

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.k12.ca.us

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

BOARD OF TRUSTEES REGULAR MEETING

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

Wednesday, October 20, 2010 - 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. Student Matters: Student Appeal of Denial of an Interdistrict Attendance Request: 10/11-02
 - 2. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA
 - 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
- STUDENT PRESENTATION:** Leslie Macek's 4/5 class, from Spinelli Elementary School, will be performing.
- IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
 - 1. Center High School - Anthony Mendoza
 - 2. McClellan High School - Que Shawn Horton
 - 3. Antelope View Charter School - Raymond Houston
 - 4. Global Youth Charter School - Oscar Gonzalez

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.

X. ORGANIZATION REPORTS (3 minutes each)		Info
1. CUTA - Patrick Muldoon, Union Representative		
2. CSEA - Marie Huggins, President		
XI. REPORTS/PRESENTATIONS (8 minutes each)		Info
Curriculum ↓	1. CHS Athletic Fees - Mike Jordan	
Personnel ↓	2. 2010 California Healthy Kids Survey - George Tigner	
Business	3. Drug Screening & Medication Legal Limits - George Tigner	
	4. Budget Update - Jeanne Bess	
XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA		Public Comments Invited
<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>		
XIII. BOARD / SUPERINTENDENT REPORTS (10 minutes)		Info
XIV. CONSENT AGENDA (5 minutes)		Action
<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>		
Governance ↓	1. Approve Adoption of Minutes from September 15, 2010 Regular Meeting	
Personnel ↓	2. Approve Adoption of Minutes from September 29, 2010 Special Meeting	
Curriculum	3. Approve Certificated Personnel Transactions	
	4. Approve Classified Personnel Transactions	
	5. Approve 2010/2011 Individual Service Agreements:	
	2010/11-116 Bright Futures	
	2010/11-117-118 Placer Learning Center	
↓	6. Approve Four High Quality First Instruction Modules - Riles	
Facilities & Op.	7. Approve Amendment No. 4 to Five Year Agreement with Child Development Centers	
Business ↓	8. Approve Payroll Orders: July - September 2010	
	9. Approve Supplemental Agenda (Vendor Warrants)	
XV. INFORMATION ITEMS		Info
Curriculum ↓	1. Workshop: "Disobedient, Disruptive, Defiant, and Disturbed Students: Behavioral Interventions for Challenging Students Workshop" - T. Daubenmire & T. Camp (WCR)	
	2. Workshop: "Building Effective Schools Together Booster Workshop" - 1 administrator, 3 teachers, 1 psychologist, 2 counselors and 1 classified staff (WCR)	
XVI. BUSINESS ITEMS		
Governance	A. <u>Second Reading: Board Policies/Regulations/Exhibits</u>	Action
	(No Significant Changes)	
	Replace BP 1150	Commendations and Awards
	Delete AR 1150	Commendations and Awards
	Replace BP/AR 1250	Visitors/Outsiders
	Replace BP 3100	Budget
	Replace AR 3460	Financial Reports and Accountability
	Replace AR 3516.2	Bomb Threats
	Replace BP 3516.5	Emergency Schedules
	Replace BP 4020	Drug and Alcohol Free Workplace

Replace AR 4032	Reasonable Accommodation
Replace BP 4156.2/4256.2/4356.2	Awards and Recognition
Delete BP 5145.8	Refusal to Harm or Destroy Animals
Replace AR 5145.8	Refusal to Harm or Destroy Animals
Replace BP/AR 6158	Independent Study
Replace BP 6162.5	Student Assessment
Replace BB 9270	Conflict of Interest
Add E 9270	Conflict of Interest

↓ **B. Second Reading: Board Policies/Regulations/Exhibits** **Action**
(Significant Changes)

Replace BP/AR 1240	Volunteer Assistance
Add BP/AR 3552	Summer Meal Program
Add BP 3555	Nutrition Program Compliance
Replace AR/E 4112.62/4212.62/4312.62	Maintenance of Criminal Offender Records

↓ **C. First Reading: Board Policies/Regulations/Exhibits** **Action**

Replace BP/AR 4127/4227/4327	Temporary Athletic Team Coaches
Replace AR 4161.1/4361.1	Personal Illness/Injury Leave

XVII. ADVANCE PLANNING **Info**

a. *Future Meeting Dates:*

*i. Wednesday, November 17, 2010 @ 6:00 p.m. - North Country
 Elementary School MultiPurpose Room*

b. *Suggested Agenda Items:*

XVIII. CONTINUATION OF CLOSED SESSION (Item IV) **Action**

XIX. ADJOURNMENT **Action**

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office **Action Item** _____

To: Board of Trustees **Information Item** X

Date: October 20, 2010 **# Attached Pages** _____

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials: _____

SUBJECT: CHS Athletic Fees

RECOMMENDATION: Discussion item only.

AGENDA ITEM # X1-2

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	C&I	
Date:	October 20, 2010	Action Item
To:	Board of Trustees	Information Item <u>X</u>
From:	George Tigner Chief Administrative Officer	# Attached Pages

SUBJECT: **2010 California Healthy Kids Survey**

George Tigner, Chief Administrative Officer, is presenting for the Governing Board's review the 2010 California Health Kids Survey.

RECOMMENDATION:

AGENDA ITEM # X1-2

2010 California Healthy Kids Survey



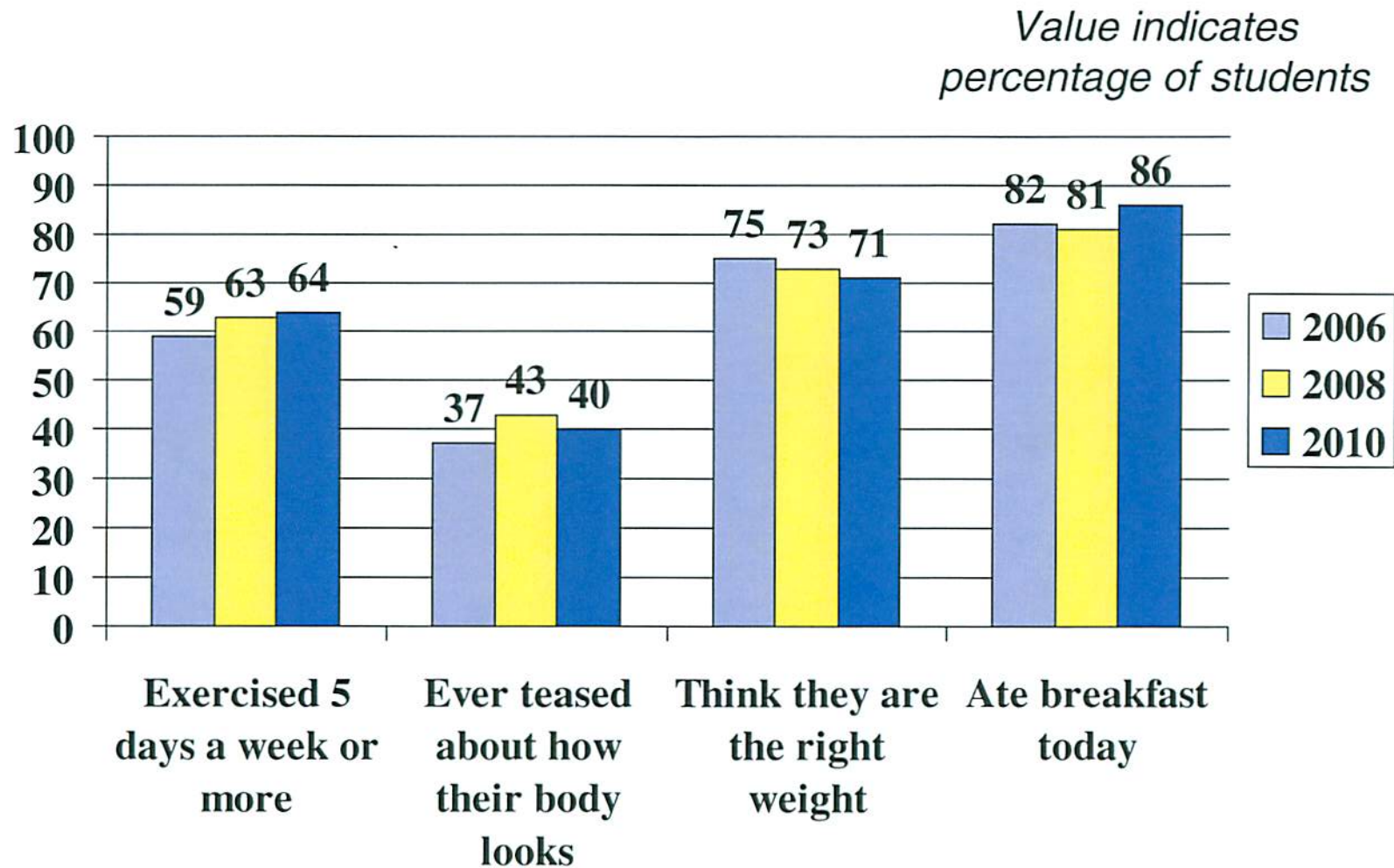
Center Joint Unified School District

5th Grade Participating Students

■ Description of participating 5th grade students

	2006	2008	2010
Number of students Surveyed	311	237	227
Percent of Students Participating	67%	64%	61%
Gender			
<i>Males</i>	52%	44%	52%
<i>Females</i>	48%	56%	48%

Grade 5 Physical Health



Grade 5 Performance Indicators

Performance Indicator	2006	2008	2010
TOBACCO USE Percentage of students that have ever used cigarettes	4%	3%	4%
DRUG USE Percentage of students that have ever used marijuana	2%	2%	2%
SAFE SCHOOL & VIOLENCE Percentage of students that feel very safe at school	42%	42%	48%

Grade 5 Performance Indicators

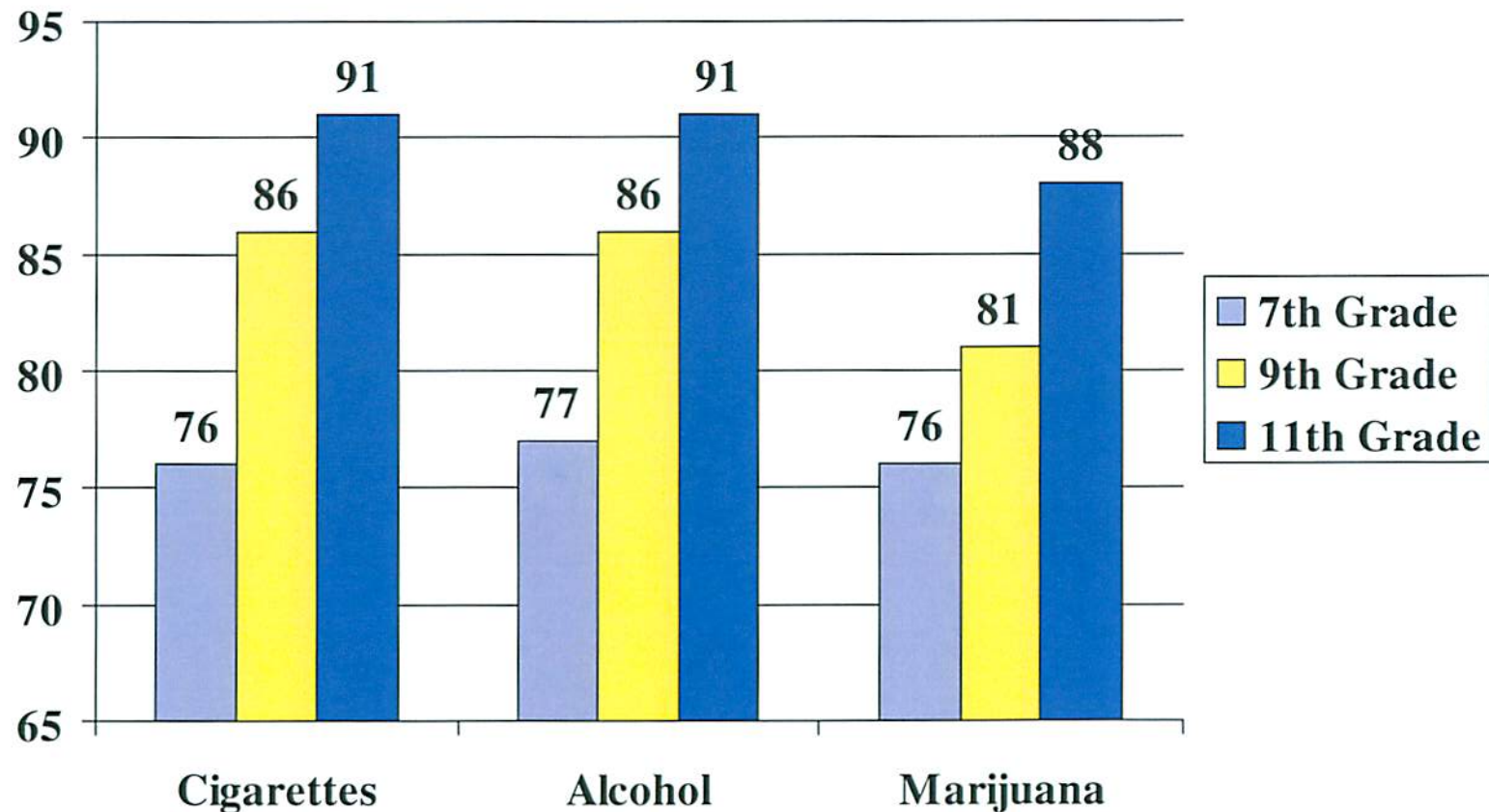
Protective Factors	2006	2008	2010
The percentage of students that report high levels of caring relationships with a teacher or other adult at their school	48%	54%	48%
The percentage of students that report high levels of high expectations from a teacher or other adult at their school	54%	61%	64%
The percentage of students that report high levels of opportunities for meaningful participation at school	15%	19%	17%
The percentage of students that report high levels of school connectedness at their school (Total School Assets)	40%	56%	55%

Secondary Participating Students

	Grade 7			Grade 9			Grade 11		
	2006	2008	2010	2006	2008	2010	2006	2008	2010
Number of Students Surveyed	300	361	333	360	368	310	292	262	254
Percent of Students Surveyed	60%	86%	89%	76%	92%	84%	81%	77%	82%
Gender									
<i>Males</i>	42%	46%	46%	51%	42%	47%	48%	49%	42%
<i>Females</i>	58%	54%	54%	49%	58%	53%	52%	51%	58%

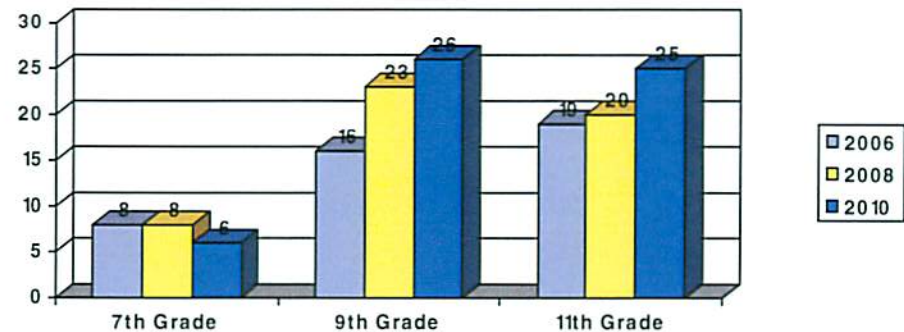
Secondary Perception of Harm

- Percent of Students Surveyed in 2010 who feel frequent use of **Alcohol, Tobacco or Other Drugs** is **Harmful**

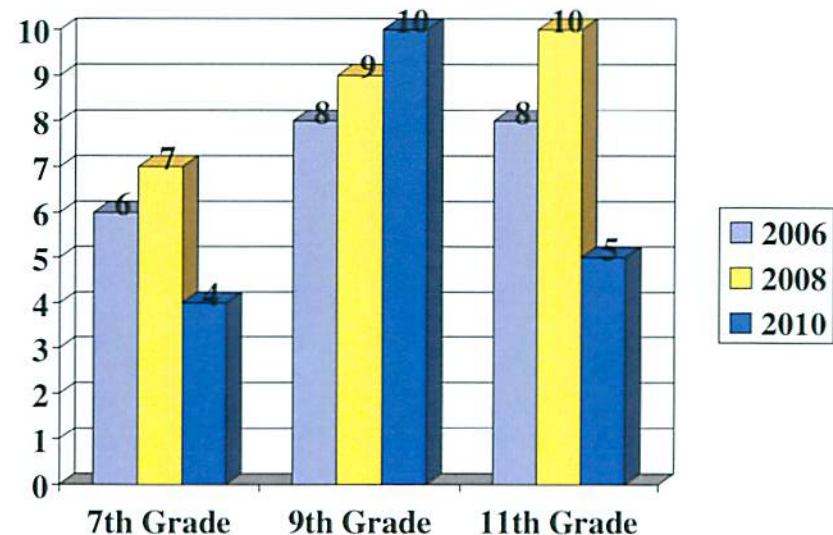


Multi Year Comparison of Secondary Tobacco Use

■ Percent of students
who tried a
whole cigarette
during their life

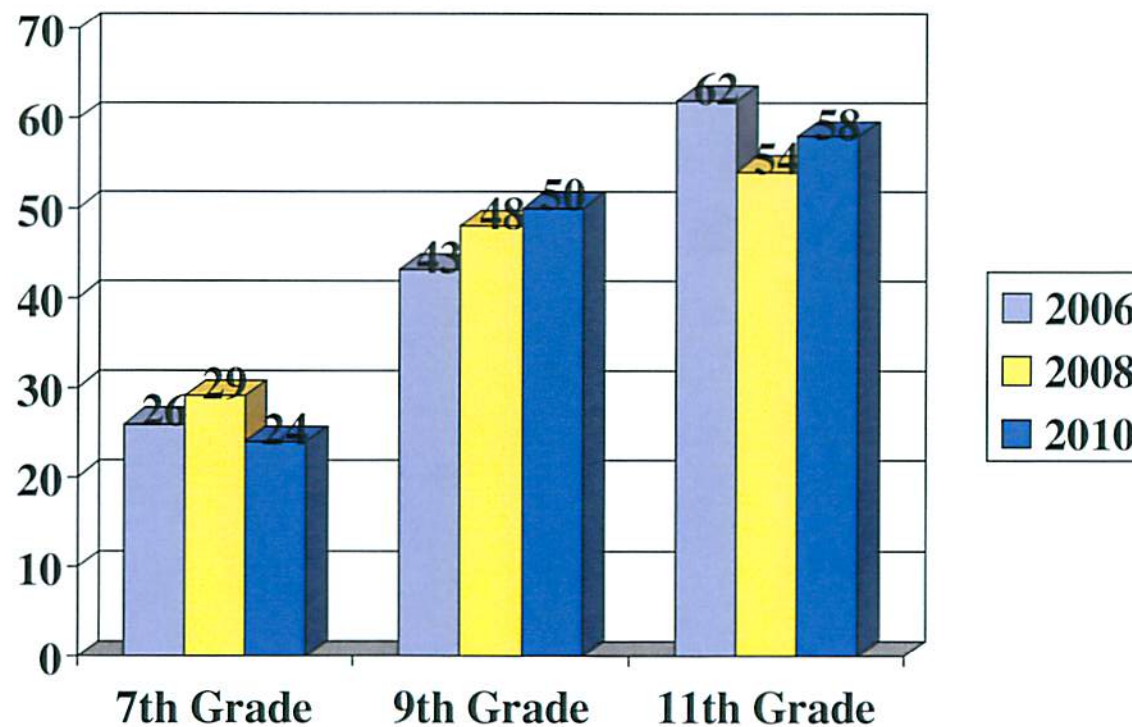


■ Percent of students
who smoked during
the past 30 days



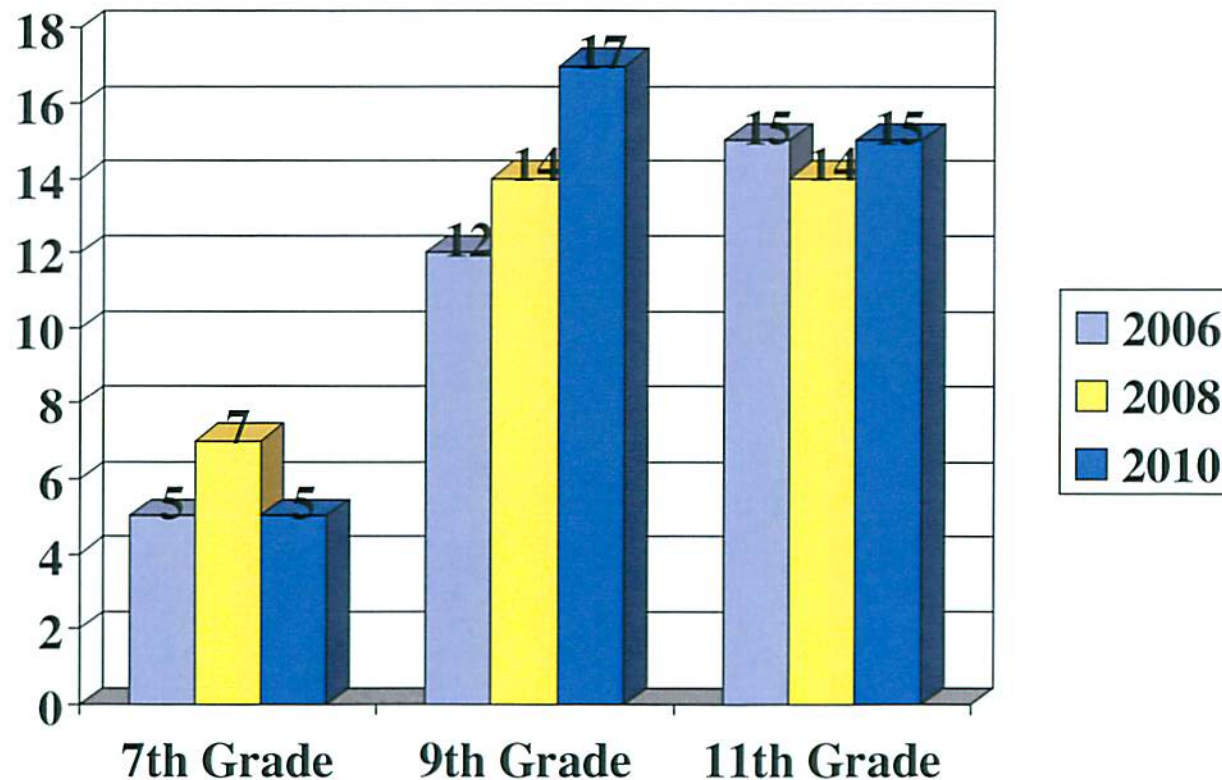
Multi Year Comparison of Secondary Alcohol Use

- Percent of Students who consumed Alcohol (*whole drink*) during the Past 30 Days



Multi Year Comparison of Secondary Marijuana Use

■ Percent of Students who used Marijuana
during the Past 30 Days



Secondary School Protective Factors

PROTECTIVE FACTORS	7 th Grade		9 th Grade		11 th Grade	
	2008	2010	2008	2010	2008	2010
The percentage of students that report high levels of caring relationships with a teacher or other adult at their school	25%	34%	31%	30%	38%	47%
The percentage of students that report high levels of high expectations from a teacher or other adult at their school	42%	47%	48%	46%	46%	54%
The percentage of students that report high levels of opportunities for meaningful participation at their school	8%	12%	12%	12%	18%	20%
The percentage of students that report high levels of school connectedness at their school (Total School Assets)	21%	30%	26%	29%	34%	40%

CALIFORNIA

healthy kids

SURVEY



Center Joint Unified
Elementary
2009-2010
Key Findings

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INTRODUCTION

The Center Unified School District administered the Elementary School California Healthy Kids Survey (CHKS) in 2009-2010 to fifth-grade students. The CHKS is a comprehensive youth health-risk and resilience data collection service, sponsored by the California Department of Education (CDE). The elementary survey was designed to measure behaviors and, particularly, the factors that influence them. The survey items were selected with the assistance of an advisory committee of experts based on their value to schools and committees for monitoring and understanding behavior and for program planning. This report summarizes the results for key indicators of risk and well-being. The complete survey results are available in the district's Technical Report. Table 1 summarizes the characteristics of the sample and students that completed the survey.

