, community leaders and volunteering my time in my daughters' classrooms. I've been honored with several room parent awards and parent volunteer awards for both of my school aged children. I've served as chair of the Fundraising Committee for my daughter's school Athletic Committee, and was a Coach/Assistant Coach for three years with the Girls Volleyball and Softball teams.

At the professional level, I implemented the Student Work Experience Program and established an internship program between local colleges and the County of Monterey. I also worked closely with the ACHIEVE Program of the Cabrillo Community College Business Program, which employed several of their graduates within County Government.

**Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.**

I am a new trustee, but not unfamiliar with the structure of CSBA and it's mission. My experience at the K-12 and community college level, and as a parent, has afforded me a broad understanding of educational issues. I am very much interested in serving as a Delegate so that I can help develop policy and promote public education.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

*Diana Rodriguez*  
Signature

*1/6/09*  
Date

**CSBA****2009 Delegate Assembly Biographical Sketch Form****Due: Wednesday, January 7, 2009** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete this required, one-page, single-sided, biographical sketch form. An optional, single-sided, one-page résumé may also be submitted, both will be copied exactly as received. Please do not state "See résumé" and please do not re-type this form. Any additional page(s) exceeding this one page, single-sided biographical sketch will not be accepted. An electronic copy of this form is available on our web site at <http://www.csba.org/AboutCSBA.aspx>.

Name	Contact Phone Number	E-mail Address
Richard Adrian Shaw	916-351-9325	rshaw@fcusd.org
School District or COE Name	Years on board	ADA
CSBA Region/Subregion <u>6 / B</u>	Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you served as a Delegate? <u>1</u> yr <u>    </u>

Please describe your activities/involvement or interests in your local district.

I have been associated with the Folsom Cordova Unified School District since 1968. I was hired as a Science and Art teacher, and later served as the chairman of the Science Department at my school. I earned my Master's Degree in Educational Administration in 1991 and was appointed to the Dean's position at Mitchell Junior High School. Later I was appointed to the Vice Principalship of Mills and Mitchell Middle schools. In 1997 I was appointed Principal of Mitchell Middle School. When I retired in 2002, I ran for the school board and have been a member ever since.


Please describe any other education-related activities/involvement.

During my educational career I served on many science curriculum committees. I worked in outdoor education, and wrote curriculum for environmental studies. I coached wrestling and even was a cheerleader advisor. I was the student council advisor and ran the snack bar. I attended the California School Leadership Academy for three years (CSLA is an academy for aspiring administrators).

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.

I have attended the CSBA conference for all six years that I have been a board member. I have been a presenter at the conference three times, concentrating on children's health issues. This year I served as a delegate. I have learned a lot about the process of setting policy, and I feel that my experience will help me to contribute to policy development.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

  
Signature

12/29/2008  
Date

**CSBA****2009 Delegate Assembly Biographical Sketch Form****Due: Wednesday, January 7, 2009** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete this required, one-page, single-sided, biographical sketch form. An optional, single-sided, one-page résumé may also be submitted, both will be copied exactly as received. Please do not state "See résumé" and please do not or re-type this form. Any additional page(s) exceeding this one page, single-sided biographical sketch will not be accepted. An electronic copy of this form is available on our web site at <http://www.csba.org/AboutCSBA.aspx>.

<b>Roger D. Westrup, Sr.</b>	<b>(916) 922-4984</b>	<b>ForNorthSacKids@aol.com</b>
<b>Name</b>	<b>Contact Phone Number</b>	<b>E-mail Address</b>
<b>Twin Rivers Unified School District</b>	<b>11 (TRUSD/NSSD)</b>	<b>30,000</b>
<b>School District or COE Name</b>	<b>Years on board</b>	<b>ADA</b>
<b>CSBA Region/Subregion 6 / B</b>	<b>Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b>	<b>If yes, how long have you served as a Delegate? 4 Years</b>

Please describe your activities/involvement or interests in your local district.

Prior to my election to the North Sacramento School Board in 1996 I served as an officer of the North Sacramento District Advisory Committee, as a PTA officer, as a School Site Council member and I was a member of the District Information Technology Advisory Committee. I was also a member of the District's first Strategic Planning Team and helped to write the District's first strategic plan. While serving on that board, I was also a member of a site IUSP team in North Sacramento. I served for two years as an officer in the International Studies Student Parent Organization at Mira Loma High School in the San Juan Unified School District. In 2007, I was elected to the newly created Twin Rivers Unified School District Board of Trustees. I have served as Board President and Board Clerk.