Although this report provides information on the percent of students that are involved in risk behaviors, equally important is the percent of students who did not engage in them. While it is essential to identify and address student problems, we should not lose sight of the positive behaviors and attitudes of most youth. About half the CHKS is devoted to assessing youth assets or resilience traits that have been found to promote success and help prevent the onset of health-risk behaviors even in the presence of high-risk environments.

Why Was the Survey Conducted?

The district conducted the CHKS in order to assess and reduce student violence, substance use, and other health-risk behaviors, and to monitor its progress in promoting youth well-being and school success. The CHKS is an integral part of efforts to improve student academic performance, enhance youth assets, and promote positive youth development.

It provides critically important information to guide the development of programs targeting specific risk behaviors, as well as the fostering of youth assets and resilience that protect against these behaviors. It helps schools and communities understand when and how risk behaviors develop by assessing youth prior to the ages at which they usually occur, as well as identifying early initiators. Research demonstrates that delaying the onset of risk behaviors reduces the level of involvement and related problems. Used in conjunction with the middle and high school CHKS, the results can guide and support the implementation of comprehensive K-12 prevention and health programs.

More specifically, the survey meets the requirements of the federal Safe and Drug Free Schools and Communities Act (SDFSCA) and contains seven performance indicators that the California Department of Education has identified for schools to monitor in meeting the Act's goals of reducing substance use and violence by youth, as required by the No Child Left Behind Act of 2001. The results for these Performance Indicators are summarized in Table 2.

How Was the Survey Conducted?

To have uniform results across schools, the state requires that all participants survey a representative number of fifth-grade students following standard administration guidelines. The district conducted the survey using strict guidelines to preserve student privacy, data

confidentiality, and all other student and parent rights. Each student's participation was completely voluntary and anonymous, and required the written consent of a parent or guardian.

Who Took the Survey?

Table 1 presents the number of fifth-grade students that participated in the CHKS. According to CHKS standards, the district must collect completed answer sheets from a minimum of 60% of students at each surveyed grade level to produce representative data. The lower the percentage of participating students below 60%, the less representative and useful are the results. The student participation rate was high enough to meet the survey's minimum goal. Therefore, the information collected appears to be a good reflection of student behavior.

The biggest challenge for the district in meeting the survey requirements was ensuring that the parents/guardians filled out and returned the consent forms. Research shows only a small proportion of parents will not approve participation, but no student could take the survey without their approval in writing.

Table 1. Description of Participating Students

	Grade 5
Number of Students Surveyed	227
Percent of Students Participating (%)	61%
Gender	
Males	52%
Females	48%

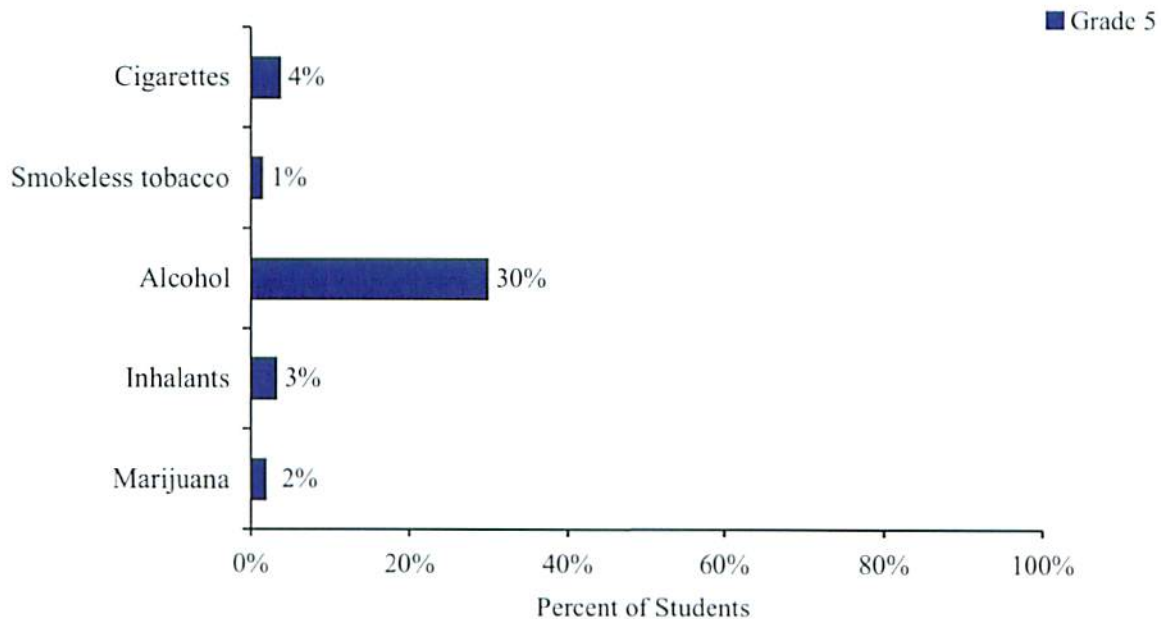
ALCOHOL, TOBACCO, AND OTHER DRUG USE

Overall Prevalence

Chart 1 shows the overall lifetime prevalence (have ever used) of the four most popular psychoactive substances among preadolescents: tobacco (cigarettes and smokeless tobacco), alcohol, inhalants, and, to a lesser extent, marijuana. This provides a gauge of the overall drug environment in the school and community and when use onset begins. Although many students may have only experimented with substance use one time with a small amount, those that do at such a young age are especially at risk of later involvement. As indicated in Table 2, the results for cigarettes and marijuana are the performance indicators CDE has recommended for monitoring progress in reducing substance use.

- **Alcohol** is by far the most widely used substance across grades.
- **Cigarette** smoking is normally experimented with in preadolescent years. In the U.S., tobacco use is considered the main preventable cause of death.
- **Inhalants** (glue, paint fumes, etc.) are the most widely used illicit drug among youth because of their ready availability.
- **Marijuana** use is much less common.

Chart 1. Ever Used Alcohol, Tobacco, or Drugs



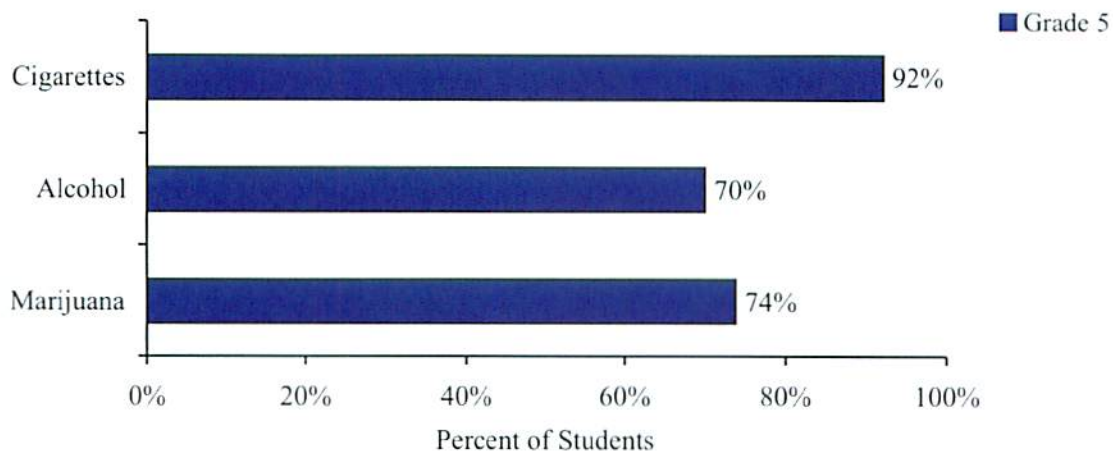
Alcohol and Drug Use at School

Special attention should be paid to the proportion of students who use alcohol or other drugs at school. (See Table 3.3 in the Technical Report.) This not only indicates a high degree of early drug involvement but also of estrangement from school. This behavior threatens the students' education and positive development.

Perceived Harm

Chart 2 provides the results for students who viewed using cigarettes, alcohol, and marijuana as bad for a person's health. The relationship of knowledge, attitudes, and behavior is complex. Attitudes toward drug use among elementary-age youth are generally very negative. Among secondary school students, state and national trend data indicate that perceptions of high harm or risk are associated with lower use rates over time. This indicates that realistically communicating drug hazards is an important strategy of a comprehensive prevention program, particularly if youth do not see regular drug use as harmful.

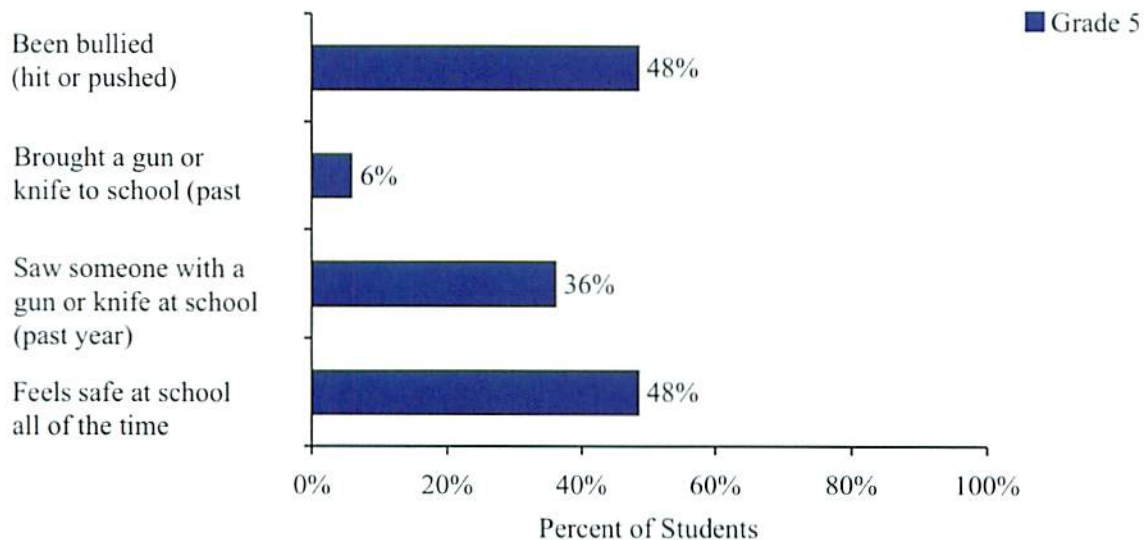
Chart 2. Perception that Use of Cigarettes, Alcohol, or Marijuana is Very Bad for a Person's Health



VIOLENCE AND SAFETY

Violence and safety have emerged as some of the American public's biggest concerns about schools. Chart 3 illustrates different aspects of the school environment relating to violent behavior (carrying weapons), victimization (being bullied), and perceived safety.

Chart 3. Violence and Safety-Related Behavior and Experiences



Bullying

Pushing behavior is a form of harassment or bullying commonly used among elementary level youth. It is a form of abusive behavior that instills a sense of vulnerability, isolation, and fear in its victims. If pushing behavior is confronted with conflict, it can lead to physical fights, possibly with weapons. If not confronted, it can lead to isolation from friends, family and school, depression, and engagement in risk behaviors such as drug use.

Carrying Weapons at School

Much of the public concern over school safety is focused on guns and other weapons. The immediate accessibility of a weapon often is the factor that turns a violent altercation into a lethal event. Chart 3 includes the percentages of students who carried weapons to school and who saw someone with a weapon there. The former is likely lower than the latter because many students might see a weapon brought by only one student. The observation rate provides a sense of the effect of carrying weapons on the school environment.

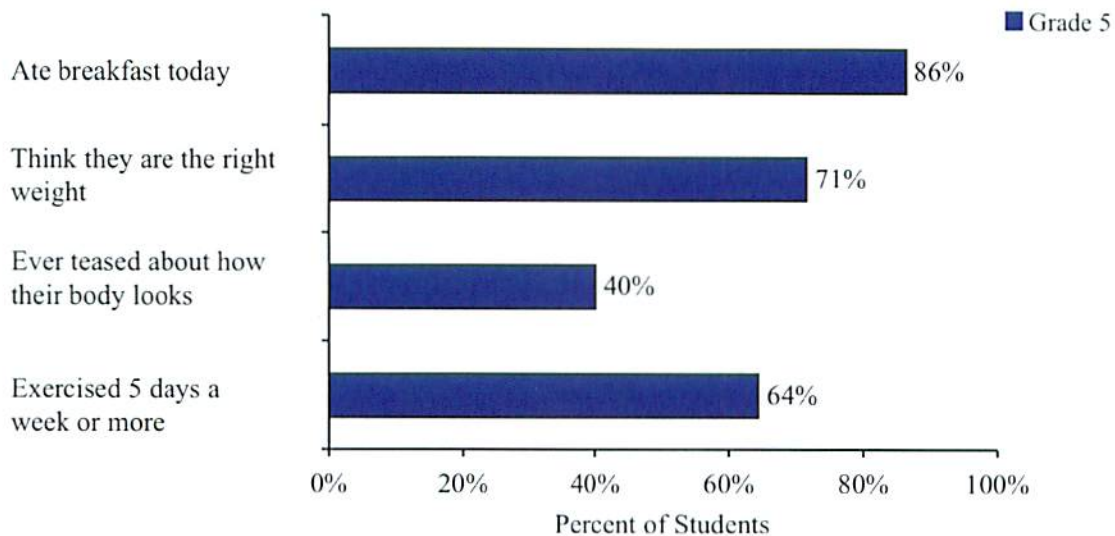
Perceived Safety

The CHKS asks students how safe they felt in school. The mandate for safe schools does not mean merely "violence-free," but safe, secure, and peaceful. Safety—both psychological and physical—is a basic need that must be met in order for students to succeed in school and in life.

PHYSICAL HEALTH

Good nutrition and physical health are among the most overlooked contributors to school success and positive youth development. They enable youth to make the most of the opportunities that are offered to them.

Chart 4. Physical Health



Eating Habits

Lifetime dietary patterns are established during youth. To assess nutritional habits, the CHKS asks elementary students if they had breakfast the day of the survey. Students who attend school hungry or malnourished may experience compromised health, well-being, and school performance.

Body Weight and Image

The CHKS asks students how they felt about their body weight and whether other kids tease them about their body. A poor body type or image can negatively influence self-esteem and school performance. Both obesity and overemphasis on thinness have negative mental and physical health consequences that can lead to perceptions of a distorted body image and thus distorted and unhealthy eating habits. Students who are teased about their body can become isolated from friends, family and school, depressed and vulnerable to risk behaviors.

Physical Activity

Students were asked how many times they exercised. Regular physical activity is associated with the prevention of disease, lower risk behavior rates, better school performance, and less mental health problems. The fitness of children can be significantly affected by the physical education programs in public schools.

RESILIENCE INDICATORS

Too often, surveys gauging youth health and behavior only gather data on risky behaviors. This presents a picture of youth as deviant individuals that need to be changed. The CHKS balances the picture by providing data on essential external (environmental) protective factors and internal (innate) strengths that research has shown to promote resilience and help students overcome adverse situations and difficult circumstances. Understanding the factors that make some students seem invincible to negative social influences will help schools and communities develop strategies to ensure that *all* youth are provided the needed supports for academic success and positive youth development. This is especially important at this formative age.

The CHKS assesses two types of resilience indicators:

- For each of three environments in a youth's life (school, home, and peer), the CHKS asks about the existence of the three principle *Protective Factors* that research has shown to be essential for promoting resilience and positive youth development. Also known as developmental supports or environmental assets, these three resilience principles are: (a) Caring Relationships, (b) High Expectations, and (c) Opportunities for Meaningful Participation. These are the supports and opportunities that meet the basic development needs of youth and are associated with both healthy development—lack of involvement in health-risk behaviors—and academic success.
- In addition, three *Internal Strengths*, also known as developmental outcomes or resilience traits, are assessed: Empathy, Problem Solving, and Goals and Aspirations. These internal strengths are those found to protect a young person from involvement in health-risk behaviors. They are the natural developmental outcomes for youth that experience homes, schools, communities, and peer groups rich in the external assets or developmental supports and opportunities.

Chart 5 provides the percentage of students that were categorized as *High* in Total External assets in the school, home, and peer environments. The total asset score is derived by averaging the scale scores for each of the three resilience principles. The individual scores for the school environment are performance indicators and are provided in Table 2. This provides a measure of how asset-rich or asset-poor the youth are in your community. The goal is for all youth to score high in all categories.

When students report low levels of environmental protective factors, they report higher levels of health-risk behaviors. Similarly, when they report higher levels of these protective factors, they report lower rates of involvement in these risky behaviors. This pattern is illustrated in Chart 6 using the results collected statewide from seventh graders for marijuana use and total assets; similar results were found for each of the three assessed environments and across various risk behaviors.

Chart 5. Percentage of Students Scoring High in Protective Factors in their Home, School, and Peer Environments

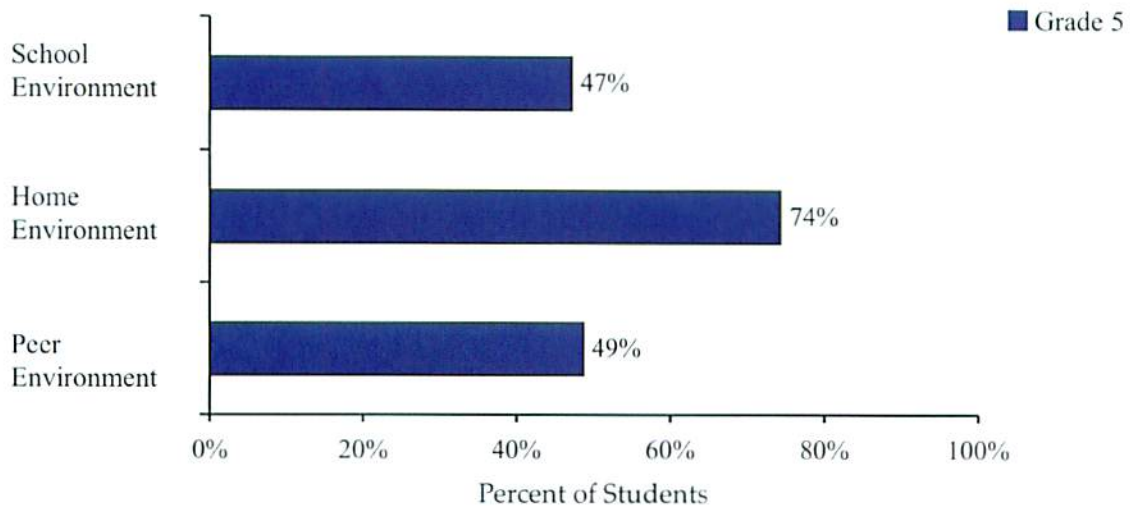
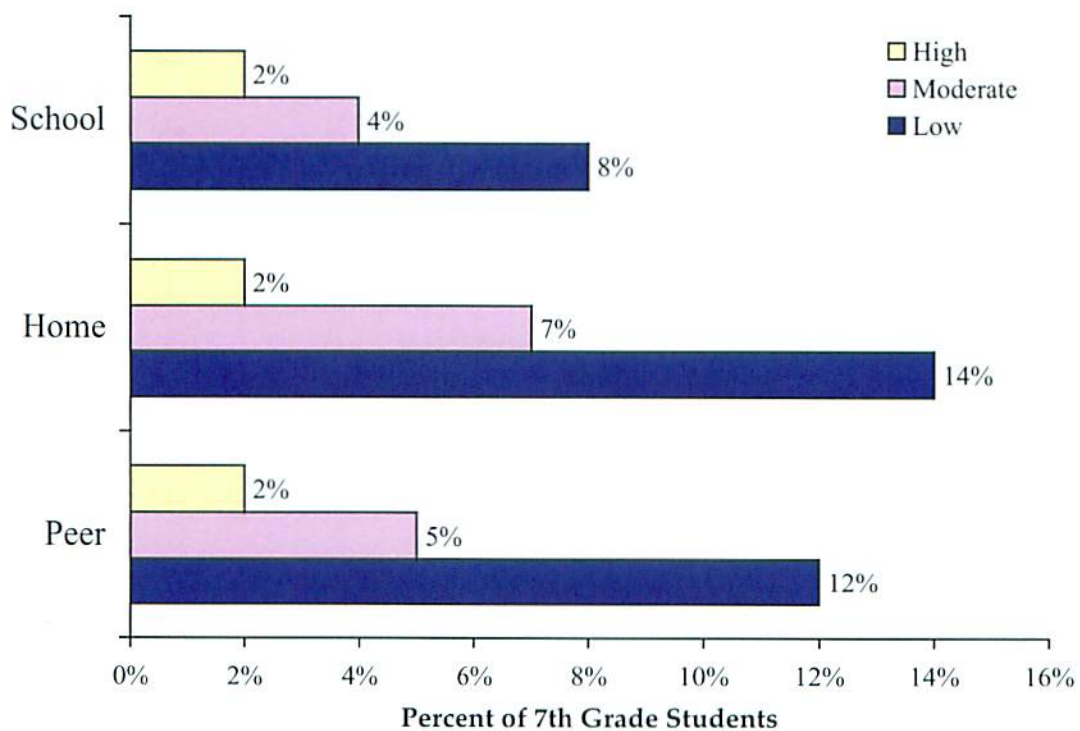


Chart 6. Percent of 7th graders using marijuana at school by level of Protective Factors.



PERFORMANCE INDICATORS

Table 2 lists the results for all the seven Performance Indicators selected by CDE to monitor progress in reducing drug use and promoting protective factors, as required by the No Child Left Behind Act of 2001. In some cases, the wording of the elementary questions differ from the wording of the Performance Indicators, as shown in the Table.

Table 2. Fifth Grade Results for SDFSCA/TUPE Performance Indicators Recommended by CDE

Performance Indicator	5th Grade %
Tobacco Use	
The Percentage of students that have ever used cigarettes*	4%
Drug Use	
The percentage of students that have ever used marijuana**	2%
Safe Schools and Violence	
The percentage of students that feel very safe at school***	48%
Protective Factors	
The percentage of students that report high levels of caring relationships with a teacher or other adult at their school	48%
The percentage of students that report high levels of high expectations from a teacher or other adult at their school	64%
The percentage of students that report high levels of opportunities for meaningful participation at their school	17%
The percentage of students that report high levels of school connectedness	55%

*Includes students who smoked part of a cigarette and those who smoked a whole cigarette.

**Excludes students who answered "I don't know what marijuana is"

***Elementary students are asked how often they feel safe at school rather than how safe they felt, as in the secondary survey. This table reports those students who responded, "Yes, all of the time."

ABOUT THE CHKS

SPONSOR	California Department of Education
SURVEY TYPE	Anonymous, voluntary, confidential student self-report, comprehensive health risk and resilience survey Modular secondary school instrument; single elementary version
GRADE LEVELS	Grades 5, 7, 9, 11, and continuation schools, minimum
SAMPLING	Representative district sample by contractor
MODULES (SECONDARY)	A. Core (required) B. Resilience and Youth Development (school and community scales required) C. AOD Use & Safety (Violence & Suicide) D. Tobacco (required by state TUPE grantees) E. Physical Health F. Sexual Behavior (Pregnancy and HIV/AIDS risk) G. Custom questions
SOURCES	Items based on California Student Survey, Youth Risk Behavior Survey, and California Student Tobacco Use and Evaluation Survey
REQUIREMENTS	Biennial administration starting 2003-04 Modules A and B (school & community asset scales) Module D by state TUPE grantees Active consent from parent/guardian for grade 5 Active or passive consent for grade 7 and up Representative district samples
ADMINISTRATION	By school, following detailed instructions, every two years
PRODUCT	Local reports and aggregated state database
ADVISORS	Advisory committee of researchers, educators, prevention practitioners, and representatives of state public and private agencies, including the PTA and California School Boards Association
STAFF SURVEY	Staff School Climate Survey assessing key factors relating to substance use, safety, youth development and well-being, learning supports and barriers, and school improvement (Required starting fall 2004)
CONTRACTOR	WestEd —Gregory Austin, PhD, Project Director
INFORMATION	California Department of Education: 916.319.0920 Website: http://www.wested.org/hks Regional center helpline: 888.841.7536

Background

Development

The CHKS was developed under contract from CDE by WestEd in collaboration with Duerr Evaluation Resources, assisted by an Advisory Committee of researchers, teachers, school prevention and health program practitioners, and public agency representatives. It is designed to provide a common set of comprehensive health risk and resilience data across the state to guide local program decision-making and also determine

geographic and demographic variations. Its flexible structure enables it to be easily customized (including the addition of questions) and integrated into program evaluation efforts to meet local needs and interests.

Sampling and Analytic Plans

For districts with 900 or fewer students per grade, all students are surveyed; otherwise 900 students are randomly selected. If a district has over 10 schools per grade, schools are randomly sampled. For results to be representative, a minimum of 60% of the students must complete useable surveys in each grade and school. Results are discarded for students who grossly exaggerated their substance use or had inconsistent response patterns.

Goals

Reduce Risk Behaviors and Promote Well-being and Positive Development

The behaviors assessed by the CHKS are those that contribute directly to the leading causes of death, injury, and social and personal problems among youth. Schools need a thorough understanding of the scope and nature of student risk behavior and assets (resilience) to develop effective prevention and health programs. Without data, districts will struggle to make sound decisions about allocation of resources, programming, and the effectiveness of their efforts.

Promote Learning

Ensuring that students are safe, drug-free, healthy, and resilient is central to improving academic performance. Growing numbers of children are coming to school with a variety of health-related problems that make successful learning difficult, if not impossible. (See the discussion below on *Using the CHKS to Help Improve Schools and Achievement*.)

Demonstrate Accountability

The CHKS is an important component of California's school accountability system, which requires that schools objectively assess students and then set measurable goals for making improvement. The CHKS gathers credible information to identify the health and safety needs of the students, establish district goals, and monitor progress in achieving the goals.

Meet Funding Requirements

For these reasons, state, federal, and private agencies increasingly require schools to collect, disseminate, and use health-related data as a requirement for obtaining and maintaining funding. The CHKS is specifically designed to help meet such requirements. For example, the federal *No Child Left Behind Act* requires LEAs to regularly conduct a drug use and violence needs assessment and report the results to the community. Districts that have state competitive high school grants for *Tobacco Use Prevention Education (TUPE)* programs also must administer the CHKS.

Promote Health Programs and Community Support

The CHKS is designed to send a positive message of the importance of a healthy lifestyle and to promote the development of comprehensive school health programs. It aims to foster school and community collaboration that is essential to tackling these critically important issues.

Using the CHKS to Help Improve Schools and Student Achievement

How do schools engage, motivate, and support students so that they can achieve? Research studies and reviews over the past decade have consistently concluded that student health status and academic achievement are inextricably intertwined. Incorporating health and prevention programs into school improvement efforts produces positive achievement gains. The CHKS provides data to assess and monitor the health-risk and problem behaviors that research has identified as *important barriers to learning*, particularly those related to school climate. The CHKS also assesses perceived *school assets*, an indicator of school connectedness which research has consistently identified as promoting school success. The school asset data can be interpreted as an

indicator of school connectedness. The full CHKS report lists all the school-related questions. An important new tool to help further integrate the CHKS with school improvement efforts is the Staff School Climate Survey. Call your CHKS Service Center for further information.

ABBREVIATIONS AND DEFINITIONS

Agencies

TUPE	Tobacco Use Prevention Education.
SDFSCA	Safe and Drug Free Schools and Communities.
NCLB	No Child Left Behind Act of 2001 which requires schools assess student substance use and violence and identify indicators for monitoring their progress in reducing them.
CDE	California Department of Education.

Surveys

Drugs and Drug-Related Behaviors

AOD (ATOD)	Alcohol (tobacco) and other drugs.
Inhalant	Drugs that you "sniff" or "huff" to get high, such as glue, gasoline, paint fumes, aerosol sprays, poppers, and laughing gas.
Prevalence	The overall rate (percentage) that a behavior is reported.
Lifetime Use	Any use that ever occurred in a respondent's lifetime.
Current Use	Any use 30 days prior to the survey.
Participation Rate	The percent of students who participated in the survey divided by the number of eligible students.
Caring Relationships	Supportive connections to others in the student's life who model and support healthy development and well-being.
High Expectations	Consistent communication of direct and indirect messages that the student can and <i>will</i> succeed responsibly.
Meaningful Participation	Involvement of the student in relevant, engaging, and interesting activities with opportunities for responsibility and contribution.
External Assets	Supports and opportunities to youth in the School, Home, Community and Peer Environments.
Internal Assets	Factors in the School, Home, Community and Peer Environments which foster self-esteem.
Resilience	Fostering young people's emotional, spiritual, and social well-being, in addition to their academic success.
Youth Development	External and internal assets associated with positive youth development and resilience.

CALIFORNIA

healthy kids

SURVEY



Center Joint Unified
Secondary
2009-2010
Key Findings

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INTRODUCTION

The Center Unified School District administered the California Healthy Kids Survey (CHKS) in the 2009-2010 school year. We wish to thank all the school staff, teachers, parents, and students who participated in the survey for their commitment, time, and effort.

The CHKS is a service provided by the California Department of Education (CDE) to districts that want to collect information on the health risks and resilience of their students. This report provides a summary of the survey's purpose and key findings relating to substance use, violence and safety. While it is essential to identify and address student problems, it is equally important that we do not lose sight of the positive behaviors and attitudes of most youth. The CHKS provides the data to do this. This report summarizes the results for key indicators of risk and well-being. The complete survey results are available in the district's Technical Report.

Why Was the Survey Conducted?

The "CHKS Goals" at the end of this document provides the reasons why the district administered the survey. The most important reason is the monitoring of progress toward promoting youth well-being and school success. Schools increasingly need—and are often required—to find out what problems their students face and to put in place programs to address them. This is an essential part of efforts to improve student academic performance and positive youth development.

More specifically, the survey meets the requirements of the federal Safe and Drug Free Schools and Communities Act (SDFSCA) and contains eleven performance indicators that the California Department of Education has identified for schools to monitor in meeting the Act's goals of reducing substance use and violence by youth, as required by the No Child Left Behind Act of 2001. The results for these Performance Indicators are summarized in Tables 2 and 3.

How Was the Survey Conducted?

The survey was conducted using passive parent consent. The CHKS targets students in grades 5, 7, 9, and 11. The district conducted the survey using strict guidelines to preserve student privacy, data confidentiality, and all other student and parent rights. Each student's participation was completely voluntary and anonymous. The district administered the survey following detailed written instructions and on-call technical assistance from a CHKS Center.

Who Took the Survey?

Table 1, on the following page, presents the number of students that participated in the CHKS. According to CHKS standards, the district must collect completed answer sheets from a minimum of 60% of students at each surveyed grade level (at a minimum grades 5, 7, 9, and 11) to produce representative data. The lower the percentage of participating students below 60%, the less valid and useful are the results. Overall, the results for the district appear reliable and are a good reflection of student behavior.

Table 1. Description of Participating Students

	Grade 7	Grade 9	Grade 11
Number of Students Surveyed	333	310	254
Percent of Students Participating	89%	84%	82%
Gender (%)			
Males	46	47	42
Females	54	53	58
Race/Ethnicity* (%)			
American Indian or Alaskan Native	7	5	3
Native Hawaiian or Pacific Islander	6	6	8
Asian	17	13	15
Black or African American	17	21	15
Hispanic or Latino/Latina	23	22	19
White or Caucasian (non-Hispanic)	38	47	49
Other	23	19	13
Selected more than one category	22	24	17

*Students that selected more than one category were counted in each category. Therefore, these columns may add up to more than 100%.

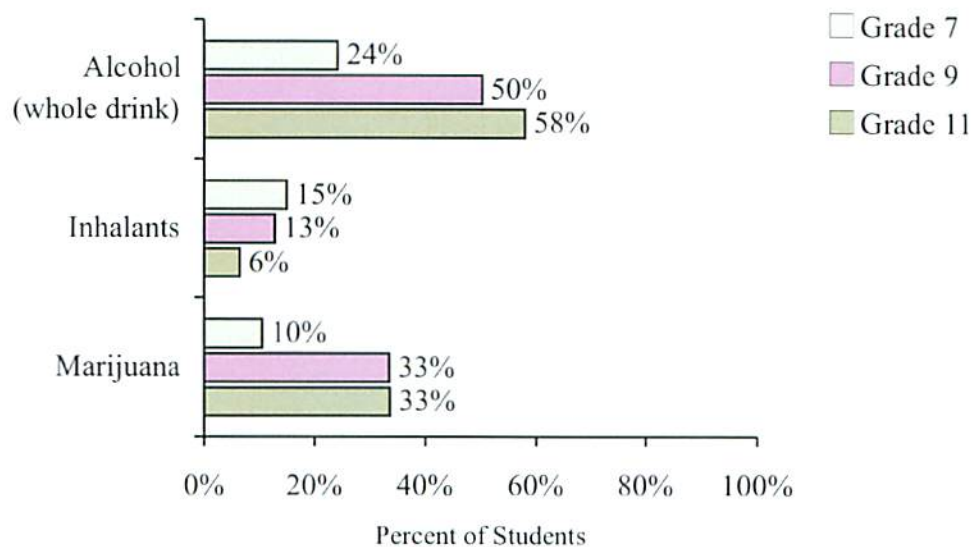
ALCOHOL, TOBACCO, AND OTHER DRUG USE

Reported in this section are the results for lifetime and current substance use, alcohol and drug use at school, high-risk behaviors such as binge drinking and drinking and driving, and perceived harm. Tables 2 and 3 on pages 13 through 15 displays state and national comparison data for CDE's Performance Indicators.

Lifetime Use of Alcohol and Other Drugs

Chart 1 illustrates the percent of students who have ever tried a full drink of alcohol (not just a sip), inhalants, or marijuana. These data provide information about the overall drug environment in the school and community. However, lifetime use rates include students who may have only experimented once.

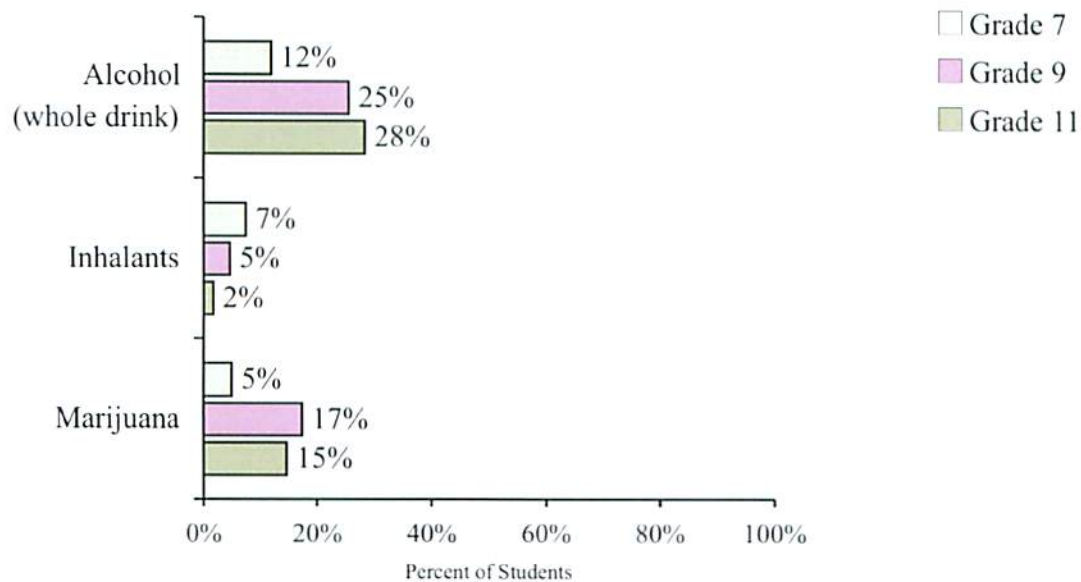
Chart 1. Percent of Students Who Used Alcohol and Other Drugs at Least Once in Their Life



Current Use (Past 30 Days) Of Alcohol and Other Drugs

Chart 2 shows the percent of students who are current users of the same three substances displayed in Chart 1, having consumed them in the thirty days before the survey. These students, particularly in high school, may be regular users and not just students who experiment.

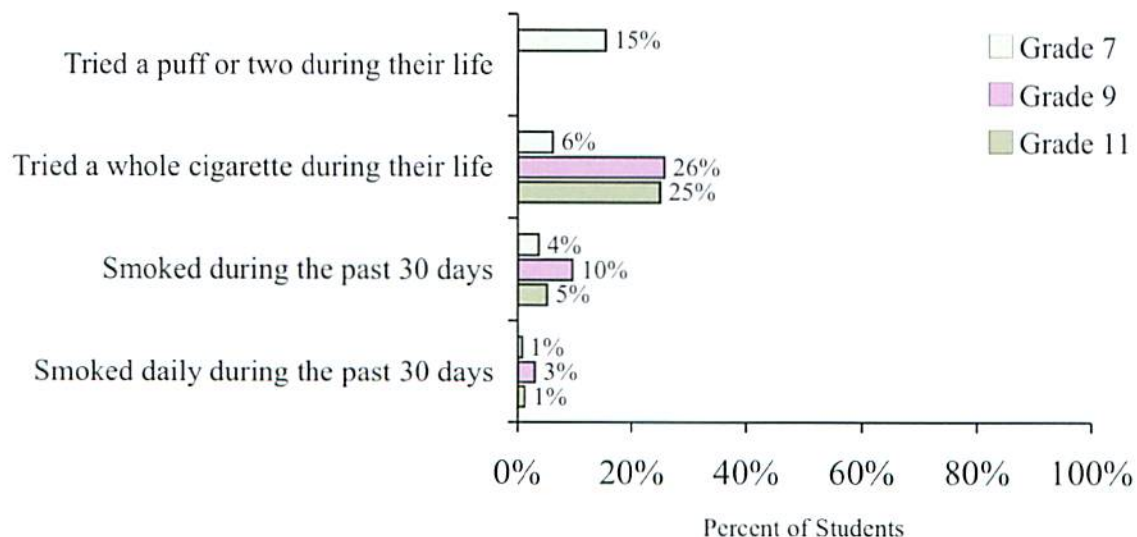
Chart 2. Percent of Students Who Used Alcohol or Other Drugs During the Past 30 Days (Current Use)



Tobacco Use, Lifetime and Current Use

Chart 3 shows the percent of students who experimented with tobacco at least once in their lives, either smoking one or two puffs or a whole cigarette. In addition, the chart displays the percent of students who in the 30 days before taking the survey smoked at least one cigarette as well as smoked daily (at least 20 days).

Chart 3. Percent of Students Who Participated in Various Levels of Tobacco Use



High Risk Behaviors

The CHKS asks students several questions that help determine the level and risk of substance use as a guide for programs targeting serious involvement. Chart 4, on the following page, shows the percent of students who drank alcohol or smoked marijuana on school property, had been sick after drinking, had been high in their lifetime, and drank excessively in the past month.

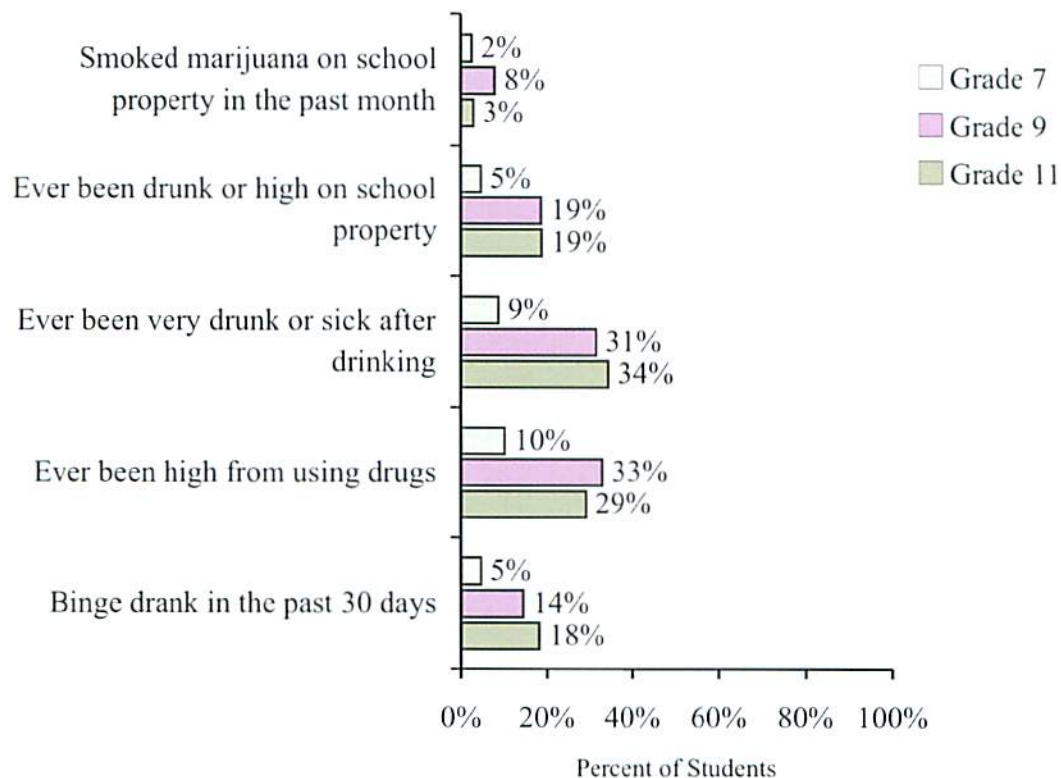
Use at School. Special attention should be paid to alcohol and other drug use at school, as this is a key indicator of serious involvement, as well as a lack of attachment or sense of belonging to the school. These behaviors interfere with students' educational development. Because marijuana is long lasting, can be easily concealed, and is consumed quickly, its use has been particularly associated with attending school "high."

Drunk or High. Youth were asked whether they had *ever* been drunk or sick after drinking alcohol, or been high from using drugs. When considering this information, keep in mind that youth may feel that they are drunk when an adult would not, and that, because of their lower body weight, it also takes less alcohol for them to get drunk.

Binge Drinking. One of the most widely used definitions of heavy drinking is the consumption of five drinks in a row in a single setting or occasion. This is frequently called "binge drinking" or "episodic" heavy drinking. Adolescent binge drinkers open themselves up to many alcohol-related problems, such as losing control over their actions, making poor choices, and taking part in high-risk activities such as unprotected sex or driving while intoxicated.

Involvement in Drinking and Driving. Driving under the influence is one of the main causes of traffic accidents and death among youth. To gauge the overall risk to students from drinking and driving, high school students were asked how often they had ever driven after drinking or been driven by a friend under the influence. 25% of 9th graders and 23% of 11th graders indicated they had either driven a car after drinking or been a passenger in a car driven by a friend who had been drinking. 43% of 7th graders reported riding in a car with a driver who had been drinking. At the middle school level, these drivers are mainly parents and guardians.

Chart 4. Percent of Students Who Participated in High Risk Behaviors Associated with Alcohol, Tobacco, or Other Drugs



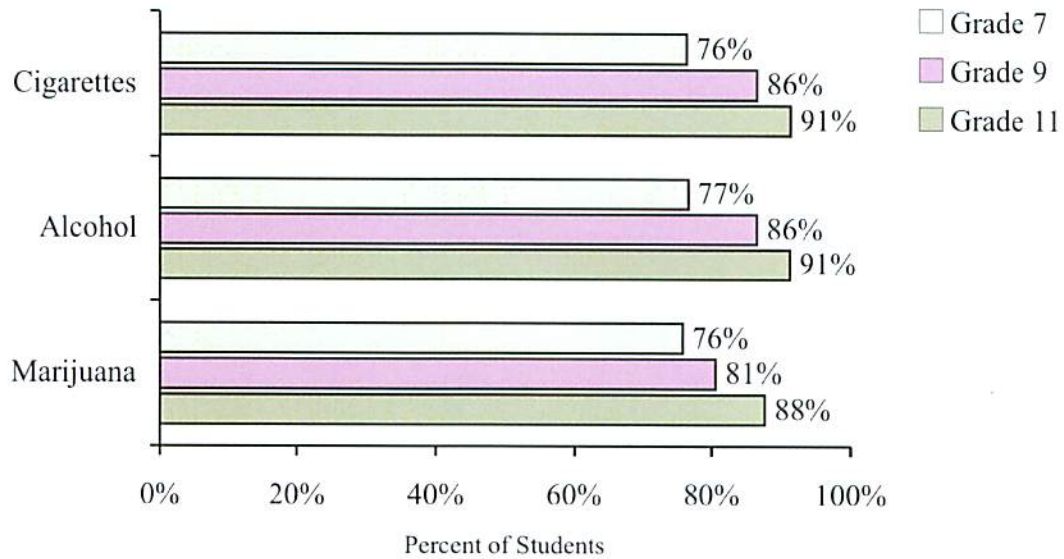
Perceived Harm

As a way to measure attitudes toward substance use, the CHKS asks students how they feel about frequent use (at least once a day) of cigarettes, alcohol, and marijuana. Chart 5 provides the results for students who think it is harmful.

The relationship of knowledge, attitudes, and behavior is complex. Only providing information about the dangers of alcohol, tobacco, and other drug use has had little impact on behavior. However, state and national data indicate that if students think using alcohol, tobacco and other drugs is extremely harmful or risky they will be less likely to use them. This means that talking to students about the use dangers is an important part of a total prevention program.

Research has consistently shown that the great majority of students believe that frequent use of cigarettes, alcohol, and marijuana is harmful. However, it seems students usually think alcohol is less dangerous than tobacco, and that tobacco is less harmful than marijuana.

Chart 5. Percent of Students Who Feel Frequent Use of Alcohol, Tobacco, and Other Drugs is Harmful



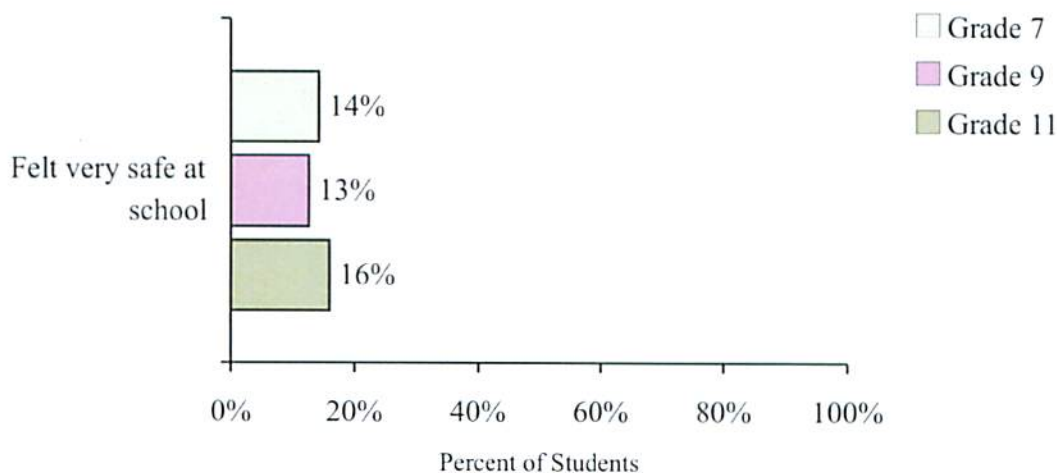
VIOLENCE AND SAFETY

The American public's highest concerns about youth are currently related to violence. Chart 6 shows students' answers to the question about how safe they feel at school. Chart 7 includes indicators of harassment, violence perpetration, and weapons possession at school. A safe school environment is necessary in order for students to succeed academically. Students who feel they belong to their school are also less likely to be involved in violent behavior at school.

Perceived Safety

The CHKS asks students how safe they felt in school. The need for safe schools does not mean just "violence-free," but safe, secure, and peaceful. Safety—both psychological and physical—is a basic need that must be met in order for students to succeed in school.

Chart 6. Percent of Students Who Feel Very Safe at School



Harassment

Harassment is a form of violent and abusive behavior that makes the person being harassed feel vulnerable, isolated, and afraid. This can lead to taking part in risk behaviors such as drug use. The CHKS asks students if they have been harassed at school in the past year because of race, ethnicity, religion, gender, sexual orientation, or disability.