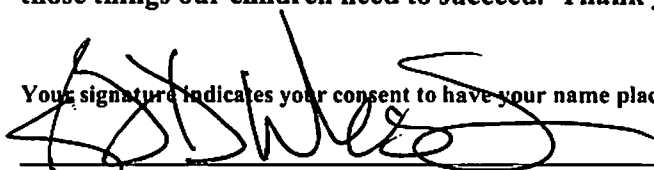
Please describe any other education-related activities/involvement.

For nearly twenty years, I have been an adjunct instructor at the post-secondary level. Additionally, I worked as a peer mentor for new faculty for five years and have served on campus and system-wide faculty committees. I have been involved with three WASC accreditation self-study efforts and most recently had a leadership role the institutional governance review and dialogue sub-committees in preparation for the reaccreditation review by WASC. I am a past member of the Instructional Materials Legal Compliance Review Panel at the Sacramento County Office of Education and while I was a student in the Sacramento City Unified School District in the early 1970s, I was a member of a curriculum advisory committee.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.

As an educator and a manager in state government, I will be an effective advocate for the children and public schools of our region. In the end we will be judged by how well we have prepared our children for the future. CSBA plays a pivotal role in this effort by ensuring that district governance teams have the tools they need to succeed and that state and federal governments respond appropriately to the current and future needs of our districts—especially the fiscal needs. I regularly participate in CSBA activities and training. I have completed both the Masters in Governance and the Master of Boardmanship programs. I have served as a Golden Bell evaluator. I want to return to the Delegate Assembly so that I can continue to fight for those things our children need to succeed. Thank you for your support!

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

  
Signature

January 6, 2009  
Date

## **Roger D. Westrup**

2716 Normington Drive, Sacramento, CA 95833-2137  
(916) 922-4984 (Home), e-mail: ForNorthSacKids@aol.com

### **School Board Service**

#### **Twin Rivers Unified School District/North Sacramento School District**

School Board Member (1996-2004, 2006-Present) Have served as Board President and Board Clerk.

#### **California School Boards Association (CSBA)**

Member, Delegate Assembly (2003-2004, 2007-Present)

Masters in Governance Certificate (May 2001), Master of Boardsmanship Award (April 1999)

### **Work Experience**

#### **California Department of Transportation, (July 1989 – Present)**

##### **Administration—Division of Procurement and Contracts (DPAC)**

Chief, Non-IT Commodity Acquisitions Office

Responsible for the management of the Department's non-IT commodity purchases.

Chief, DPAC Strategic Development Office

Responsible for Division process improvement efforts and development of statewide contract managers training academy.

##### **Information Technology—Program and Project Management Division (PPMD)**

Chief, IT Strategic Development Office

Managed the Department's IT enterprise architecture development and implementation, creation and maintenance of IT standards and oversight of statewide IT purchasing and contracting certification.

##### **Administration—Division of Procurement and Contracts (DPAC)**

Chief, Office of IT Acquisition and Procurement Support Services

Responsible for the management of IT purchasing and contracting and oversight of division IT systems. Project manager for division reorganization. Served on the Governor's California Performance Review-Education, Training and Volunteerism Team. As Contract Officer, managed purchasing agents who were responsible for coordinating the purchasing activities of Caltrans districts statewide.

##### **Legal Service Center—Business Services**

Legal Information Systems Manager

#### **Heald College, School of Business (August 1993-Present)**

Instructor. 2006 Teacher of the Year. WASC accreditation self-study team member and chair. Mentor Teacher.

#### **United States Army Reserve (September 1979-April 1992)**

Army Officer. Served in various command and staff positions.

#### **First Independent Trust Company, Student Loan Division**

Supervisor, School Relations Unit (May 1985-June 1989)

#### **CareerCom College**

Instructor and Acting Department Chair (October 1989-February 1992)

### **Education**

#### **Boise State University**

Coursework toward MS in Educational Technology

#### **California State University, Sacramento**

Bachelor of Arts Degree (June 1985)

#### **U.S. Army Intelligence Center and School (USAICS)**

Fort Huachuca, Arizona--Officer Basic Course (June 1986)

### **Volunteer Activities**

Living History Docent, Sutter's Fort State Historic Park



# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept/Site:** Business Department

**Date:** 02/18/09

**Action Item**   X  

**To:** Board of Trustees

**Information Item**       

**From:** Jeanne Bess   
Director of Fiscal Services

**# Attached Page**       

**SUBJECT:**

**Budget Plan for Fiscal Year 2009/10**

Jeanne Bess, Director of Fiscal Services is presenting the 2009/10 Budget Plan for Board action. The items being proposed all involve the charging of athletic fees for sports participation.