Physical Fights

Fighting often comes before deadly violence among young people. The CHKS asks students about their frequency of involvement in physical fights at school in the past year. This is a measure of the overall scope of fighting behavior and does not differentiate between aggression and victimization. In practice, fighting is often mutual.

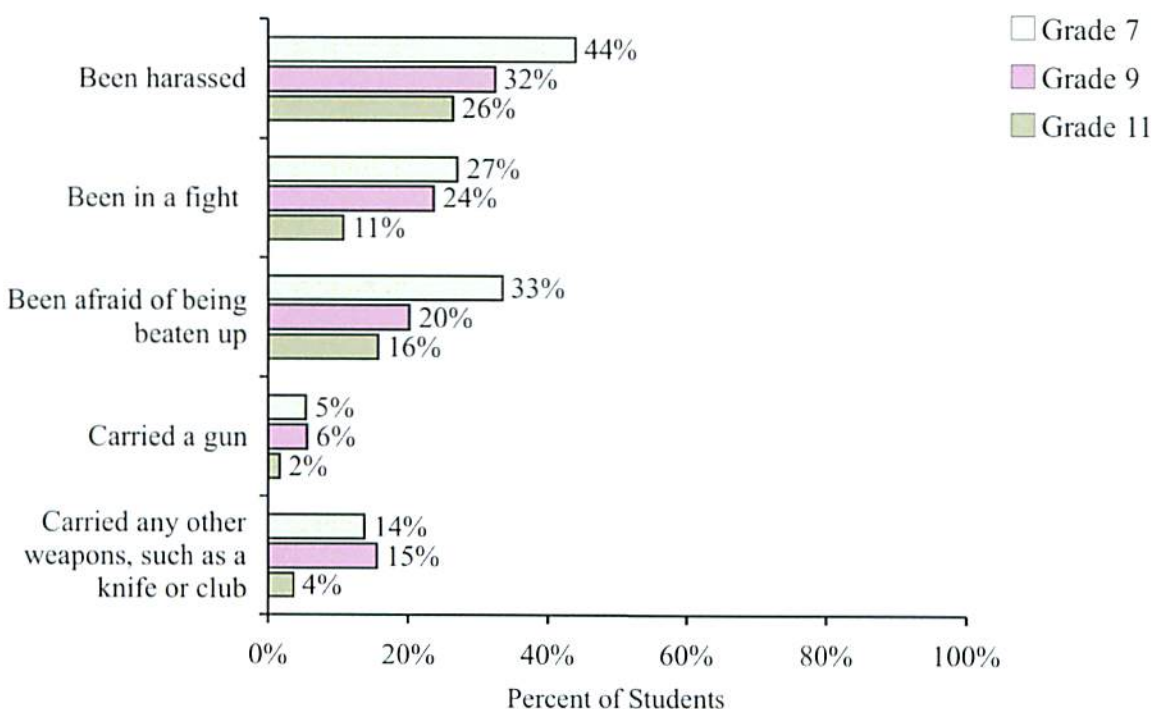
Fear of Physical Violence

To help measure physical victimization, students were asked about the frequency they had “been afraid of being beaten up.” This provides insight into the psychological dimension of fear of being physically harmed. (Students were also asked if they had been “pushed, shoved, slapped, hit, or kicked by someone who wasn’t just kidding around”).

Carrying Weapons

Much of the public concern over school safety is focused on guns and other weapons. The immediate availability of a firearm or other lethal weapon often is part of what turns a violent fight into a deadly incident. Chart 7 shows the percent of students who carried weapons to school at least one day in the past 12 months.

Chart 7. Percent of Students Who Experienced Safety-Related Incidents on School Property During the Past 12 Months



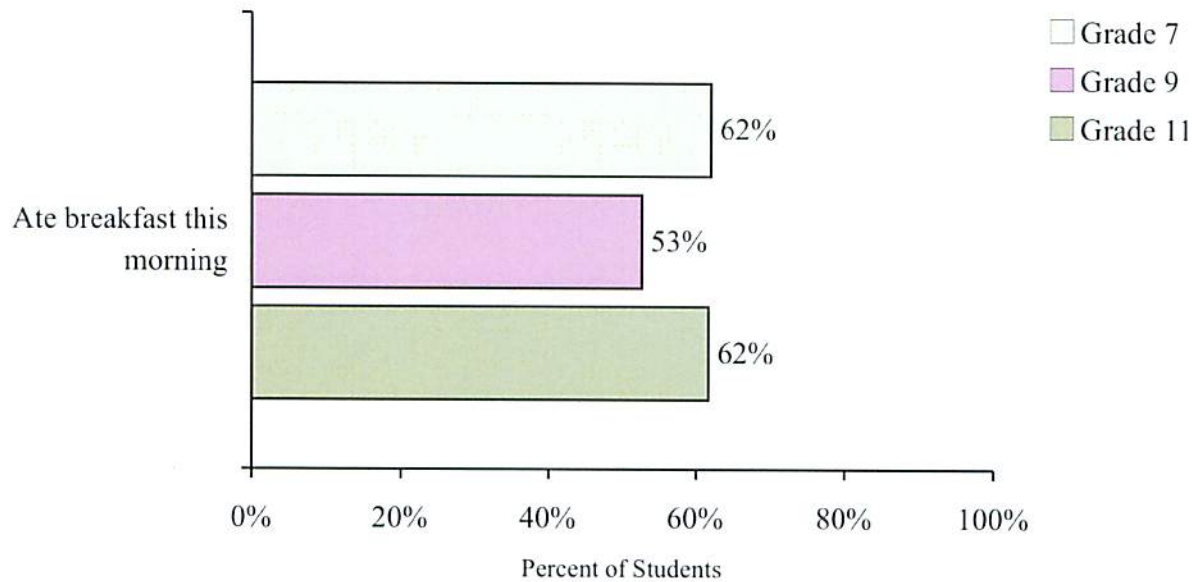
Gang Membership

Gang members typically are proud of their gang membership and do not feel the need to hide the fact when answering questions on a survey. It is very important to find out how much school violence is due to gang-related activity, which has been found to be a factor. These types of incidents require special attention because they are different than violent behaviors seen in the general student population. District-wide results revealed that 8% of 7th graders, 10% of 9th graders, and 10% of 11th graders currently belong to a gang.

BREAKFAST CONSUMPTION

The CHKS assesses the proportion of youth that ate breakfast the day of the survey. Students who eat breakfast have been found to learn better, perform higher on standardized test scores, have better attendance rates at school, and are less apathetic and lethargic.

Chart 8. Percent of Students Who Ate Breakfast



PROTECTIVE FACTORS: SCHOOL SUPPORTS

Youth development researchers emphasize the importance of providing environmental supports and opportunities (external assets) in the form of Caring Relationships, High Expectations, and opportunities for Meaningful Participation, as measured by the CHKS Resilience and Youth Development Module. The presence of high levels of these three Protective Factors will help meet the fundamental developmental needs of youth for love, belonging, security, respect, identity, power, mastery, and meaning. This, in turn, engages students' innate resilience, promotes positive individual outcomes such as improved health and academic achievement, and protects against involvement in risk behaviors such as substance abuse and violence.

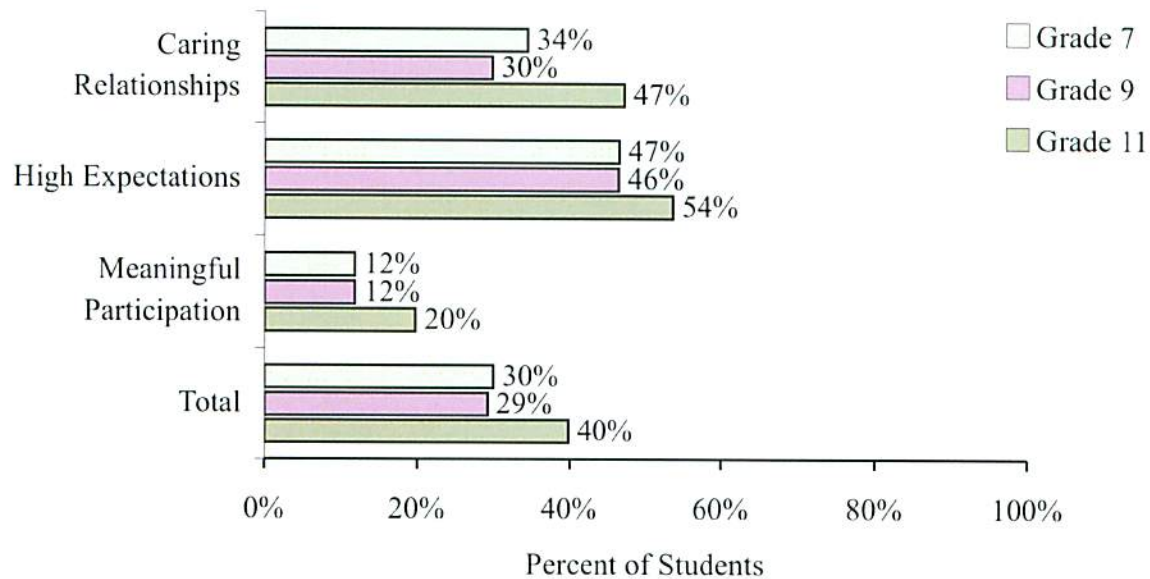
Chart 9 illustrates the proportion of students scoring **High** for each of these three protective factors in the school environment, as well as total perceived Protective Factors (average across the three scales). Resilience research clearly documents the power of teachers and schools to tip the scale from risk to resilience for children and youth. Even among children growing up in overwhelmingly negative conditions, researchers have found that 70-80% of them have demonstrated healthy adjustment and achievement when schools are sensitive to them and their burdens and provide supportive activities.¹ Youth development and successful learning are not competing goals but rather complementary or even synergistic processes. As Nel Noddings has observed:

It is clear that when schools focus on what really matters in life, the cognitive ends we now pursue so painfully and artificially will be achieved somewhat more naturally. It is obvious that children will work harder and do things...for people they love and trust.²

The School Connectedness Scale derived from the Add Health Survey is currently used by CDE as the Performance Indicator for school connectedness for Local Education Agency Plans.

¹ Garbarino, J., Dubrow, N., Kostelny, K., and Pardo, C. (1992). *Children in Danger: Coping with the Consequences of Community Violence*. San Francisco, CA: Jossey-Bass, p. 121.

² Noddings, N. (December 7, 1988). Schools face crisis in caring. *Education Week*, p. 32.

Chart 9. School Protective Factors: Percentage of Students Scoring High

COMPARISON TO STATE AND NATIONAL STUDENT DATA

One way to understand the data collected for the schools and district is to compare them to state and national data collected using the same questions. Tables 2 and 3 on the following pages display state and national student data for a select number of questions. The comparison information in the tables comes from the 2007 statewide California Student Survey and the 2007 national Youth Risk Behavior Survey results. The California Student Survey includes 9th and 11th graders in Continuation/Alternative schools with the data from Comprehensive/Traditional high school students. These include Performance Indicators CDE has identified for monitoring progress in reducing drug use and violence, as required in the Local Education Agency Plan. The indicators are identified by the symbol: (PI).

Table 2. Selected Alcohol, Tobacco and Drug Use, with Comparisons to 2007 State CSS* and 2007 National YRBS

	7th Grade %		9th Grade %			11th Grade %		
	District	CSS	District	CSS	YRBS	District	CSS	YRBS
Lifetime and Current ATOD Use								
<i>During your life did you ever...</i>								
smoke a cigarette? (PI)	6	7	26	20	45 ^a	25	34	55 ^a
chew tobacco or snuff?	3	4	7	6	~	4	10	~
drink alcohol (glass)?	24	24	50	47	67	58	66	79
use inhalants?	15	11	13	14	15	6	15	12
smoke marijuana? (PI)	10	9	33	25	29	33	42	50
<i>During the past 30 days, did you...</i>								
smoke a cigarette? (PI)	4	6	10	11	15	5	17	24
chew tobacco or snuff?	3	3	2	5	6	1	6	6
drink alcohol (glass)? (PI)	12	15	25	24	37	28	42	53
use inhalants?	7	5	5	7	~	2	7	~
smoke marijuana? (PI)	5	7	17	15	16	15	24	21
Level of Involvement (High Risk Patterns)								
<i>During your life have you ever...</i>								
been very drunk or sick after drinking?	9	11	31	28	~	34	45	~
been high from using drugs?	10	8	33	22	~	29	37	~
<i>During the past 30 days, did you...</i>								
drink 5 drinks in a couple of hours?	5	6	14	16	18	18	29	28

(PI) = SDFSCA/TUPE performance indicator required by CDE for Local Education Agency Plans.

^aYRBS asks about smoking even a puff or two.

*The California Student Survey includes 9th and 11th graders in Continuation/Alternative schools with the data from Comprehensive/Traditional high school students.

Table 2. Selected Alcohol, Tobacco and Drug Use, with Comparisons to 2007 State CSS* and 2007 National YRBS (continued)

	7th Grade %		9th Grade %			11th Grade %		
	District	CSS	District	CSS	YRBS	District	CSS	YRBS
ATOD Use on School Property								
During your life, have you ever been drunk/high?	5	6	19	13	~	19	25	~
During the past 30 days, did you smoke cigarettes?	2	3	6	7	4	1	7	5
Perceived Harm^b								
<i>People risk harming themselves using...^c</i>								
cigarettes (1-2 packs a day)	76	83	86	90	~	91	93	~
alcohol (five or more drinks once or twice a week)	77	83	86	89	~	91	92	~
marijuana (once or twice a week)	76	82	81	85	~	88	87	~

(PI) = SDFSCA/TUPE performance indicator recommended by CDE.

^bnot comparable with previous CHKS results

^ccombines "Great," "Moderate," and "Slight"

*The California Student Survey includes 9th and 11th graders in Continuation/Alternative schools with the data from Comprehensive/Traditional high school students.

Table 3. Selected School Safety-Related Indicators, Protective Factors, and Connectedness with Comparisons to 2007 State CSS* and 2007 National YRBS

	7th Grade %		9th Grade %			11th Grade %		
	District	CSS	District	CSS	YRBS	District	CSS	YRBS
School Safety								
<i>During the past 12 months at school, have you....</i>								
been harassed because of race/ethnicity, religion, gender, sexual orientation, or disability?	44	31	32	27	~	26	22	~
been in a physical fight?	27	32	24	25	18	11	23	11
been afraid of being beaten up? (PI)	33	29	20	22	~	16	15	~
During the past 12 months on school property, did you carry any weapon (gun, knife, or club)?	15	10	17	13	~	4	13	~
How safe do you feel when you are at school? Very safe. (PI)	14	18	13	16	~	16	20	~
Do you consider yourself a member of a gang?	8	9	10	8	~	10	8	~
School Protective Factors - High Levels (Resilience Indicators)								
Caring relationships with teacher or other adult (PI)	34	31	30	28	~	47	29	~
High expectations from teacher or other adult (PI)	47	45	46	39	~	54	38	~
Opportunities for meaningful participation at their school (PI)	12	16	12	13	~	20	15	~
Total	30	31	29	27	~	40	28	~
School Connectedness Scale (PI)	38	39	37	34	~	45	31	~

(PI) = SDFS/CA/TUPE performance indicator required by CDE for Local Education Agency Plans.

*The California Student Survey includes 9th and 11th graders in Continuation/Alternative schools with the data from Comprehensive/Traditional high school students.

ABOUT THE CHKS

SPONSOR	California Department of Education
SURVEY TYPE	Anonymous, voluntary, confidential student self-report, comprehensive health risk and resilience survey Modular secondary school instrument; single elementary version
GRADE LEVELS	Grades 5, 7, 9, 11, and continuation schools, minimum
SAMPLING	Representative district sample by contractor School-level surveys optional
MODULES (SECONDARY)	A. Core B. Supplemental Resilience and Youth Development C. AOD Use & Safety (Violence & Suicide) D. Tobacco E. Physical Health F. Sexual Behavior (Pregnancy and HIV/AIDS risk) G. Custom module H. After School
SOURCES	Items based on California Student Survey, Youth Risk Behavior Survey, and California Student Tobacco Use and Evaluation Survey
REQUIREMENTS	Biennial administration starting 2003-04 Module A Active consent from parent/guardian for grade 5 Active or passive consent for grade 7 and up Representative district samples
ADMINISTRATION	By school, following detailed instructions
PRODUCT	Local reports and aggregated state database
ADVISORS	Advisory committee of researchers, educators, prevention practitioners, and representatives of state public and private agencies, including the PTA and California School Boards Association
DATABASE	For spring 1998-spring 2003, contains over 1,300,000 student records from 77% of school districts representing 94% of state enrollment
STAFF SURVEY	Staff School Climate Survey assessing key factors relating to substance use, safety, youth development and well-being, learning supports and barriers, and school improvement (Required since fall 2004)
CONTRACTOR	WestEd —Gregory Austin, PhD, Project Director
INFORMATION	California Department of Education: 916.319.0920 Website: http://www.wested.org/hks Regional center helpline: 888.841.7536

Background

Development

The CHKS was developed under contract from CDE by WestEd in collaboration with Duerr Evaluation Resources, assisted by an Advisory Committee of researchers, teachers, school prevention and health program practitioners, and public agency representatives. It is designed to provide a common set of comprehensive health risk and resilience data across the state to guide local program decision-making and also determine geographic and demographic variations. Its flexible structure enables it to be easily customized (including the addition of questions) and integrated into program evaluation efforts to meet local needs and interests.

Sampling and Analytic Plans

For districts with 900 or fewer students per grade, all students are surveyed; otherwise 900 students may be randomly selected. If a district has over 10 schools per grade, schools may be randomly sampled. For results to be representative, a minimum of 60% of the students must complete useable surveys in each grade and school. Results are discarded for students who grossly exaggerated their substance use or had inconsistent response patterns.

Goals

Reduce Risk Behaviors and Promote Well-being and Positive Development

The behaviors assessed by the CHKS are those that contribute directly to the leading causes of death, injury, and social and personal problems among youth. Schools need a thorough understanding of the scope and nature of student risk behavior and assets (resilience) to develop effective prevention and health programs. Without data, districts will struggle to make sound decisions about allocation of resources, programming, and the effectiveness of their efforts.

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Ensuring that students are safe, drug-free, healthy, and resilient is central to improving academic performance. Growing numbers of children are coming to school with a variety of health-related problems that make successful learning difficult, if not impossible. (See the discussion below on *Using the CHKS to Help Improve Schools and Achievement*.)

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The CHKS is an important component of California's school accountability system, which requires that schools objectively assess students and then set measurable goals for making improvement. The CHKS gathers credible information to identify the health and safety needs of the students, establish district goals, and monitor progress in achieving the goals.

Meet Funding Requirements

For these reasons, state, federal, and private agencies increasingly require schools to collect, disseminate, and use health-related data as a requirement for obtaining and maintaining funding. The CHKS is specifically designed to help meet such requirements. For example, the federal *No Child Left Behind Act* requires LEAs to regularly conduct a drug use and violence needs assessment and report the results to the community. Districts that have state competitive grants for *Tobacco Use Prevention Education (TUPE)* programs also must administer the CHKS.

Promote Health Programs and Community Support

The CHKS is designed to send a positive message of the importance of a healthy lifestyle and to promote the development of comprehensive school health programs. It aims to foster school and community collaboration that is essential to tackling these critically important issues.

Using the CHKS to Help Improve Schools and Student Achievement

How do schools engage, motivate, and support students so that they can achieve? Ensuring that students are safe, drug-free, healthy, and resilient is central to improving academic performance. Growing numbers of children are coming to school with a variety of health-related problems that make successful learning difficult, if not impossible. Research studies and reviews over the past decade have consistently concluded that student health status and academic achievement are inextricably intertwined. Incorporating health and prevention programs into school improvement efforts produces positive achievement gains. To these ends, the CHKS provides data to assess and monitor the health-risk and problem behaviors that research has identified as ***important barriers to learning*** among students, particularly those related to school climate. The CHKS also assesses ***school assets and connectedness***, which research has consistently identified as promoting positive youth development and school success. The full CHKS report lists all the school-related questions. The numbers refer to the high school module. An important new tool to help further integrate the CHKS with school improvement efforts is the Staff School Climate Survey, required as of fall 2004. Call your CHKS Service Center for further information.

ABBREVIATIONS AND DEFINITIONS

Agencies

CDC	U.S. Centers for Disease Control and Prevention.
CDE	The California Department of Education.
CBEDS	California Basic Education Data System compiled by the California Department of Education.
LEA	Local Education Agency, such as a school district or county office of education.
Title IV	The federal Safe and Drug-Free Schools and Communities Act, part of the No Child Left Behind Act.
TUPE	California's Tobacco Use Prevention Education program.

Surveys

CSS	The biennial California Student Survey (also known as the Biennial Statewide Survey of Drug and Alcohol Use Among California Students or the Attorney General's survey). Last conducted in the fall/winter of 2007-2008.
CSSA	The California Safe Schools Assessment, a state-mandated program that requires all LEAs and school sites to collect and report the incidence of specified crimes to the California Department of Education.
MTF	The national Monitoring the Future Survey, sponsored by the National Institute of Drug Abuse. The foremost and oldest national survey of student drug use; conducted annually.
NCVS	The National Crime and Violence Survey.
YRBS	The biennial Youth Risk Behavior Survey, sponsored by the federal Centers for Disease Control and Prevention. Last conducted in 2007.

Drugs and Drug-Related Behaviors

AOD (ATOD)	Alcohol (tobacco) and other drugs.
Alcoholic Drink	One can/bottle of beer or wine cooler, glass of wine, mixed drink, or shot glass of distilled spirits (liquor).
Binge Drinking	Refers to consuming five drinks or more in a row on the same occasion. The CHKS and YRBS measure this behavior over the past 30 days; the CSS and MTF, over the past two weeks. Also referred to as episodic or occasional heavy drinking.
Illicit Drugs	Drugs other than alcohol or tobacco, such as marijuana.
Inhalants	Drugs that you "sniff" or "huff" to get high, such as glue, gas, gasoline, paint fumes, aerosol sprays, poppers, and laughing gas.
Methamphetamines	Refers to crystal meth, speed, ice, crank, or any amphetamine.
Polydrug Use	Use of two or more different drugs on the same occasion. Measured for the past six months.
Smokeless Tobacco	Chew or snuff, such as Redman, Levi Garrett, Beechnut, Skoal, Bandits, or Copenhagen.
Tobacco	Includes both smoked and smokeless tobacco.

AGENDA ITEM # X1-3

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Personnel	
Date: October 20, 2010	Action Item
To: Board of Trustees	Information Item <u>X</u>
From: George Tigner Chief Administrative Officer	# Attached Pages

**SUBJECT: DRUG SCREENING & MEDICATION
LEGAL LIMITS**

**George Tigner, Chief Administrative Officer, will discuss
"Drug Screening & Medication Legal Limits."**

RECOMMENDATION:

AGENDA ITEM # X1-3

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: 10/20/10

Action Item

To: Board of Trustees

Information Item X

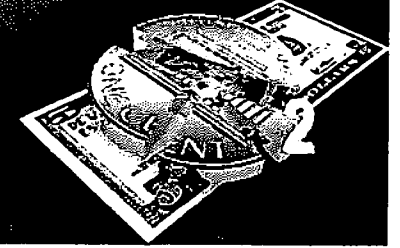
From: Jeanne Bess *JB*
Director of Fiscal Services

Attached Page

SUBJECT: State Budget Adoption Update

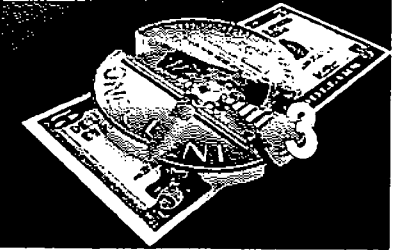
The State has finally passed its budget for the 2010/11 fiscal year. Jeanne Bess will present a summary of information received at the School Finance and Management Conference presented by School Services of California. This information will clarify how the State budget will affect the revenues we will receive for our operating expenses this fiscal year.

Major Changes from May Revision to the Final Budget



- **May Revision: Reduced revenue limits by \$1.5 billion**
 - **Final Budget: Fully restores revenue limit cut**
- **May Revision: “Fully funded” negative 0.39% COLA**
 - **Final Budget: Holds school agencies harmless from negative COLA**
- **May Revision: No funding for prior-year mandates**
 - **Final Budget: \$300 million in one-time mandate funds, of which \$100 million is for 2010-11 claims and \$200 million is for prior-year claims allocated on a per-ADA basis**
- **May Revision: Eliminated child care programs**
 - **Final Budget: Funding fully restored for licensed care providers**
- **May Revision: Suspended existing AB 3632 special education county mental health mandate**
 - **Final Budget: No suspension of mandate to county mental health**

2010-11 Final Budget vs. May Revision



- The Budget agreement did not include the \$1.5 billion revenue limit reduction, estimated to be 3.85% on the total undeficit base revenue limit
- The Budget agreement eliminated the effect of the negative COLA with the lower deficit factor

	2010-11 May Revision	2010-11 Final Budget
	\$6,361	\$6,361
	-\$1,187 for 18.355% deficit	-\$1,163 for 17.963% deficit
	-\$246 for the 3.85% reduction	
	\$4,928 Funded revenue limit	\$5,198 Funded revenue limit

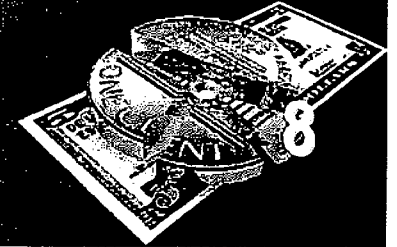
SSC Financial Dartboard



Factor	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Statutory COLA (applies to K-12 and COE Revenue Limit)	4.25%	-0.39%	1.70%	1.90%	2.00%	2.40%
K-12 Revenue Limit Deficit %	18.355%	17.963%	17.963%	17.963%	17.963%	17.963%
COE Revenue Limit Deficit %	18.621%	18.250%	18.250%	18.250%	18.250%	18.250%
Other Revenue Limit Adjustments	-\$252.99 ¹ per ADA	N/A	N/A	N/A	N/A	N/A
Net Revenue Limit Change: K-12	-12.07%	5.17%	1.70%	1.90%	2.00%	2.40%
SSC's Recommended Planning Revenue Limit COLA	N/A	N/A	0.00%	1.90%	2.00%	2.40%

¹The 2009 Budget Revision did not include the 11.428% deficit for 2008-09, which was proposed in the May Revision. Instead, the Budget Revision required school districts, COEs, and charter schools to reduce revenue limits by \$252.99 per ADA on a one-time basis in 2009-10.

Next Steps



- **The first interim reporting period closes October 31 and the report will be received by the Board by December 15**
 - **Adjustments to the budget will be made based on the Revised State Budget**
- **Our revision to the budget requires:**
 - **Clarifying assumptions**
 - **How much revenue?**
 - **What flexibility options remain available?**
 - **How will expenditures change?**
 - **What is the impact of Federal Jobs Bill funding?**
- **We will continue to watch Sacramento closely and provide updates on changes to the Board**

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: **Superintendent's Office**
To: **Board of Trustees**
Date: **October 20, 2010**
From: **Scott A. Loehr, Superintendent**
Principal's Initials: _____

Action Item **X**
Information Item
#Attached Pages **8**

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

September 15, 2010 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 - MultiPurpose Room 3901 Little Rock Drive, Antelope, CA 95843

Wednesday, September 15, 2010

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Williams called the meeting to order at 5:00 p.m.

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

Administrators Present: Scott Loehr, Superintendent
George Tigner, Chief Administrative Officer
Craig Deason, Assist. Supt., Operations & Facilities
Jeanne Bess, Director of Fiscal Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Matter Relating to Student Retention
2. Student Expulsions/Readmissions (G.C. §54962)
3. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:00 p.m.

OPEN SESSION - CALL TO ORDER - 6:10 p.m.

FLAG SALUTE - led by Raymond Houston

It was announced that Trustee Blenner left at 6:00 p.m. to attend his site's Back to School Night.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. The following items had action taken during Open Session:

1. Matter Relating to Student Retention
Student Retention - Recommendation approved.

Motion: Wilson
Second: Friedman
Ayes: Anderson, Friedman, Williams, Wilson
Noes: None
Absent: Blenner

2. Student Expulsions/Readmissions (G.C. §54962)
Student Expulsion #10-11.01 - Recommendation approved.

Motion: Wilson
Second: Anderson
Ayes: Anderson, Friedman, Williams, Wilson
Noes: None
Absent: Blenner

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION (continued)

Student Expulsion #10-11.02 - Recommendation approved.

Motion:	Wilson	Ayes: Anderson, Friedman, Williams, Wilson
Second:	Friedman	Noes: None
		Absent: Blenner

Student Readmission RA #09-10.01 Recommendation approved.

Motion:	Wilson	Ayes: Anderson, Friedman, Williams, Wilson
Second:	Anderson	Noes: None
		Absent: Blenner

Student Readmission RA #09-10.07 Recommendation approved.

Motion:	Wilson	Ayes: Anderson, Friedman, Williams, Wilson
Second:	Friedman	Noes: None
		Absent: Blenner

ADOPTION OF AGENDA - approved adoption of agenda as presented.

Motion:	Friedman	Ayes: Anderson, Friedman, Williams, Wilson
Second:	Wilson	Noes: None
		Absent: Blenner

STUDENT PRESENTATION: Several Center High School MCA students, under the direction of Vernon Bisho, presented videos that they had made.

STUDENT / STAFF RECOGNITIONS

1. 2010 STAR Test Perfect Scores – George Tigner, Chief Administrative Officer, announced the names of the students who received a perfect score on one or both parts (Math/LA) of the STAR testing and their teacher last year. The students received certificates for their accomplishment.
2. Activities Director and AVID teacher at CHS – Mike Jordan, Principal at CHS, announced that he wanted to recognize Mr. Castro for all of the hard work and long hours that he puts in for the high school.

STUDENT BOARD REPRESENTATIVE REPORTS

Global Youth Charter School - Oscar Gonzalez

- there will be a Boys Soccer game on Monday, September 27th at Trinity Prep, Girls Volleyball on the 28th at Auburn, and volleyball again on the 30th at North Hills
- SAT is offered October 9th
- PSAT offered Oct 13th at CHS
- 2nd Parent Teacher Club Meeting on September 2nd
- Sept 9 was the first Advisory Council meeting
- ASB had a Car Wash on Saturday, September 12th
- constitution and bylaws are almost finished, there are just a few more adjustments to make
- 35 point growth in API score, which puts them at 728

Antelope View Charter School - Raymond Houston

- held the BBQ and Back to School Night last month
- there are 157 students currently enrolled
- there are 31 Seniors this year, biggest Senior class since 2005
- yearbook class for 8th graders, Mrs. Isaacs is teaching this class
- Senior project – are getting job hours
- Mrs. Decker is putting together a holiday food drive

McClellan High School - Jarren Suh

- Staff and students are excited that their API score is up 75 points
- first grading period ended last Friday
- today students received awards and treats for perfect attendance during the first grading period
- Leadership will be honoring students who achieved honor roll at the next assembly, Monday September 27
- each month Leadership is recognizing student and staff birthdays

Center High School - Anthony Mendoza

- Sept 2 was the Blood Drive; 113 pints of blood donated
- the Fall Homecoming Theme is "Animated Disney Movies": Seniors - Peter Pan, Juniors - Alice in Wonderland, Sophmores - The Jungle Book, and Freshmen - The Little Mermaid
- Homecoming Royalty elections will be held on September 28th and 30th, and the King and Queen elections will be October 21st
- started a brand new Tutoring Program in the Library, which will be held on Tuesday, Wednesdays, and Thursdays
- Progress Reports were handed out in Advocacy class on September 13th
- this Friday is a new event called Freshman Fiesta, that will be held before the football game
- next Friday, September 24th, Juniors & Seniors will see a DUI Court Case on campus
- September 28th the Talent Show will be held after school in the Theater
- Powder Puff sign-ups are September 21 & 22; the Powder Puff Football game will be Oct 20

ORGANIZATION REPORTS

1. CUTA - Heather Woods, President, reported that the API scores are in and Center is doing very well. She thanked the teachers for working hard, as well as the other staff who help every day. She noted that the State Budget is an issue that is being watched very closely. We are planning for the worst and hoping for the best. Noted that she is excited that they have an additional teacher at Dudley, which allowed a combo class; not the best in numbers, but looking much better. She announced that she will not be here at the next Board Meeting; she is a class advisor and will need to attend the Powder Puff Football game October 20. Mr. Muldoon will be attending the Board Meeting in her place. She invited the Board to the Homecoming game on Friday, October 22.

2. CSEA - Marie Huggins, President, agreed with Heather that we are in tough negotiation times with the Budget. She thanked the district for coming back with reductions in the increased health and welfare benefits costs; they are still looking for a more reductions. She noted that today Mr. Tigner advised her that they will try to get the brokers to come out and speak to the employees and address concerns with the premiums. She asked that the Board be patient with employees who may be inquiring on the increases in benefit costs.

A 5 minute break was taken from 6:58 -7:03 pm to set up for the next presentation.

REPORTS/PRESENTATIONS

1. **Healthy Start Annual Update** - Alyson Collier, Healthy Start Coordinator, shared a PowerPoint presentation with information on the programs provided and the amounts of students served through the Healthy Start office during the 2009-2010 school year. Alyson introduced Sarah Alzanon and Jim Heffelfinger, who spoke briefly on the services they provide to the Foster Youth in our district.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

David Grimes, Principal at Oak Hill Elementary, invited the Board to the Annual Water Palooza this Saturday at Oak Hill.

BOARD/SUPERINTENDENT REPORTS

Mr. Blenner - was not available to report.

Mr. Friedman

- thanked all of those who have participated in the meeting tonight.
- congratulated Mr. Castro for the good work he does.
- told Sarah Alzanon that she is making great accomplishments, and Alyson Collier that she is amazing.
- announced that the Center Endowment will hold a golf tournament on the 8th of October.
- congratulated Mr. Bisho and his students on the videos and their accomplishments.

Mr. Wilson

- gave Raymond Houston the nickname of Homunculus this summer while interning at the Capital.
- found out that if we don't have a budget by October 15 we might not have one until after the election.

Mrs. Anderson

- announced that All Staff Day was great; enjoyed George's presentation.
- worked the snack bar at the game Friday night; noted that there are some issues that need to be worked out (fans needed, electrical sockets that don't work, bathroom faucets that don't work).
- noted that she would like to start a discussion about not attending the CSBA conference this year at all; she also asked that we look for another source for policy review.

Mr. Friedman asked that we direct staff to articulate our displeasure with Mr. Plotkin's compensation. Mr. Friedman then noted that because the conference is close, and that they do provide invaluable information, that the conference not be eliminated. Mr. Wilson noted that we had agreed to authorize the Superintendent and one Board member (usually Board President) to attend.

- asked that if anyone knows of a district family who is in need, please let them know.

Mr. Loehr

- congratulated the students, and their teachers, who were recognized tonight for receiving a perfect score on the STAR.
- enjoyed attending with the Board and representing the district at the Teacher Of The Year Banquet
- complemented Global Youth and Shelly Hoover for meeting their A-G requirements.
- noted that we have a difficult road ahead of us, but we will get through it.
- thanked Mrs. Lord for the wonderful looking displays in the Cafeteria.
- noted that we are one of the few districts in Sacramento County that are not in Program Improvement.

BOARD/SUPERINTENDENT REPORTS (continued)

Mrs. Williams

- noted that she visited Spinelli with Mr. Loehr.
- noted that the Teacher Of The Year Dinner went well this year.
- noted that she attended All Staff Day.
- asked that we put back on the talking table the athletic fees for next meeting (what's working, what's not).

CONSENT AGENDA

1. Approved Adoption of Minutes from August 18, 2010 Regular Meeting
2. Approved Certificated Personnel Transactions
3. Approved Classified Personnel Transactions
4. Ratified 2009/2010 Master Contracts:
 - BECA
 - Mingus Mountain Academy
5. Ratified 2009/2010 Individual Service Agreements:
 - 2009/10-91 Red Rock Canyon School
 - 2009/10-218 BECA
 - 2009/10-219 Clarinda Academy
 - 2009/10-220 Bright Start Therapies
 - 2009/10-221 Rancho Learning Center JRHS
 - 2009/10-222 Mingus Mountain Academy
6. Approved 2010/2011 Master Contracts:
 - Kinzie Murphy, Speech Pathologist/Oral Feeding Specialist
 - Colorado Boys Ranch
 - Medicab
7. Approved 2010/2011 Individual Service Agreements:
 - 2010/11-101 BECA
 - 2010/11-102 Clarinda Academy
 - 2010/11-103 Kinzie Murphy
 - 2010/11-104 Colorado Boys Ranch
 - 2010/11-105 Medicab
 - 2010/11-106-117 Bright Futures
8. Approved CHS FBLA Attendance at State Officer Meeting, Santa Clara, CA
9. Approved CHS FBLA Attendance at Leadership Conference, Santa Clara, CA
10. Approved Two Year Ground Lease for Sunrise Park and Recreation District for Day Care at Oak Hill Elementary School
11. Approved Ground Lease Agreement: North Highlands Recreation & Park District
12. Approved Professional Service Agreement: Isabella Maranon
13. Approved Payroll Orders: July - August 2010
14. Approved Supplemental Agenda (Vendor Warrants - July 2010)

Motion: Wilson

Second: Friedman

Ayes: Anderson, Friedman, Williams, Wilson

Noes: None

Absent: Blenner

BUSINESS ITEMS

A. SEE EACH ITEM BELOW - First Reading: Board Policies/Regulations/Exhibits
(No Significant Changes)

There was motion to bring this item to the floor.

Motion: Anderson
Second: Friedman

BP 1150	BP 3516.5	AR 5145.8
AR 1150	AR 4032	BP 6162.5
BP 3100	BP 4156.2/4256.2/4356.2	BB 9270
AR 3460	BP 5145.8	E 9270
AR 3516.2		

APPROVED - There was a motion to approve the above listed policies. **MOTION PASSED**

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

APPROVED - BP/AR 1250 – there needs to be a correction to who is allowed on campus during school hours

Mr. Loehr presented a revised policy for vote

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

APPROVED - BP 4020 – all references to alcohol had been dropped. We have now revised this to also include alcohol awareness

Mr. Loehr presented a revised policy for vote

Motion: Anderson **Ayes:** Anderson, Friedman, Williams, Wilson
Second: Wilson **Noes:** None
Absent: Blenner

PULLED - AR 4161.1/4361.1 – this policy was pulled for further review. She is wanting more info on what is ed code, what is mandated, etc. (better understanding)

There was a motion to pull this item.

Motion: Anderson **Ayes:** Anderson, Friedman, Williams, Wilson
Second: Friedman **Noes:** None
Absent: Blenner

APPROVED - BP/AR 6158 – specific time frames where given for assignments

There was a motion to approve

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

BUSINESS ITEMS (continued)

B. SEE EACH ITEM BELOW - First Reading: Board Policies/Regulations/Exhibits
(Significant Changes)

There was a motion to bring these to the floor.

Motion: Friedman

Second: Anderson

APPROVED - BP/AR 1240 – there was a question on the fingerprinting requirement. Mr. Loehr clarified what procedure the district is continuing to follow.

There was a motion to approve this item.

MOTION PASSED

Motion: Friedman

Second: Wilson

Ayes: Anderson, Friedman, Williams

Noes: Wilson

Absent: Blenner

APPROVED - BP/AR 3552 – there was an inquiry on whether the district provided this service this last year, which we did not. It was noted that we plan to do it again this next summer.

There was a motion to amend the word “shall” to “may” in several places of the BP, otherwise approve these as presented.

MOTION PASSED

Motion: Friedman

Second: Anderson

Ayes: Anderson, Friedman, Williams

Noes: Wilson

Absent: Blenner

APPROVED - BP 3555

There was a motion to approve this item.

MOTION PASSED

Motion: Anderson

Second: Friedman

Ayes: Anderson, Friedman, Williams

Noes: Wilson

Absent: Blenner

APPROVED - AR/E 4112.62/4212.62/4312.62 – Trustee Anderson asked if we are notified if a current employee who has worked for the district for many years then commits a crime. Mr. Tigner stated that the district is notified.

There was a motion to approve this item.

MOTION PASSED

Motion: Anderson

Second: Friedman

Ayes: Anderson, Friedman, Williams

Noes: Wilson

Absent: Blenner

FAILED - BP/AR 4127/4227/4327 -

There was a motion to approve this item.

MOTION FAILED

Motion: Friedman

Second: Wilson

Ayes: Anderson, Williams

Noes: Friedman, Wilson

Absent: Blenner

FAILED - There was a motion to reconsider.

MOTION FAILED

Motion: Friedman

Second: Williams

Ayes: Friedman, Williams

Noes: Anderson, Wilson

Absent: Blenner

Mr Loehr asked that we bring this back on the October 20 agenda.

BUSINESS ITEMS (continued)

APPROVED REJECTION - BP/AR 5141.21 – Trustee Wilson shared his concerns with this policy.

There was a motion to reject this item.

MOTION PASSED

Motion: Wilson

Ayes: Anderson, Friedman, Williams, Wilson

Second: Friedman

Noes: None

Absent: Blenner

C. APPROVED - Resolution #2/2010-11: Gann Limit Resolution and 2009/10 Unaudited Actuals Report

Jeanne Bess, Director of Fiscal Services, gave the Board a brief overview on the Unaudited Actuals report.

Motion: Friedman

Ayes: Anderson, Friedman, Williams, Wilson

Second: Wilson

Noes: None

Absent: Blenner

ADVANCE PLANNING

a. *Future Meeting Dates:*

i. *Wednesday, October 20, 2010 @ 6:00 p.m. - North Country Elementary School - MultiPurpose Room*

b. *Suggested Agenda Items:*

CONTINUATION OF CLOSED SESSION – At 8:48 pm the Board took a 5 minute break. The Board returned to Closed Session at 8:53 p.m.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – at 9:44 p.m. the Board returned from Closed Session and announced that no action was taken.

ADJOURNMENT – 9:45 p.m.

Motion: Friedman

Ayes: Anderson, Friedman, Williams, Wilson

Second: Anderson

Noes: None

Absent: Blenner

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Gary N. Blenner, 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: October 20, 2010

#Attached Pages 2

From: Scott A. Loehr, Superintendent

Principal's Initials:

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

September 29, 2010 Special Meeting

RECOMMENDATION: CJUSD Board of Trustees approve presented minutes.

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING

District Office - Room 5
8408 Watt Avenue, Antelope, CA 95843

Wednesday, September 29, 2010

MINUTES

CALL TO ORDER - President Williams called the meeting to order at 6:30 p.m.

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

Administrators Present: Scott Loehr, Superintendent
George Tigner, Chief Administrative Officer

FLAG SALUTE - led by George Tigner

ADOPTION OF AGENDA - approved adoption of agenda as presented.

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

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA

COMMENTS FROM AUDIENCE DESIRING TO ADDRESS BOARD - None

CLOSED SESSION - 6:34 p.m.

OPEN SESSION - CALL TO ORDER - 7:41 p.m.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION - Trustee Williams announced that there was no action taken during Closed Session.

ADVANCE PLANNING

- a. **Future Meeting Dates:**
 - i. Wednesday, October 20, 2010 @ 6:00 p.m. - North Country Elementary School
MultiPurpose Room
- b. **Suggested Agenda Items:**

ADJOURNMENT - 7:43 p.m.

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


Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Gary N. Blenner, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

		AGENDA REQUEST FOR:	
Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	October 20, 2010	Information Item	
To:	Board of Trustees	# Attached Pages	1
From:	George Tigner, Chief Administrative Officer 		

CONSENT AGENDA

Subject: Certificated Personnel Transaction

Retirement

Rita Kearn, Oak Hill Elementary School

Recommendation: Approve Certificated Personnel Transaction as Submitted

Retirement

Rita Kearn has submitted her intent to retire as a Second Grade Teacher, Oak Hill Elementary School, effective end of day on December 31, 2010.

AGENDA ITEM # XIV-4

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: October 20, 2010

Action Item X

To: Board of Trustees

Information Item

From: George Tigner,
Chief Administrative Officer

Attached Pages 1

SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS

NEW HIRE: Yvonne Lewis, Cafeteria Cashier
Stacy Roberts, Instructional Specialist PH/Autism

PROMOTION: Tambra Kidwell, Dispatcher/Relief Driver

RECOMMENDATION: Approve Classified Personnel Transactions as
Submitted

CONSENT AGENDA

AGENDA ITEM # XIV-4

Yvonne Lewis has been hired as a Cafeteria Cashier, Wilson Riles Middle School, effective October 11, 2010.

Stacy Roberts has been hired as an Instructional Specialist, PH/Autism, Spinelli Elementary school effective October 11, 2010.

Tambra Kidwell has been promoted to Dispatcher/Relief Driver effective October 1, 2010.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: October 20, 2010

Action Item ☒ X

To: Board of Trustees

Information Item

From: Scott Loehr, Superintendent

Attached Pages

Initials: S.L.

SUBJECT: 2010/2011 Individual Service Agreements

Please approve the following Individual Service Agreements for special education students to receive services at nonpublic schools/agencies during the 2010/11 fiscal year.

2010/11-116	Bright Futures	\$ 1,520.00
2010/11-117-118	Placer Learning Center	\$55,274.40

RECOMMENDATION: CJUSD Board of Trustees to approve Individual Service Agreements for the 2010/2011 school year.

CONSENT AGENDA

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: October 1, 2010

Action Item ____

To: Board of Trustees

Information Item X

From: Joyce Frisch, Principal

Attached Pages 2

Principal's Initials: 

SUBJECT:

Wilson C. Riles Middle School will be offering four High Quality First Instruction modules (Teach: It's in the Presentation; Check for Understanding: How Do You Know; Practice: Making It Stick; Motivate and Engage: Get Them Involved) for a minimum of 50 participants which will include teachers, counselors, psychologist and administrators. The cost for the 4 workshops is \$4,000 which includes instructors and materials. The workshops will take place at Wilson Riles Middle School on October 18, 2010, November 15, 2010, January 24, 2011 and February 28, 2011. Workshops will run from 1:30 to 3:30 pm on those dates. These workshops are being brought to Wilson C. Riles Middle School by the Development and Training Department of the Sacramento County Office of Education. The funding will come from Title I funds.

CONSENT AGENDA

Sacramento

Office of Education

County



Estimate of Charges

Agreement #091610

Type of Training/Service: High-Quality First Instruction

- *Teach: It's in the Presentation*
- *Motivate and Engage: Get Them Involved*
- *Check for Understanding: How Do You Know?*
- *Practice: Making It Stick*

Description: High-quality first instruction is critical for student success. This training is interactive and engaging, allowing participants to experience many of the instructional features. Participants will also have the opportunity to plan with their own teacher's editions.

Who should attend: Principal, Teachers, and Staff

Dates and locations: October 18, 2010 - *Teach: It's in the Presentation*
 November 15, 2010 - *Check for Understanding: How Do You Know?*
 January 24, 2010 - *Practice: Making It Stick*
 February 28, 2010 - *Motivate and Engage: Get Them Involved*

Wilson Riles Middle School
 4747 PFE Rd.
 Roseville, CA 95747

Number of Participants	Description	Estimated Total
Minimum of 50 participants per module	<p>The estimate is based on SCOE providing 4 High-Quality First Instruction modules:</p> <ul style="list-style-type: none"> - <i>Teach: It's In the Presentation</i> - <i>Check for Understanding: How Do You Know?</i> - <i>Practice: Making It Stick</i> - <i>Motivate and Engage: Get Them Involved</i> <p>and the guarantee by the School of a minimum of 50 and maximum of 60 participants at each training at a cost of \$20.00 per module per participant for a minimum cost of \$4,000.00. Fee includes training materials and Instructors.</p>	\$4,000.00 (Minimum)

Please make Purchase Order or Check payable to:
 Sacramento County Office of Education
 ATTN: Financial Services
 Reading Lions Center
 P.O. Box 269003
 Sacramento, CA 95826-9003

MEMORANDUM OF UNDERSTANDING

Agreement #091610

This Memorandum of Understanding (MOU) is between the Sacramento County Office of Education, hereinafter referred to as "SCOE," and Wilson Riles Middle School, Center Joint Unified School District, hereinafter referred to as "School."