Item B.1 establishes an athletic fee at both Center High School and Wilson C. Riles. The funds would return to the District to offset current athletic expenses.

Item B.2 sets a lower fee with the funds going to site ASB (Associated Student Body) accounts.

Item B.3 gives the school sites the discretion to charge fees per sport and retain the revenue with the ASB account.

**RECOMMENDATION:** To approve the Budget Plan, item B.3 as presented.

Center Joint Unified School District  
Budget Plan  
For Fiscal Years 2008/09 and 2009/10

ANTICIPATED BUDGET SHORTFALL

08/09	09/10
1,381,000.00	3,393,000.00
Total \$4,774,000	

## APPROVED WITH BOARD ACTION

A. 1	Maintain 100% District paid employee only coverage; 65% District paid coverage for 2-party and family health benefits for the 2009/10 fiscal year		(375,000.00)
2	Increase District Technology staff by 1.0 FTE to support sites		(52,000.00)
3	Maintain 95% of Board stipends ( 5% reduction effective 1/1/09)	396.00	792.00
4	Provide classroom subs, long term custodial subs only; allow short term subs to be site funded	15,000.00	30,000.00
5	Accept donation from Center Endowment for Educational Excellence	24,700.00	
6	Recover carryover of unrestricted general fund site and department budgets from 2007/08	100,000.00	
7	Recover Sip Carryover (\$92k); 06/07 Block Grant (\$118k); Pupil Retention (\$219k); Art and Music (\$210k) subject to categorical flexibility	639,000.00	
8	Reduce .5 secondary principal (combine McClellan/AVCS administration)		50,000.00
9	Maintain cell tower revenue in Fund 1 (\$50k cut to CHS) to cover 50% of the ten year stadium turf replacement	45,000.00	50,000.00
10	Maintain 25% of stipend positions; positions will remain vacant		52,350.00
11	Move McClellan to old junior high site; reduce costs through efficient combining of services with Charter campuses		70,000.00
12	Maintain one academic coach; one coach returns to classroom		83,000.00
13	Fund 85% of site/department budgets	187,000.00	187,000.00
14	Reduce site/department budgets by an additional 15%	187,000.00	187,000.00
15	Site administrator reduction 4.0 elementary VP (3 general funded)		240,000.00
16	Routine Maintenance from 3% to 2%; eliminate deferred maintenance match	182,904.00	296,499.00
17	Maintain 3% required reserve in Fund 1 (\$218,976 current surplus)		351,024.00
18	Reduce expenses for classified/confidential compensation (effect of layoff/part-time reduction)		532,335.00
19	Reduce expenses for certificated compensation by 26 FTE Increases 6th through 12th grade contractual cap to 178 student contacts for the 2009/10 school year. Memorandum of Understanding approved		1,690,000.00
20	Maintain ADA by having all first-time out-going students contacted by the principal, assistant superintendent for C & I, and Superintendent in order to meet student needs	X	X
21	Sell advertising space at CHS stadium per Board policy to generate site revenue	X	X
22	Rent unused space if it results in a net profit to the District.	X	X
23	Freeze hiring	X	X
24	Make every effort to provide continued employment and benefits wherever possible	X	X
25	Investigate starting new programs to attract new students	X	
26	Investigate cell phone carriers; current Request for Proposals posted	X	
27	Propose Certificated and Classified retirement programs with two year freeze on rehire	X	
28	Not to pursue new worker compensation carrier	X	
Sub Total		1,381,000.00	3,393,000.00
		\$4,774,000.00	

## Agendized for February 18, 2009

- |      |   |           |
|------|---|-----------|
| B. 1 | Establish Athletic Fees (CHS = \$75/sport, \$150 cap/yr; WCR = \$50/sport, \$100 cap/yr; Family cap \$400/yr)                       | 60,000.00 |
| 2    | Charge athletic fee \$50/sport, \$100 cap family/year. Funds to go to ASB (\$30,000 in site funds)                                  |           |
| 3    | Give authority for school sites to charge for athletics at site discretion, with funds to go to ASB (Revenue based on fees charged) |           |