The purpose of this MOU is to detail the roles and responsibilities of SCOE and the School in regards to delivering instructional support services to district staff. Once signed by both parties, this MOU is in effect.

The SCOE agrees to:

1. Provide 4 High-Quality First Instruction modules:
 - *Teach: It's in the Presentation*
 - *Check for Understanding: How Do You Know?*
 - *Practice: Making It Stick*
 - *Motivate and Engage: Get Them Involved*
2. Provide a primary contact person for all work under this agreement: Tami Wilson, (916) 228-2350 twilson@scoe.net
3. Provide instructors to facilitate training.
4. Provide all handouts included in the training. All instructional materials that are provided by SCOE are copyrighted.
5. Provide AV equipment.
6. Provide general table supplies and instructor materials.
7. SCOE will not provide food for work under this MOU.
8. Invoice School upon completion of each training module (Invoice will be mailed to Training Location address below unless otherwise instructed).

Training Date(s): ~~October 18, 2010 - *Teach: It's in the Presentation*~~
~~November 15, 2010 - *Check for Understanding: How Do You Know?*~~
~~January 24, 2011 - *Practice: Making It Stick*~~
~~February 28, 2011 - *Motivate and Engage: Get Them Involved*~~

Training Schedule: 1:30 p.m. – 3:30 p.m.

Training Location: Wilson Riles Middle School
4747 PFE Rd.
Roseville, CA 95747
(Billing address same as Training Location address)

The School agrees to:

1. Provide a primary contact person for all work under this agreement. The contact will be: Joyce Frisch - Principal (916) 787-8100.
2. Ensure the school representative is available during the training.
3. Ensure each participant has a current Teacher's Edition during the training.
4. Provide SCOE with copies of attendance records.
5. Provide facility, insurance and indemnification.
6. Provide a minimum of 50 and maximum of 60 participants at each training. If enrollment falls below 50, the School will be billed for the minimum number of participants.
7. Pay SCOE money due within 90 days of invoicing. Fee is \$20.00 per module per participant for a minimum of \$4,000.00.

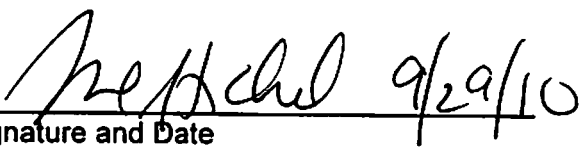
Indemnity. SCOE shall indemnify, defend, and hold harmless School, its officers, agents, and employees from and against any and all loss, cost, damage, expense (including attorney's fees), claim, suit, demand, or liability of any kind or character to any persons or property arising from or relating to any negligence of SCOE, its officers, agents, or employees.

School shall indemnify, defend, and hold harmless SCOE, its officers, agents, and employees from and against any and all loss, cost, damage, expense (including attorney's fees), claim, suit, demand, or liability of any kind or character to any persons or property arising from or relating to any negligence of School, its officers, agents, or employees.

SCOE and School shall monitor this agreement to oversee implementation of project activities.

Sacramento County Office of Education:
Sue Stickel, Assistant Superintendent
Curriculum and Intervention

Wilson Riles Middle School
Joyce Frisch - Principal


Signature and Date


Signature and Date

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: October 20, 2010

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 13

Assist. Supt. Initials: C'D

SUBJECT: Amendment No. 4 to Five Year Agreement with
Child Development Centers

The District has a five year contract with Child Development Centers to provide day care for students at North Country (4 relocatables), Arthur S. Dudley (2 relocatables), and Cyril Spinelli (3 relocatables) Elementary Schools. The proposed Amendment No. 4 to the original lease (attached) extends the lease by 2 years and adds a 5% increase to the charge for utility usage. The term of this amendment is July 1, 2010, through June 30, 2012.

Recommendation: That the Board of Trustees approves Amendment No. 4 to the five year lease agreement between Child Development Centers and Center Joint Unified School District for day care services.

CONSENT AGENDA

AMENDMENT NO. 4
Lease between Center Unified School District
and
Child Development Centers

Original lease effective January 1, 2000

Premises: Two (2) Relocatable classrooms at Arthur Dudley Elementary School

This Amendment No. 4 to the Lease between Center Unified School District and Child Development Centers changes the original lease by substituting the following provisions:

Revision to the Term of the lease (Section 2. Term)

Replaced by:

"The term of this lease shall be for two (2) years, commencing on July 1, 2010 and terminating on June 30, 2012, unless earlier terminated in accordance with the provisions of this lease."

Revision to the Rental and Utility Payment (Section 4. Rent, A)

Replaced by:

"A. LESSEE shall pay LESSOR as monthly rent, without deduction, set off, prior notice, or demand, the sum of One Thousand, One Hundred Fifty Dollars (\$1,150.00) plus the sum of Two Hundred Twenty Dollars and Fifty Cents (\$220.50) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing July, 2010, and continuing during the term."

All other terms of the lease are renewed as originally signed.

LESSOR:
Center Unified School District

LESSEE:
Child Development Centers

Signature



Signature

Scott Loehr, Superintendent
Name

Jason Gurahoo, CFO / MGR
Name

Date

10/01/2010

Date

AMENDMENT NO. 4
Lease between Center Unified School District
and
Child Development Centers

Original lease effective January 1, 2000

Premises: Three (3) Relocatable classrooms at Cyril Spinelli Elementary School

This Amendment No. 4 to the Lease between Center Unified School District and Child Development Centers changes the original lease by substituting the following provisions:

Revision to the Term of the lease (Section 2. Term)

Replaced by:

"The term of this lease shall be for two (2) years, commencing on July 1, 2010 and terminating on June 30, 2012, unless earlier terminated in accordance with the provisions of this lease."

Revision to the Rental and Utility Payment (Section 4. Rent, A)

Replaced by:

"A. LESSEE shall pay LESSOR as monthly rent, without deduction, set off, prior notice, or demand, the sum of One Thousand, Seven Hundred Twenty-five Dollars (\$1,725.00) plus the sum of Three Hundred Thirty Dollars and Seventy-five Cents (\$330.75) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing July, 2010, and continuing during the term."

All other terms of the lease are renewed as originally signed.

LESSOR:
Center Unified School District

LESSEE:
Child Development Centers

Signature

Signature

Scott Loehr, Superintendent
Name

Jason Gurahoo, CFO / MGR
Name

Date

Date

10/01/2010

AMENDMENT NO. 4
Lease between Center Unified School District
and
Child Development Centers

Original lease effective January 1, 2000

Premises: Four (4) Relocatable classrooms at North Country Elementary School

This Amendment No. 4 to the Lease between Center Unified School District and Child Development Centers changes the original lease by substituting the following provisions:

Revision to the Term of the lease (Section 2. Term)

Replaced by:

"The term of this lease shall be for two (2) years, commencing on July 1, 2010 and terminating on June 30, 2012, unless earlier terminated in accordance with the provisions of this lease."

Revision to the Rental and Utility Payment (Section 4. Rent, A)

Replaced by:

"A. LESSEE shall pay LESSOR as monthly rent, without deduction, set off, prior notice, or demand, the sum of Two Thousand Dollars (\$2,000.00) plus the sum of Four Hundred Forty-One Dollars (\$441.00) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing July, 2010, and continuing during the term."

All other terms of the lease are renewed as originally signed.

LESSOR:
Center Unified School District

LESSEE:
Child Development Centers

Signature

Signature

Scott Loehr, Superintendent
Name

Jason Gurahoo, CFO / MGR
Name

Date

Date

10/01/2010

LEASE

This Lease is made this First day of January, 2000 between Center Unified School District, a political subdivision of the State of California, ("LESSOR" herein) whose address is 8408 Watt Avenue, Antelope, California 95843 and Child Development Centers, a corporation organized under the laws of the State of California, ("LESSEE" herein), whose address is 851 E. Hamilton Avenue, Suite 200, Campbell, California 95008, who agree as follows:

1. Premises. Subject to the terms and conditions hereinafter set forth, LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, two (2) relocatable classroom buildings at Arthur Dudley Elementary School, 8000 Aztec Way, Antelope, in the County of Sacramento, State of California (hereinafter "the Premises").

2. Term. The term of this lease shall be for two (2) years, commencing on January 1, 2000 and terminating on December 31, 2002, unless earlier terminated in accordance with the provisions of this lease. This lease may be renewed on the same or different terms for an additional four (4) year period, if the parties mutually agree in writing to such renewal. If either party desires to renew this lease, that party shall notify the other party at least ninety (90) days prior to expiration of the initial terms, to allow time for negotiation of terms. Upon termination, LESSEE shall surrender the Premises and give peaceable possession of the Premises to LESSOR, in good condition, usual wear excepted, and cleaned.

3. Preparation, Acceptance, Fixturing. On commencement of the term, the Premises shall be in good condition. LESSEE's taking possession of the Premises on commencement of the term shall constitute LESSEE's acknowledgement that the Premises are in good condition.

4. Rent.

A. LESSEE shall pay to LESSOR as monthly rent, without deduction, set off, prior notice, or demand, the sum of One Thousand Dollars (\$1,000.00) plus the sum of One Hundred Eighty-five Dollars (\$185.00) per month for utility service to the Premises as set forth in paragraph 13 below, in advance, on the first day of each month, commencing January, 2000 and continuing during the term. Monthly rent for any partial month shall be pro-rated at the rate of 1/20th of the monthly rent per day.

B. Rent and all other sums payable under this lease shall be paid in lawful money of the United States of America and shall be paid to LESSOR at LESSOR's address stated above.

5. Interest on Unpaid Rent. Rent not paid when due shall bear interest from the date due until paid at the maximum rate an individual is permitted by law to charge by written agreement as of the date such sum is due or accrued.

6. Late Charge. LESSEE acknowledges that late payment of rent will cause LESSOR to incur costs not contemplated by this lease, the exact amount of such cost being extremely difficult and impractical to fix. Therefore, if any installment of rent due from LESSEE is not received by LESSOR when due, LESSEE shall pay to LESSOR an additional sum of five percent (5%) of the overdue rent as a late charge. The parties agree that this late charge represents a fair and reasonable estimate of the costs that LESSOR will incur by reason of the late payment by LESSEE. Acceptance of any late charge shall not constitute a waiver of LESSEE's default with respect to the over due amount, or prevent LESSOR from exercising any of the other rights and remedies available to LESSOR.

7. Permitted Use.

A. LESSEE shall use the Premises to operate a duly licensed daytime child care program, Monday through Friday, 7:00 a.m. to 6:00 p.m., throughout the calendar year, and for no other purpose. LESSEE shall not have access to the Premises at times other than the times described above, unless otherwise arranged in advance with the Site Administrator at Arthur Dudley Elementary School, subject to prior approval by the Site Administrator for such additional use.

B. The following conditions must be satisfied prior to occupancy of the Premises and commencement of the delivery of child care services:

1) LESSEE shall file with the Site Administrator of Arthur Dudley Elementary School proof that LESSEE is duly licensed to deliver daytime child care on the Premises.

2) LESSEE shall secure a public liability and property damage insurance policy as set forth in paragraph 15 of this lease, naming LESSOR as additional insured, and provide LESSOR with the required certificate of insurance evidencing such coverage and providing for notice to LESSOR at least twenty (20) days prior to the change in or expiration or termination of coverage.

3) LESSEE shall obtain approval from all appropriate government agencies and all applicable permits and authorizations required for use of the Premises as a daytime child care center.

8. Joint Use.

A. LESSEE shall have joint use with LESSOR of the blacktop, playing fields, and grass areas (hereinafter collectively referred to as "the playground facilities"), and up to six spaces in the parking lot on the Arthur Dudley Elementary School site, Monday through Friday, 7:00 a.m. to 6:00 p.m., at times to be arranged in advance with the Site Administrator at Arthur Dudley Elementary School, subject to prior approval by the Site Administrator. LESSOR shall also reserve a designated section of the parking lot to be used by LESSEE to drop off and pick up children enrolled in LESSEE's program.

B. LESSEE agrees that joint use with LESSOR of portions of the Arthur Dudley Elementary School site described in subparagraph A above will not:

- 1) interfere with the educational program activities of any school or class conducted at Arthur Dudley Elementary School;
- 2) unduly interrupt the residents of the surrounding neighborhood; or
- 3) jeopardize the safety of the students at Arthur Dudley Elementary School.

9. Prohibited Use.

A. LESSEE shall not use any part of the Arthur Dudley Elementary School site that is not expressly leased to LESSEE for any purpose whatsoever without the prior written consent of LESSOR.

B. LESSEE shall not do or permit anything to be done or carry on any activity or allow any condition on the Premises which is a public or private nuisance. LESSEE shall not do or permit anything to be done in or about the Premises or bring or keep anything on the Premises which will in any way increase the existing rate of or affect any fire or other insurance upon the Premises or cause a cancellation of any insurance policy covering the Premises or the site on which the Premises are located. LESSEE shall not commit or allow to be committed any waste in or upon the Premises. LESSEE shall not use the Premises or permit anything to be done in or about the Premises which will in any way conflict with any law, statute, ordinance, or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. LESSEE shall comply with all laws concerning the Premises or LESSEE's use thereof, including without limitation, the obligation at LESSEE's cost to alter, maintain or restore the Premises in compliance and conformity with all laws relating to the condition, use or occupancy of the Premises during the term.

10. Alterations. LESSEE shall not make or suffer to be made any alterations, additions, or improvements to or of the Premises or any part thereof except with the prior consent of LESSOR, which consent shall not be unreasonably withheld. Any structural alterations made shall remain on and be surrendered with the Premises on expiration or termination of this lease, except that LESSOR can elect within thirty (30) days before expiration or within thirty (30) days after termination of the term to require LESSEE to remove any such alterations and restore the premises to the condition designated by LESSOR, all at LESSEE's expense.

11. Liens. LESSEE shall keep the Premises and the property on which the Premises are situated free from any liens arising out of any work performed, materials furnished, or obligations incurred by LESSEE.

12. Assignment and Subletting. LESSEE shall not assign, transfer, mortgage, pledge, hypothecate, or encumber this lease or any interest therein, and shall not sublet the Premises or any part thereof, or suffer any other person to occupy or use the Premises or any portion thereof, without the written consent of LESSOR. A consent to one assignment or subletting shall not be

deemed to be a consent to any subsequent assignment or subletting. Any such assignment or subletting without such consent shall be void, and shall, at the option of LESSOR, terminate this lease. This lease shall not, nor shall any interest therein, be assignable as to the interest of LESSEE by operation of law, without the written consent of LESSOR.

13. Utilities.

A. LESSOR shall furnish all utilities and services to the Premises at LESSOR's sole cost, except telephone service, including garbage collection and reasonable quantities of water, electricity, heat, air conditioning and ventilation. LESSOR shall not be liable for failure to furnish such utilities or services to the Premises if the failure results from causes beyond LESSOR's reasonable control, but in case of a failure, LESSOR will take all reasonable steps to restore the interrupted utilities and services.

B. LESSOR shall also provide a security alarm system for the Premises and connect the Premises to the fire alarm system installed in the Arthur Dudley Elementary School building.

C. LESSEE shall pay for telephone service to the Premises, and all deposits and installation charges related thereto.

14. Maintenance and Repairs. Except as otherwise provided in this lease, LESSEE shall, as a portion of the consideration for rental of the Premises, and at its sole cost, maintain the Premises and every part thereof in good and sanitary condition and repair, and shall repair all damage resulting from use by LESSEE or any person suffered to be on the Premises by LESSEE. LESSOR shall keep in good condition the structural soundness of all structural portions of the Premises, which portions are limited to the pad or foundation system, exterior walls, floors, and roofs. LESSOR's duty to make repairs or alterations is conditioned upon LESSEE's giving LESSOR notice in writing specifying with particularity what maintenance is required of LESSOR. LESSEE's sole remedy for LESSOR's failure shall be to institute suit against LESSOR, and LESSEE shall have no right to withhold rent or terminate this lease.

15. Insurance.

A. Public Liability and Property Damage. LESSEE at its sole cost shall maintain public liability and property damage insurance with a single combined limit of at least One Million Dollars (\$1,000,000), and property damage limits of not less than Two Hundred Thousand Dollars (\$200,000), insuring against all liability of LESSEE and LESSEE's authorized representatives arising out of and in connection with LESSEE's use or occupancy of the Premises. LESSOR shall be named as additional insured. LESSEE shall, prior to going into possession of the Premises, provide LESSOR with a certificate of insurance evidencing the coverage and providing for notice to LESSOR at least twenty (20) days prior to the change in or expiration or termination of coverage. The additional insured endorsement, signed by the underwriter, shall accompany the appropriate certificate.

B. Fire Insurance. LESSOR at its sole cost shall maintain on the two (2) relocatable classroom buildings that are a part of the Premises an all risk policy of standard fire and extended coverage insurance, with vandalism and malicious mischief endorsements, in the amount of at least the replacement cost of same. The insurance policy shall provide that any proceeds shall be made payable to LESSOR, and LESSEE agrees to pay to LESSOR the amount of the deductible provision in the policy.

16. Waiver of Subrogation. The parties release each other, and their respective authorized representatives, from any claims for damage to any person or to the Premises or the site on which the Premises are located and to the fixtures, personal property, LESSEE's improvements, and alterations of either LESSOR or LESSEE in or on the Premises that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage.

17. Indemnification and Exculpation. LESSOR shall not be liable to LESSEE, and LESSEE hereby waives all claims against LESSOR, for any injury or damage to any person or property in or about the Premises by or from any cause whatsoever.

LESSEE shall hold LESSOR harmless from and defend LESSOR against any and all claims or liability for injury or damage to any persons or property whatsoever occurring in, on or about the Premises and the Arthur Dudley Elementary School site when such injury or damage shall be caused in part or in whole by the act, neglect or fault of LESSEE, its directors, officers, employees, agents or invitees.

18. Compliance with Applicable Law/Permits. LESSEE shall comply with all applicable federal and state laws and local ordinances concerning the Premises and use of the Premises by LESSEE for day time child care, including but not limited to compliance with applicable zoning ordinances, obtaining conditional use or other necessary permits, and compliance with applicable construction or safety codes which may require permits or approvals prior to the alteration of or as a condition for the use or occupancy of the Premises by LESSEE.

19. Taxes and Assessments. LESSEE shall pay prior to delinquency directly to the appropriate taxing authorities all taxes, assessments, fees or charges levied for or during the lease term against all personal property in possession of LESSEE, or installed by or for LESSEE, upon or about the Premises. LESSEE shall also pay any and all real property taxes that may be levied on LESSEE's possessory interest in the Premises.

20. Entry by Lessor. LESSOR reserves and shall at any and all times have the right to enter the Premises to inspect the same or to supply any service to be provided by LESSOR to LESSEE hereunder, to exhibit the Premises to prospective purchasers or tenants, to post notices of non-responsibility, and to alter, improve or repair the Premises, without abatement of rent, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed. LESSEE hereby waives any claim for damages for any loss of occupancy or quiet enjoyment of the Premises and any other loss occasioned thereby.

21. Default by Lessee.

A. The occurrence of any of the following shall constitute a material default and breach of this lease by LESSEE:

(i) any failure by LESSEE to pay the rent or to pay any other payment required to be made by LESSEE hereunder;

(ii) the abandonment or vacation of the Premises by LESSEE;

(iii) a failure by LESSEE to observe and perform any other provision of this lease to be observed or performed by LESSEE;

(iv) the making by LESSEE of any general assignment for the benefit of creditors; the filing by or against LESSEE of any petition to have LESSEE adjudged bankrupt or of a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against LESSEE, the same is dismissed within sixty (60) days of the appointment of a trustee or a receiver to undertake possession of substantially all of LESSEE's interest in this lease), where possession is not restored to LESSEE within thirty (30) days; or the attachment, execution, or any judicial seizure of substantially all of LESSEE's assets located at the Premises or LESSEE's interest in this lease, where such seizure is not discharged within thirty (30) days.

B. In the event of any such default by Lessee, then in addition to any other remedies available to LESSOR at law or in equity, LESSOR shall have the immediate option to terminate this lease and all rights of LESSEE hereunder by giving written notice of such intention to terminate. In the event that LESSOR shall elect to so terminate this lease, then LESSOR may recover from LESSEE:

(i) any unpaid rent which had been earned after termination until the time that LESSEE vacates the premises, plus 10% per annum interest on the unpaid rent; and

(ii) any other amount necessary to compensate LESSOR for all the detriment proximately caused by LESSEE's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including but not limited to any rental loss; and

(iii) such other amounts in addition to or in lieu of the foregoing as may be permitted from time to time by applicable California law.

C. In the event of such default by LESSEE, LESSOR shall also have the right, with or without terminating this lease, to reenter the Premises and remove all persons and property from the Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost and for the account of LESSEE.

22. Waiver. The waiver by LESSOR of the breach by LESSEE of any term, covenant or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition herein contained.

23. Destruction Due to Risk Covered by Insurance. If, during the term, the Premises are totally or partially destroyed from a risk covered by the insurance described in paragraph 15, rendering the Premises totally or partially inaccessible or unusable, LESSOR shall restore the Premises to substantially the same condition as they were in immediately before destruction, if the restoration can be made under the existing laws and can be completed within sixty (60) working days after the date of the destruction. Such destruction shall not terminate this lease. If the existing laws do not permit the restoration, either party can terminate this lease immediately by giving notice to the other party.

If the cost of restoration exceeds the amount of proceeds received from the insurance required under paragraph 15, LESSOR can elect to terminate this lease by giving notice to LESSEE with fifteen (15) days after determining that the restoration cost will exceed insurance proceeds. In the case of destruction to the Premises only, if LESSOR elects to terminate this lease, LESSEE, within fifteen (15) days after receiving LESSOR's notice to terminate, can elect to pay to LESSOR, at the time LESSEE notified LESSOR of its election, the difference between the amount of the insurance proceeds received and the actual cost of restoration, in which case LESSOR shall restore the Premises. LESSOR shall give LESSEE satisfactory evidence that all sums contributed by LESSEE as provided in this paragraph have been expended by LESSOR in paying the cost of restoration.

If LESSOR elects to terminate this lease and LESSEE does not elect to perform the restoration or contribute toward the cost of restoration as provided in this paragraph, this lease shall terminate.

24. Extent of LESSOR's Obligation to Restore. If LESSOR is required to or elects to restore the Premises, LESSOR shall not be required to restore alterations made by LESSEE, LESSEE's improvements, LESSEE's trade fixtures, and LESSEE's personal property, such excluded items being the sole responsibility of LESSEE to restore.

25. Abatement or Reduction of Rent. In the case of destruction, there shall be an abatement or reduction of rent between the date of destruction and the date of completion of restoration, based upon the extent to which the destruction interferes with the LESSEE's use of the Premises.

26. Waiver of Civil Code Sections. LESSEE waives the provisions of Civil Code sections 1932(2) and 1933(4) with respect to any destruction of the Premises.

27. Surrender of Premises and Holding Over. LESSEE shall, at the end of the term, or on sooner termination of this lease, surrender the Premises and give peaceable possession of the Premises to LESSOR, in good condition usual wear excepted, and cleaned. LESSEE shall surrender all LESSEE's improvements and alterations, except for alterations that LESSEE has the right to remove or is obligated to remove. LESSEE shall remove all its personal property within ten (10) days after termination of the term. LESSEE shall perform all restoration made necessary by the removal of any alteration or LESSEE's personal property within the time period stated in this paragraph.

LESSOR can elect to retain or dispose of in any manner alterations or LESSEE's personal property that LESSEE does not remove from the Premises on expiration or termination of the term as allowed or required by this lease by giving at least ten (10) days' notice to LESSEE. Title to any such alterations or LESSEE's personal property that LESSOR elects to retain or dispose of on expiration of the ten (10) day period, shall vest in LESSOR. LESSEE waives all claims against LESSOR for any damage to LESSEE resulting from LESSOR's retention or disposition of any such alterations or LESSEE's personal property. LESSEE shall be liable to LESSOR for LESSOR's costs for storing, removing and disposing of any alterations or LESSEE's personal property.

If LESSEE fails to surrender the Premises to LESSOR within ten (10) days after termination of the term as required by this paragraph, LESSEE shall hold LESSOR harmless from all damages resulting from LESSEE's failure to surrender the Premises.

If LESSEE, with LESSOR's consent, remains in possession of the Premises after expiration or termination of the term, or after the date of any notice given by LESSOR to LESSEE terminating this lease, such possession by LESSEE shall be deemed to be a month-to-month tenancy terminable on thirty (30) days' notice given at any time by either party.

28. Signs. LESSEE, at its cost, shall have the right to place, construct and maintain one sign on the exterior wall of the Premises, advertising its business on the Premises. LESSEE shall not have the right to place, construct, or maintain any other sign, advertisement, awning, banner or other exterior decoration without LESSOR's prior written consent. LESSOR shall have the sole right to determine the type of sign to be installed, including the size of the letters, style and color.

29. Severability. The unenforceability, invalidity or illegality of any provision of this lease shall not render the other provisions hereof unenforceable, invalid or illegal.

30. Entire Agreement. This Agreement contains the entire Agreement between the parties with respect to the subject matter of this Agreement and supercedes all prior understanding with respect thereto. There are no promises, terms, conditions or obligations referring to the subject matter other than contained herein. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligation hereunder be waived except by written instrument signed by the party to be charged, or by its agents, duly authorized in writing, or as otherwise expressly permitted in this Agreement.

31. California Law. This Agreement shall be construed in accordance with and governed by the laws and decisions of the State of California.

32. Notice. All notices or other communications that may be given under this Agreement shall be in writing and shall be served personally or by certified or by first class mail, postage prepaid, addressed as follows or to such other address as either party may provide to the other party in writing:

LESSOR: Center Unified School District
8408 Watt Avenue
Antelope, CA 95843
Attention: Dr. Rex Fortune, Superintendent

LESSEE: Child Development Centers
851 E. Hamilton Avenue, Suite 200
Campbell, CA 95008
Attention: Mr. Vernon Plaskett

Service shall be deemed complete upon deposit in the United States mail or upon personal delivery.

33. LESSEE's Personnel. The parties, and each of them, understand and agree that LESSEE shall provide all personnel necessary to provide the daytime child care program LESSEE is permitted to provide on the Premises under this lease. Such personnel shall be entirely and exclusively under the direction, supervision and control of LESSEE. All terms of employment including hours, wages, working conditions, discipline, hiring and discharging, or any other terms of employment or requirements of law, including the provision of workers' compensation insurance, shall be determined by and be the responsibility of LESSEE, and LESSOR shall have no right or authority over such persons or the terms of such employment. LESSEE agrees to submit written certification that its employees have not committed a serious or violent felony as defined in Education Code section 45122.1. A criminal background check pursuant to Health and Safety Code section 1596.871 will qualify as a sufficient background check. Failure by LESSEE to have its employees fingerprinted under Health and Safety Code section 1596.871 may result in default by LESSEE at the option of LESSOR. LESSOR shall provide an acceptable certification form for LESSEE's use.

34. Successors and Assigns. The covenants and conditions herein contained shall apply to and bind the heirs, successors, administrators and assigns of LESSOR and LESSEE.

35. Attorneys' Fees. In the event of any action or proceeding brought by any party against the other party under this Agreement, the prevailing party shall be entitled to recover for the fees of its attorneys in such action or proceeding in such an amount as the court may adjudge reasonable.

36. Effect of Child Care Service Contract Termination. LESSOR subcontracts to LESSEE responsibility for providing state-subsidized child care services. This subcontract comprises a majority of LESSEE's revenue. Termination of this subcontract, for any reason, shall provide LESSEE with the option of terminating this lease by giving written notice to LESSOR of such intention to terminate.

LESSOR and LESSEE have executed this lease the day and year first above written.

LESSOR:
Center Unified School District

By: Rex Fortune
Dr. Rex Fortune
District Superintendent

Date: 12-19-00

LESSEE:
Child Development Centers

By: Vernon A. Plaskett
Vernon A. Plaskett
Manager

Date: 12-18-00

By: Susan J. Blake
Susan J. Blake, President

Date: 12-14-00

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: 10/08/10

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 2010 through September 2010.

RECOMMENDATION: That the CUSD Board of Trustees approve the District Payroll Orders for July through September 2010.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2011
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 1,026,215.77			\$ 1,026,215.77	211
AUG	\$ 2,444,142.07			\$ 2,444,142.07	531
SEPT	\$ 2,459,830.73			\$ 2,459,830.73	632
OCT				\$ -	
NOV				\$ -	
DEC				\$ -	
2-Jan				\$ -	
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	
SPECIAL				\$ -	
	\$ 5,930,188.57	\$ -	\$ -	\$ 5,930,188.57	1374

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: SEPTEMBER 2010

Action Item

To: Board of Trustees

Information Item

From: Jeanne Bess

Attached Pages 90

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

September 2, 2010, \$196,029.66, September 9,2010, \$194,892.36
September 16,2010, \$118,156.57, September 23,2010, \$157,009.88
September 30,2010 \$ 343,820.10

The commercial warrant payments to vendors totals
\$ 1,009,908.57

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

CONSENT AGENDA

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST

J4279 APY500 H.02.05 09/02/10 PAGE 0

Batch status: A All

From batch: 0014

To batch: 0015

Include Revolving Cash: Y

Include Address: Y

J4279 APY500 H.02.05 09/02/10 PAGE 1
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81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 2
<< Open >>

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		
022282/00	BRIGHT START THERAPIES 2222 WATT AVENUE, SUITE B5 SACRAMENTO, CA 95825							
677 PO-110569	09/01/2010	CUCM7.31.1		1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,520.00	1,520.00
				TOTAL PAYMENT AMOUNT	1,520.00 *			1,520.00
010706/00	BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799							
15 PO-110021	09/01/2010	S3051143.1		1 01-8150-0-4300-106-0000-8110-007-000 NN P			29.17	29.17
				TOTAL PAYMENT AMOUNT	29.17 *			29.17
013988/00	BUTTES/CENTER STATE PIPE & SUPPLY DEPARTMENT LA 21143 PASADENA, CA 91185-1143							
16 PO-110022	09/01/2010	S005812699.001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			60.82	60.82
				TOTAL PAYMENT AMOUNT	60.82 *			60.82
014252/00	CALCRN - ORDER PROCESSING 1430 N. STREET, SUITE 4503 SACRAMENTO, CA 95814							
437 PO-110382	09/01/2010	49		1 01-9520-0-4300-472-1110-1000-003-000 NN F			87.50	95.16
				TOTAL PAYMENT AMOUNT	95.16 *			95.16
020540/00	CALIFORNIA AMERICAN WATER CO P.O. BOX 7150 PASADENA, CA 91109-7150							
17 PO-110023	09/01/2010	SEE STUBS		1 01-0000-0-5540-106-0000-8110-007-000 NN P			54,522.05	54,522.05
				TOTAL PAYMENT AMOUNT	54,522.05 *			54,522.05

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 3
<< Open >>

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
010340/00		CALIFORNIA STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE/ CASHIERING PO BOX 944255 SACRAMENTO, CA 94244-2550						
107 PO-110105	09/01/2010	803345		1 01-0000-0-5800-110-0000-7200-004-000 NN P			147.00	147.00
				TOTAL PAYMENT AMOUNT			147.00 *	147.00
010408/00		CAPITOL CITY PROPANE INC 7050 #1 MCCOMBER STREET SACRAMENTO, CA 95828						
654 PO-110558	09/01/2010	25042		1 01-8150-0-4300-106-0000-8110-007-000 NN P			463.79	463.79
				TOTAL PAYMENT AMOUNT			463.79 *	463.79
010575/00		CAPITOL CLUTCH & BRAKE INC. 3100 DULUTH STREET WEST SACRAMENTO, CA 95691						
373 PO-110310	09/01/2010	1087340		1 01-7230-0-4300-112-0000-3600-007-000 NN P			175.97	175.97
				TOTAL PAYMENT AMOUNT			175.97 *	175.97
015699/00		CLARK SECURITY PRODUCTS P.O. BOX 31001-1195 PASADENA, CA 91110-1195						
20 PO-110026	09/01/2010	SA00986702		1 01-8150-0-4300-106-0000-8110-007-000 NN P			52.26	52.26
20 PO-110026	09/01/2010	SA00986701		1 01-8150-0-4300-106-0000-8110-007-000 NN P			172.43	172.43
				TOTAL PAYMENT AMOUNT			224.69 *	224.69
011613/00		DITTO PRINT & COPY 4708 ROSEVILLE RD., SUITE 104 NORTH HIGHLANDS, CA 95660						
335 PO-110262	09/01/2010	4338		1 01-0000-0-5800-105-0000-7200-005-000 NN F			203.47	76.23
				TOTAL PAYMENT AMOUNT			76.23 *	76.23

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 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		
021610/00	EATON INTERPRETING SERVICES INC 8213 VILLA OAK DRIVE CITRUS HEIGHTS, CA 95610							
631 PO-110539	09/01/2010	101399	1	01-0000-0-5800-103-0000-7200-003-000	NN P	125.00	125.00	
TOTAL PAYMENT AMOUNT						125.00 *	125.00	
017581/00	EUROSPORT 431 US HIGHWAY 70A EAST HILLSBOROUGH, NC 27278							
610 PO-110510	09/01/2010	53228421	1	01-0000-0-4300-472-1801-1000-014-000	YN F	548.50	505.98	
TOTAL PAYMENT AMOUNT						505.98 *	505.98	
TOTAL USE TAX AMOUNT						44.27		
011132/00	FEDEX P.O. BOX 7221 PASADENA, CA 91109-7321							
530 PO-110466	09/01/2010	1119-5563-8	1	01-8150-0-5901-106-0000-8110-007-000	NN P	80.95	80.95	
TOTAL PAYMENT AMOUNT						80.95 *	80.95	
022149/00	FITNESS FINDERS 1007 HURST ROAD JACKSON, MI 49201							
504 PO-110443	09/01/2010	111474	1	01-0000-0-4300-601-9728-1006-017-000	YN F	796.82	731.30	
TOTAL PAYMENT AMOUNT						731.30 *	731.30	
TOTAL USE TAX AMOUNT						63.99		
017681/00	GEARY PACIFIC SUPPLY FILE 55276 LOS ANGELES, CA 90074-5276							
34 PO-110036	09/01/2010	2364404	1	01-8150-0-4300-106-0000-8110-007-000	NN P	2,718.89	3,124.51	
TOTAL PAYMENT AMOUNT						3,124.51 *	3,124.51	

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 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	Net Amount
022347/00	GIVE SOMETHING BACK							
	P.O. BOX 89-4135							
	LOS ANGELES, CA 90189-4135							
525 PO-110460	09/01/2010	1721150-0,C1719376	1	01-0000-0-4300-472-1210-1000-014-000	NN F		34.79	29.37
549 PO-110480	09/01/2010	1721856-0	1	01-0000-0-4300-110-0000-7200-004-000	NN F		99.63	103.76
669 PO-110573	09/01/2010	1727726-0	1	01-0000-0-4300-110-0000-7200-004-000	NN F		189.20	163.10
TOTAL PAYMENT AMOUNT				296.23 *				296.23
014044/00	HAGEDORN, ROGER							
	[REDACTED]							
38 PO-110040	09/01/2010	AUG	1	01-0000-0-5210-106-0000-8300-007-000	N P		14.00	14.00
TOTAL PAYMENT AMOUNT				14.00 *				14.00
020258/00	HANDWRITING WITHOUT TEARS							
	8001 MAC ARTHUR BLVD.							
	CABIN JOHN, MD 20818							
479 PO-110419	09/01/2010	517566-1	1	01-6500-0-4300-102-5770-1110-003-014	NN F		85.31	86.09
TOTAL PAYMENT AMOUNT				86.09 *				86.09
010421/00	HOLT MCDUGAL CUSTOMER SERVICE							
	1900 SOUTH BATAVIA AVENUE							
	GENEVA, IL 60134							
522 PO-110458	09/01/2010	946166179	1	01-0037-0-4100-103-1110-1000-003-000	NN F		1,326.95	1,327.02
TOTAL PAYMENT AMOUNT				1,327.02 *				1,327.02
021775/00	HOME DEPOT SUPPLY							
	P.O. BOX 509058							
	SAN DIEGO, CA 92150-9058							
44 PO-110045	09/01/2010	9104256320	1	01-8150-0-4300-106-0000-8110-007-000	NN P		65.09	65.09
44 PO-110045	09/01/2010	9104078219	1	01-8150-0-4300-106-0000-8110-007-000	NN P		121.85	121.85
PV-111018	09/02/2010	9104078219		01-0000-0-4300-472-1801-1000-014-000	NN			149.97
TOTAL PAYMENT AMOUNT				336.91 *				336.91

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 6
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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
015115/00		HUMBOLDT COUNTY OFFICE OF ED. 901 MYRTLE AVE. EUREKA, CA 95501						
482 PO-110492	09/01/2010	CHS-PASSWORDS	1	01-6520-0-4300-472-5770-1110-003-000	NN	F		200.00
		TOTAL PAYMENT AMOUNT						200.00
022541/00		INKORBIT.COM 2850 N CALIFORNIA STREET SUITE 110 BURBANK, CA 91504						
489 PO-110428	09/01/2010	7001422	1	01-0000-0-4300-472-1215-1000-014-000	NN	F		1,767.76
		TOTAL PAYMENT AMOUNT						1,783.80
018990/00		INTERSTATE BATTERY SYSTEM OF SACRAMENTO INC 3701 PELL CIRCLE SACRAMENTO, CA 95838-2574						
375 PO-110312	09/01/2010	631086	1	01-7230-0-4300-112-0000-3600-007-000	NN	P		58.56
		TOTAL PAYMENT AMOUNT						58.56
010728/00		JOHNSTONE SUPPLY OF SACRAMENTO P.O. BOX 13845 SACRAMENTO, CA 95853						
52 PO-110052	09/01/2010	27-S1640153.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		151.56
52 PO-110052	09/02/2010	27-S1637063.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		199.80
		TOTAL PAYMENT AMOUNT						351.36
010212/00		LAKESHORE LEARNING MATERIALS 2695 DOMINGUEZ ST CARSON, CA 90895						
505 PO-110444	09/01/2010	3823460810	1	01-0000-0-4300-601-9728-1006-017-000	NN	F		23.48
		TOTAL PAYMENT AMOUNT						23.48

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 7
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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
022230/00	MANAGED HEALTH NETWORK BANK OF AMERICA FILE #72980 P.O. BOX #60000 SAN FRANCISCO, CA 94160-2980							
89 PO-110087	09/01/2010	3200019497	1	01-0000-0-3401-100-1110-1000-000-000	NN	P		1,173.15
								1,173.15
								1,173.15
018678/00	MCGRAW HILL P.O. BOX 894190 LOS ANGELES, CA 90189-4190							
210 PO-110199	09/01/2010	55481303001	1	01-0036-0-4200-103-1110-1000-003-000	NN	F		5,624.02
								5,681.48
								5,681.48
011197/00	MINGUS MOUNTAIN ACADEMY P.O. BOX 26485 PRESCOTT VALLEY, AZ 86312							
676 PO-110568	09/01/2010	0710	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		2,750.00
								2,750.00
								2,750.00
022403/00	NSS-NRS NORTHERN SPEECH SERVICES NATIONAL REHAB SERVICES P.O. BOX 1247 GAYLORD, MI 49734							
688 PO-110575	09/01/2010	REGIST- WALL-BUTLER	1	01-6500-0-5200-102-5770-1191-003-043	NN	F		139.00
								139.00
								139.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70025 LOS ANGELES, CA 90074-0025							
235 PO-110216	09/01/2010	526897264001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P		28.62
235 PO-110216	09/01/2010	526897264001	1	01-0000-0-4300-234-1110-1000-008-000	NN	F		518.33
236 PO-110217	09/01/2010	526897918001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P		660.94
236 PO-110217	09/01/2010	526897918002	1	01-0000-0-4300-234-1110-1000-008-000	NN	F		19.27
237 PO-110218	09/01/2010	526899751001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P		37.76
237 PO-110218	09/01/2010	526899750001	1	01-0000-0-4300-234-1110-1000-008-000	NN	F		1,227.11
239 PO-110219	09/01/2010	526900302001	1	01-0000-0-4300-238-1110-1000-010-000	NN	P		144.16

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 8
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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					
017576 (CONTINUED)										
239	PO-110219	09/01/2010	526900304001		1 01-0000-0-4300-238-1110-1000-010-000 NN P				16.13	16.13
239	PO-110219	09/01/2010	526900302002		1 01-0000-0-4300-238-1110-1000-010-000 NN F				2.73	2.73
241	PO-110221	09/01/2010	526901492001		1 01-0000-0-4300-234-1110-1000-008-000 NN P				3.09	3.09
241	PO-110221	09/01/2010	526901491001		1 01-0000-0-4300-234-1110-1000-008-000 NN F				395.44	361.39
242	PO-110222	09/01/2010	52690193001		1 01-0000-0-4300-234-1110-1000-008-000 NN P				749.32	749.32
242	PO-110222	09/01/2010	526901944001		1 01-0000-0-4300-234-1110-1000-008-000 NN F				11.42	11.42
250	PO-110230	09/01/2010	526904969001		1 01-0000-0-4300-234-1110-1000-008-000 NN P				75.52	75.52
250	PO-110230	09/01/2010	526904971001		1 01-0000-0-4300-234-1110-1000-008-000 NN F				137.96	137.96
308	PO-110274	09/01/2010	527078045001		1 01-0000-0-4300-238-1110-1000-010-000 NN P				197.40	197.40
308	PO-110274	09/01/2010	527078053001		1 01-0000-0-4300-238-1110-1000-010-000 NN F				4.19	5.61
538	PO-110470	09/01/2010	529511201001		1 01-0000-0-4300-238-1110-1000-010-000 NN F				30.65	30.65
					TOTAL PAYMENT AMOUNT		4,089.49 *			4,089.49
015373/00 ORIENTAL TRADING COMPANY P.O. BOX 2308 OMAHA, NE 68103-2308										
412	PO-110376	09/01/2010	639519353-01		1 01-6500-0-4300-102-5770-1110-003-002 NN P				318.79	318.79
412	PO-110376	09/01/2010	639519353.01		1 01-6500-0-4300-102-5770-1110-003-002 NN F				55.99	12.99
					TOTAL PAYMENT AMOUNT		331.78 *			331.78
020169/00 PITZNER, JOSEPH [REDACTED]										
63	PO-110063	09/01/2010	AUG		1 01-0000-0-5210-106-0000-8300-007-000 NN P				16.50	16.50
					TOTAL PAYMENT AMOUNT		16.50 *			16.50
014069/00 PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834										
64	PO-110064	09/01/2010	8189784		1 01-8150-0-4300-106-0000-8110-007-000 NN P				80.58	80.58
64	PO-110064	09/01/2010	8176392		1 01-8150-0-4300-106-0000-8110-007-000 NN P				23.30	23.30
					TOTAL PAYMENT AMOUNT		103.88 *			103.88

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

J4279 APY500 H.02.05 09/02/10 PAGE 9
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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
021401/00	PRACTI-CAL INC							
	P.O. BOX 981000							
	WEST SACRAMENTO, CA 95798-100							
645 PO-110550	09/01/2010	14419	1	01-5640-0-5800-103-0000-3140-003-000	NN	P		112.74 112.74
645 PO-110550	09/01/2010	16192	1	01-5640-0-5800-103-0000-3140-003-000	NN	P		5.61 5.61
645 PO-110550	09/01/2010	16228	1	01-5640-0-5800-103-0000-3140-003-000	NN	P		860.08 860.08
645 PO-110550	09/01/2010	16288	1	01-5640-0-5800-103-0000-3140-003-000	NN	P		189.04 189.04
645 PO-110550	09/01/2010	15184	1	01-5640-0-5800-103-0000-3140-003-000	NN	F		91.55 91.55
TOTAL PAYMENT AMOUNT				1,259.02 *				1,259.02
011346/00	QUEST MEDIA AND SUPPLIES INC.							
	P.O. BOX 41039							
	SACRAMENTO, CA 958410039							
184 PO-110178	09/01/2010	379801	1	01-3550-0-5600-472-1110-1000-014-000	NN	F		600.00 403.60
TOTAL PAYMENT AMOUNT				403.60 *				403.60
021678/00	RANCHO LEARNING CENTER JRHS							
	3063 GOLD CANAL DRIVE							
	RANCHO CORDOVA, CA 95670							
694 PO-110576	09/02/2010	CENTER72010	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		17,230.60 17,230.60
TOTAL PAYMENT AMOUNT				17,230.60 *				17,230.60
014339/00	RED ROCK CANYON SCHOOL							
	747 EAST ST.GEORGE BOULEVARD							
	ST. GEORGE, UT 84770							
695 PO-110577	09/02/2010	3408	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		2,625.00 2,625.00
TOTAL PAYMENT AMOUNT				2,625.00 *				2,625.00
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
	P.O. BOX 716							
	ACCOUNTS RECEIVABLE							
	WEST SACRAMENTO, CA 95691							
383 PO-110321	09/01/2010	712723	1	01-7230-0-4300-112-0000-3600-007-000	NN	P		39.99 39.99
383 PO-110321	09/01/2010	712707	1	01-7230-0-4300-112-0000-3600-007-000	NN	P		722.72 722.72
TOTAL PAYMENT AMOUNT				762.71 *				762.71

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81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
011527/00	SIERRA BG OFFICE PRODUCTS 9950 HORN RD. SACRAMENTO, CA 95827							
570 PO-110491	09/01/2010	2212576		1	01-0000-0-5800-101-0000-7150-002-000 NN F		61.93	61.93
TOTAL PAYMENT AMOUNT							61.93 *	61.93
019389/00	SOUTHPAW ENTERPRISES P.O. BOX 1047 DAYTON, OH 45401-1047							
156 PO-110145	09/01/2010	0263997-IN		1	01-6500-0-4300-102-5001-2700-003-000 NN P		48.27	48.27
156 PO-110145	09/01/2010	0267448-IN		1	01-6500-0-4300-102-5001-2700-003-000 YN F		69.20	59.75
TOTAL PAYMENT AMOUNT							108.02 *	108.02
TOTAL USE TAX AMOUNT							5.23	
022542/00	STICKERMAKER/KM SERVICES 1159 LEONARD NW GRAND RAPIDS, MI 49504							
192 PO-110186	09/01/2010	1857		1	01-0000-0-4300-472-1215-1000-014-000 YN F		121.09	106.97
TOTAL PAYMENT AMOUNT							106.97 *	106.97
TOTAL USE TAX AMOUNT							9.36	
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
85 PO-110085	09/01/2010	604800-0001		1	01-0000-0-5902-106-0000-8110-007-000 NN P		1,158.70	1,158.70
TOTAL PAYMENT AMOUNT							1,158.70 *	1,158.70
022404/00	THE STANDARD P.O. BOX 4664 PORTLAND, OR 97208-4664							
PV-111016	09/02/2010	REISSUED			01-0000-0-3401-100-1110-1000-000-000 NN			4.80
TOTAL PAYMENT AMOUNT							4.80 *	4.80

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
014278/00	TOUCHBOARDS 205 WESTWOOD AVENUE LONG BRANCH, NJ 07740							
191 PO-110185	09/01/2010	0122525-IN		1	01-0000-0-4300-472-1215-1000-014-000	YN F	433.65	400.05
					TOTAL PAYMENT AMOUNT		400.05 *	400.05
					TOTAL USE TAX AMOUNT		35.00	
016370/00	TWIN RIVERS UNIFIED SCH DIST 3222 WINONA WAY NORTH HIGHLANDS, CA 95660							
671 PO-110564	09/01/2010	110273		1	01-0031-0-5801-110-0000-8300-004-000	NN P	11,000.00	11,000.00
671 PO-110564	09/01/2010	110280		1	01-0031-0-5801-110-0000-8300-004-000	NN P	11,000.00	11,000.00
					TOTAL PAYMENT AMOUNT		22,000.00 *	22,000.00
022179/00	US HEALTHWORKS TB TESTS P.O. BOX 50042 LOS ANGELES, CA 90074							
110 PO-110108	09/01/2010	1726655-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	38.00	38.00
110 PO-110108	09/01/2010	1745171-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	19.00	19.00
110 PO-110108	09/01/2010	1753389-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	57.00	57.00
110 PO-110108	09/01/2010	1749729-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	134.00	134.00
110 PO-110108	09/01/2010	1729978-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	19.00	19.00
					TOTAL PAYMENT AMOUNT		267.00 *	267.00
015191/00	WACHOB, CYNTHIA 320 AEOLIA DRIVE AUBURN, CA 95603							
611 PO-110511	09/01/2010	REIMB		1	01-6500-0-4300-102-5001-2700-003-000	N F	14.10	14.10
					TOTAL PAYMENT AMOUNT		14.10 *	14.10


81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
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				
015763/00		WESTERN PACIFIC DISTRIBUTORS 1739 SABRE STREET HAYWARD, CA 94545					
660 PO-110561	09/01/2010	5125470	1 01-8150-0-4300-106-0000-8110-007-000 NN F			65.25	65.25
PV-111017	09/02/2010	5125470	01-0000-0-5600-472-1801-1000-014-000 NN				65.25
TOTAL PAYMENT AMOUNT						130.50 *	130.50
017313/00		XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405					
CL-818107	09/01/2010	1111348229	01-0000-0-5800-115-9790-8200-007-000 NN			5,532.29	5,532.29
PO-002467	09/01/2010	111348229	1 01-0000-0-4300-159-1110-1000-003-000 NN F			185.53	185.53
120 PO-110112	09/01/2010	300014476	1 01-0000-0-5800-115-9790-8200-007-000 NN P			31,117.54	31,117.54
589 PO-110518	09/01/2010	300014476	1 01-7220-0-5612-472-1110-1000-014-000 NN P			100.00	100.00
590 PO-110519	09/01/2010	300014476	1 01-0000-0-5612-472-9769-1000-014-000 NN P			25.00	25.00
591 PO-110520	09/01/2010	300014476	1 01-0000-0-5612-115-9780-8200-007-000 NN P			25.00	25.00
592 PO-110521	09/01/2010	300014476	1 01-3550-0-5612-472-1110-1000-014-000 NN P			100.00	100.00
593 PO-110522	09/01/2010	300014476	1 01-6500-0-5612-102-5001-2700-003-000 NN P			25.00	25.00
594 PO-110523	09/01/2010	300014476	1 01-0000-0-5612-371-0000-2700-012-000 NN P			25.00	25.00
632 PO-110537	09/01/2010	300014476	1 01-6286-0-5715-103-4760-1000-003-000 NN P			50.00	50.00
TOTAL PAYMENT AMOUNT						37,185.36 *	37,185.36
TOTAL FUND PAYMENT						184,022.10 **	184,022.10
TOTAL USE TAX AMOUNT						157.85	

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
FUND : 09 CHARTER SCHOOLS

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP	Liq Amt	Net Amount	
010186/00	FOLLETT EDUCATIONAL SERVICES P.O. BOX 98581 CHICAGO, IL 60693-8581															
606 PO-110508	09/01/2010	715356A		1	09-6300-0-4300-501-1110-1000-016-000	NN	F							121.79	121.80	
TOTAL PAYMENT AMOUNT														121.80 *	121.80	
021336/00	HOOVER, SHELLY 															
679 PO-110570	09/01/2010	REIMB		1	09-0700-0-4300-503-1110-1000-018-000	NN	F							1,194.17	1,194.17	
TOTAL PAYMENT AMOUNT														1,194.17 *	1,194.17	
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405															
595 PO-110524	09/01/2010	300014476		1	09-0000-0-5612-501-1110-1000-016-000	NN	P							100.00	100.00	
596 PO-110525	09/01/2010	3002014476		2	09-0000-0-5612-501-1110-1000-016-000	NN	P							80.00	80.00	
596 PO-110525	09/01/2010	300014476		1	09-1100-0-5612-501-0000-2700-016-000	NN	P							20.00	20.00	
597 PO-110526	09/01/2010	300014476		1	09-0700-0-5612-503-0000-8110-018-000	NN	P							100.00	100.00	
TOTAL PAYMENT AMOUNT														300.00 *	300.00	
TOTAL FUND														PAYMENT	1,615.97 **	1,615.97

81 CENTER UNIFIED SCHOOL DIST. 09-01-10	ACCOUNTS PAYABLE PRELIST BATCH: 0014 09-03-10 FUND : 11 ADULT EDUCATION FUND	J4279 APY500 H.02.05 09/02/10 PAGE 15 << Open >>
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Vendor/Addr Req Reference Date Description	Tax ID num	Deposit type FD RESO P	ABA num OBJE SIT GOAL	Account num FUNC RES DEP T9MP	Liq Amt	Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579						
197 PO-110190 09/01/2010 7069912081210		1	11-0030-0-4300-601-4130-1000-017-000	NN P	27.35	27.35
					27.35	27.35
					TOTAL PAYMENT AMOUNT	
020305/00 CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515						
511 PO-110447 09/01/2010 TNT2116		1	11-0030-0-4300-601-4130-1000-017-000	NN F	70.64	70.64
					70.64	70.64
					TOTAL PAYMENT AMOUNT	
017313/00 XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405						
604 PO-110529 09/01/2010 300014476		1	11-0030-0-5612-601-4130-1000-017-000	NN P	25.00	25.00
					25.00	25.00
					TOTAL PAYMENT AMOUNT	
					TOTAL FUND PAYMENT	122.99
						**

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
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
020098/00	BIG TRAY	830503020					
	1200 7TH STREET						
	SAN FRANCISCO, CA 94107						
130 PO-110120	09/01/2010	674445	1	13-5310-0-4400-108-0000-3700-007-000	NN P	5,293.95	5,293.95
130 PO-110120	09/01/2010	677434	1	13-5310-0-4400-108-0000-3700-007-000	NN P	2,500.00	2,500.16
TOTAL PAYMENT AMOUNT						7,794.11 *	7,794.11
016107/00	ERNDT, JOANNE						
	[REDACTED]						
670 PO-110565	09/01/2010	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	31.55	31.55
TOTAL PAYMENT AMOUNT						31.55 *	31.55
011618/00	GRAY, BONNIE						
	[REDACTED]						
673 PO-110567	09/01/2010	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	15.25	15.25
TOTAL PAYMENT AMOUNT						15.25 *	15.25
016066/00	HARLAN, DAVID						
	[REDACTED]						
672 PO-110566	09/01/2010	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	42.50	42.50
TOTAL PAYMENT AMOUNT						42.50 *	42.50
010757/00	KIWI DISTRIBUTING INC						
	6409 LITTLER DR. N						
	KEIZER, OR 97303						
587 PO-110504	09/01/2010	16515	1	13-5310-0-5600-108-0000-3700-007-000	NN P	471.55	471.55
TOTAL PAYMENT AMOUNT						471.55 *	471.55

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
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			
022518/00	LUNCHBYTE SYSTEMS INC DEPT 632,P.O. BOX 8000 BUFFALO, NY 14267							
141 PO-110130	09/01/2010	37029		1	13-5310-0-5800-108-0000-3700-007-000	NN P	41.74	41.74
TOTAL PAYMENT AMOUNT							41.74 *	41.74
021139/00	PACIFIC COAST BREAKER LLC 4134 FORCUM AVENUE MCCLELLAN, CA 95652							
647 PO-110552	09/01/2010	35313		1	13-5310-0-4300-108-0000-3700-007-000	NN F	107.66	107.66
TOTAL PAYMENT AMOUNT							107.66 *	107.66
017334/00	SEVEN-UP BOTTLING CO. 2670 LAND AVENUE SACRAMENTO, CA 95815							
448 PO-110408	09/01/2010	2189106799		1	13-5310-0-4700-108-0000-3700-007-000	NN P	388.80	388.80
TOTAL PAYMENT AMOUNT							388.80 *	388.80
020462/00	STAPLES ADVANTAGE P.O. BOX 71217 CHICAGO, IL 60694-1217		841248716					
131 PO-110121	09/01/2010	103583050		1	13-5310-0-4300-108-0000-3700-007-000	NN P	49.14	49.14
TOTAL PAYMENT AMOUNT							49.14 *	49.14
TOTAL FUND PAYMENT							8,942.30 **	8,942.30

81 CENTER UNIFIED SCHOOL DIST.
09-01-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0014 09-03-10
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	
016059/00		ANDERSON LUMBER 4290 ROSEVILLE ROAD NORTH HIGHLANDS, CA 95660-571						
314	PO-110279	09/01/2010 187794403	1 21-0000-0-4300-106-9630-8500-007-000 NN P			126.30	126.30	
TOTAL PAYMENT AMOUNT						126.30 *	126.30	
010480/00		SCS SECURITY CONTRACTOR SERV. 5311 JACKSON ST. NORTH HIGHLANDS, CA 95660						
635	PO-110541	09/01/2010 0186120-IN	1 21-0000-0-6170-472-9631-8500-007-000 NN F			1,200.00	1,200.00	
TOTAL PAYMENT AMOUNT						1,200.00 *	1,200.00	
TOTAL FUND PAYMENT						1,326.30 **	1,326.30	
TOTAL BATCH PAYMENT						196,029.66 ***	0.00	196,029.66
TOTAL USE TAX AMOUNT						157.85		

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Number of warrants to be printed: 76, not counting voids due to stub overflows.

Batch status: A All

From batch: 0016

To batch: 0017

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.
09-10-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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			
020734/00	AAA SERVICES						
	1834 AUBURN BLVD.						
	SACRAMENTO, CA 95815						
222 PO-110155	09/08/2010	TR-71099	1	01-8150-0-4300-106-0000-8110-007-000	NN P	91.00	91.00
222 PO-110155	09/08/2010	TR-72628	1	01-8150-0-4300-106-0000-8110-007-000	NN P	57.00	57.00
TOTAL PAYMENT AMOUNT				148.00 *			148.00
010002/00	ALDAR ACADEMY						
	4436 ENGLE ROAD						
	SACRAMENTO, CA 95821						
471 PO-110412	09/08/2010	AUGUST	1	01-6500-0-5800-102-5750-1180-003-000	NN P	1,723.04	1,723.04
TOTAL PAYMENT AMOUNT				1,723.04 *			1,723.04
021763/00	ALL STAR RENTS						
	2525 CLAY BANK RD.						
	FAIRFIELD, CA 94533						
6 PO-110012	09/08/2010	191413	1	01-8150-0-5600-106-0000-8110-007-000	NN P	66.40	66.40
TOTAL PAYMENT AMOUNT				66.40 *			66.40
014106/00	ALVAREZ, JORGE						
722 PO-110610	09/08/2010	REIMB	1	01-5635-0-5800-601-1220-1000-017-000	NN F	125.00	125.00
TOTAL PAYMENT AMOUNT				125.00 *			125.00
021604/00	ATLAS DISPOSAL INDUSTRIES						
	DEPT# 2056						
	P.O. BOX 29675						
	PHOENIX, AZ 85038-9675						
8 PO-110014	09/08/2010	19-001	1	01-0000-0-5550-106-0000-8110-007-000	NN P	213.97	213.97
8 PO-110014	09/08/2010	19-002	1	01-0000-0-5550-106-0000-8110-007-000	NN P	736.00	736.00
8 PO-110014	09/08/2010	19-003	1	01-0000-0-5550-106-0000-8110-007-000	NN P	501.24	501.24
8 PO-110014	09/08/2010	19-004	1	01-0000-0-5550-106-0000-8110-007-000	NN P	432.86	432.86
8 PO-110014	09/08/2010	19-005	1	01-0000-0-5550-106-0000-8110-007-000	NN P	278.79	278.79
8 PO-110014	09/08/2010	19-006	1	01-0000-0-5550-106-0000-8110-007-000	NN P	391.85	391.85
8 PO-110014	09/08/2010	19-007	1	01-0000-0-5550-106-0000-8110-007-000	NN P	1,435.02	1,435.02
8 PO-110014	09/08/2010	19-008	1	01-0000-0-5550-106-0000-8110-007-000	NN P	223.30	223.30
8 PO-110014	09/08/2010	19-009	1	01-0000-0-5550-106-0000-8110-007-000	NN P	1,061.45	1,061.45

81 CENTER UNIFIED SCHOOL DIST.
09-10-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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

021604	(CONTINUED)													
8	PO-110014	09/08/2010	20-001											
				1	01-0000-0-5550-106-0000-8110-007-000	NN	P						661.16	661.16
				TOTAL PAYMENT AMOUNT									5,935.64 *	5,935.64
016805/00	BATES, CHERYL													
729	PO-110612	09/08/2010	AUGUST MILEAGE	1	01-6500-0-5800-102-5750-1180-003-000	N	P						50.85	50.85
729	PO-110612	09/08/2010	AUG-INSTRUCTION	1	01-6500-0-5800-102-5750-1180-003-000	N	P						675.00	675.00
				TOTAL PAYMENT AMOUNT									725.85 *	725.85
022258/00	CALIFORNIA DEPT OF EDUCATION													
	COP CONFERENCE PCA/													
	INDEX 0663-83888													
	P.O. BOX 515006													
	SACRAMENTO, CA 95851-5006													
685	PO-110592	09/08/2010	REGISTRATION	1	01-6520-0-5200-472-5770-1110-003-000	NN	F						400.00	400.00
				TOTAL PAYMENT AMOUNT									400.00 *	400.00
019678/00	ELK GROVE WORKABILITY													
	9510 ELK GROVE-FLORIN RD													
	ELK GROVE, CA 95624													
684	PO-110582	09/08/2010	REGISTRATION	1	01-6520-0-5200-472-5770-1110-003-000	NN	F						130.00	130.00
				TOTAL PAYMENT AMOUNT									130.00 *	130.00
018711/00	FACTORY MOTOR PARTS CO													
	NW 5544													
	P.O. BOX 1450													
	MINNEAPOLIS, MN 55485-5544													
652	PO-110556	09/08/2010	44-282664	1	01-7230-0-4300-112-0000-3600-007-000	NN	P						249.62	249.62
				TOTAL PAYMENT AMOUNT									249.62 *	249.62

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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
011132/00	FEDEX							
	P.O. BOX 7221							
	PASADENA, CA 91109-7321							
125 PO-110117	09/08/2010	7-197-92082	1	01-8150-0-5901-106-0000-8110-007-000	NN	P	43.10	43.10
TOTAL PAYMENT AMOUNT							43.10 *	43.10
017315/00	GENUINE PARTS COMPANY-SAC							
	FILE 56893							
	LOS ANGELES, CA 90074-6893							
377 PO-110315	09/08/2010	20901850	1	01-7230-0-4300-112-0000-3600-007-000	NN	P	1,356.76	1,356.76
TOTAL PAYMENT AMOUNT							1,356.76 *	1,356.76
010602/00	HI-LINE ELECTRICAL & MECH							
	P.O. BOX 972081							
	DALLAS, TX 75397-2081							
733 PO-110616	09/08/2010	10061509	1	01-7230-0-4300-112-0000-3600-007-000	NN	P	27.58	27.58
TOTAL PAYMENT AMOUNT							27.58 *	27.58
021874/00	KIDWELL, TAMBRA							
	3437 PINEHILL WAY							
	ANTELOPE, CA 95843							
376 PO-110314	09/08/2010	REIMB	1	01-7230-0-5800-112-0000-3600-007-000	NN	P	11.93	11.93
TOTAL PAYMENT AMOUNT							11.93 *	11.93
019123/00	LIQUID CAMPUS SECURITY							
	3 RIVERWAY SUITE 700							
	HOUSTON, TX 77056							
732 PO-110615	09/08/2010	1021	1	01-0000-0-4300-115-1202-1000-007-000	NN	F	1,750.00	1,750.00
TOTAL PAYMENT AMOUNT							1,750.00 *	1,750.00

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
FUND : 01 GENERAL FUND

J4434 APY500 H.02.05 09/09/10 PAGE 4
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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	
015289/00	MCQUEEN, JANET							
	4032 NORTH COUNTRY DRIVE							
	ANTELOPE, CA 95843							
127 PO-110580	09/08/2010	REIMB	1	01-7240-0-3404-112-5001-3600-000-000	NN P	50.00	50.00	
TOTAL PAYMENT AMOUNT						50.00 *	50.00	
022511/00	MOTEN-NAIR, PEGGY							
608 PO-110545	09/08/2010	MILEAGE	1	01-6500-0-5800-102-5750-1130-003-000	N P	74.25	74.25	
608 PO-110545	09/08/2010	INSTRUCTION	1	01-6500-0-5800-102-5750-1130-003-000	N P	330.00	330.00	
TOTAL PAYMENT AMOUNT						404.25 *	404.25	
015957/00	MYERS, HOLLAND							
	7681 GREENHAVEN DR							
	SACRAMENTO, CA 95831							
707 PO-110603	09/08/2010	REIMB	1	01-3550-0-4300-472-1110-1000-014-000	NN F	224.77	224.77	
TOTAL PAYMENT AMOUNT						224.77 *	224.77	
018967/00	NEXTEL COMMUNICATIONS INC							
	P.O. BOX 4181							
	CAROL STREAM, IL 60197-4181							
56 PO-110056	09/08/2010	811116315	1	01-0000-0-5903-106-0000-8300-007-000	NN P	633.64	633.64	
57 PO-110057	09/08/2010	811116315	1	01-0000-0-5902-115-0000-7700-007-000	NN P	99.96	99.96	
185 PO-110179	09/08/2010	811116315	1	01-0000-0-5903-472-0000-2700-014-000	NN P	196.28	196.28	
259 PO-110235	09/08/2010	811116315	1	01-0000-0-5903-236-0000-2700-009-000	NN P	24.60	24.60	
330 PO-110290	09/08/2010	811116315	1	01-0000-0-5903-101-0000-7150-002-000	NN P	110.52	110.52	
433 PO-110379	09/08/2010	811116315	1	01-0000-0-5903-103-0000-2110-003-000	NN P	267.63	267.63	
559 PO-110484	09/08/2010	811116315	2	01-0000-0-5903-475-3200-2700-015-000	NN P	12.30	12.30	
TOTAL PAYMENT AMOUNT						1,344.93 *	1,344.93	

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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
018419/00	NORTHERN CA PREPARATORY SCHOOL INC. 6046 LEMON HILL AVE. SACRAMENTO, CA 95824	000000000						
704 PO-110602	09/08/2010 JULY		1	01-6500-0-5800-102-5750-1180-003-000	NN P		3,211.38	3,211.38
		TOTAL PAYMENT AMOUNT		3,211.38 *				3,211.38
022163/00	ODYSSEY 7150 SANTA JUANITA AVE. ORANGEVALE, CA 95662							
638 PO-110544	09/08/2010 8002129		1	01-6500-0-5800-102-5750-1180-003-000	NN P		4,169.08	4,169.08
		TOTAL PAYMENT AMOUNT		4,169.08 *				4,169.08
010426/00	PAULS SAFE & LOCK 199 CIRBY WAY SUITE 15 ROSEVILLE, CA 95678							
61 PO-110061	09/08/2010 11985		1	01-8150-0-4300-106-0000-8110-007-000	NY P		9.74	9.74
718 PO-110608	09/08/2010 11949		1	01-0000-0-4300-371-0000-2700-012-000	NY F		19.23	19.23
		TOTAL PAYMENT AMOUNT		28.97 *				28.97
016784/00	PEST CONTROL CENTER INC. 3845 MADISON AVENUE NORTH HIGHLANDS, CA 95660-501							
62 PO-110062	09/08/2010 114078		1	01-0000-0-5500-106-0000-8110-007-000	NN F		8,288.00	797.00
		TOTAL PAYMENT AMOUNT		797.00 *				797.00
021157/00	PHYSICAL THERAPY CLINICS INC 10390 COLOMA ROAD, SUITE 7 RANCHO CORDOVA, CA 95670							
542 PO-110474	09/08/2010 31002		1	01-0000-0-5800-100-1110-1000-005-955	NN P		2,300.00	2,300.00
		TOTAL PAYMENT AMOUNT		2,300.00 *				2,300.00

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834							
64	PO-110064	09/08/2010	SC13818	1	01-8150-0-4300-106-0000-8110-007-000	NN P	26.36	26.36
TOTAL PAYMENT AMOUNT							26.36 *	26.36
010264/00	SACRAMENTO BEE P.O. BOX 11967 FRESNO, CA 93776-1967							
692	PO-110595	09/08/2010	2313745	1	01-0000-0-5800-110-0000-7200-004-000	NN P	675.00	675.00
TOTAL PAYMENT AMOUNT							675.00 *	675.00
010373/00	SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 958276710							
731	PO-110614	09/08/2010	2011UST-KAM.004	1	01-7230-0-5800-112-0000-3600-007-000	NN F	150.00	150.00
TOTAL PAYMENT AMOUNT							150.00 *	150.00
010263/00	SMUD PO BOX 15555 SACRAMENTO, CA 95852-1555							
81	PO-110081	09/08/2010	7000000347	1	01-0000-0-5530-106-0000-8110-007-000	NN P	72,520.86	72,520.86
TOTAL PAYMENT AMOUNT							72,520.86 *	72,520.86
019101/00	SURRYHNE, CAROL [REDACTED]							
698	PO-110596	09/08/2010	REIMB	2	01-0000-0-5210-106-0000-8110-007-000	NN F	9.50	9.50
698	PO-110596	09/08/2010	REIMB	1	01-0000-0-5800-106-0000-8110-007-000	NN F	20.00	20.00
TOTAL PAYMENT AMOUNT							29.50 *	29.50

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017767/00	SYTECH SOLUTIONS INC 9362 STUDIO COURT ELK GROVE, CA 95758		680446064					
313 PO-110300	09/08/2010	2885		1 01-0000-0-5800-106-0000-8200-007-000 NN P			16,800.00	16,800.00
				TOTAL PAYMENT AMOUNT	16,800.00 *			16,800.00
014079/00	THYSSENKRUPP ELEVATOR CORP P.O. BOX 933013 ATLANTA, GA 31193-3013							
87 PO-110090	09/08/2010	1090079340		1 01-0000-0-5600-106-0000-8110-007-000 NN P			795.57	795.57
87 PO-110090	09/08/2010	1090079341		1 01-0000-0-5600-106-0000-8110-007-000 NN P			88.40	88.40
				TOTAL PAYMENT AMOUNT	883.97 *			883.97
022179/00	US HEALTHWORKS TB TESTS P.O. BOX 50042 LOS ANGELES, CA 90074							
110 PO-110108	09/08/2010	1755139-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			76.00	76.00
110 PO-110108	09/08/2010	1756825-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			114.00	114.00
				TOTAL PAYMENT AMOUNT	190.00 *			190.00
010495/00	VIRCO MANUFACTURING CORP. DEPT #0094 LOS ANGELES, CA 90084-0094							
637 PO-110543	09/08/2010	91356442		1 01-0000-0-4300-106-0000-8110-007-000 NN F			2,506.25	2,506.25
				TOTAL PAYMENT AMOUNT	2,506.25 *			2,506.25
016252/00	WALTON ENGINEERING INC P.O. BOX 1025 WEST SACRAMENTO, CA 95691							
717 PO-110607	09/08/2010	SM59010		1 01-7230-0-5800-112-0000-3600-007-000 NN F			641.05	641.05
				TOTAL PAYMENT AMOUNT	641.05 *			641.05

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
 BATCH: 0016 09-10-10
 FUND : 01 GENERAL FUND

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Vendor/Addr Reg 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		
019842/00	WFCB-OSH COMMERCIAL SERVICES P.O. BOX 659445 SAN ANTONIO, TX 78265-9445		954214111																
58	PO-110058	09/08/2010	5780-9700-1009-9025											1	01-8150-0-4300-106-0000-8110-007-000	NN	P	450.09	450.09
TOTAL PAYMENT AMOUNT																450.09	450.09		

017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405																		
PV-111021	09/08/2010	701355406																	
TOTAL PAYMENT AMOUNT																143.38	143.38		
TOTAL FUND																PAYMENT	120,239.76	**	120,239.76

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81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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					
016279/00	P&R PAPER SUPPLY P.O. BOX 590 REDLANDS, CA 92373								
149 PO-110138	09/08/2010	463923-00		1	13-5310-0-4300-108-0000-3700-007-000	NN P		177.93	177.93
TOTAL PAYMENT AMOUNT								177.93 *	177.93
011423/00	PLATH DISTRIBUTION INC 9632 SHALE COURT ELK GROVE, CA 95624								
144 PO-110133	09/08/2010	8381		1	13-5310-0-4700-108-0000-3700-007-000	NN P		13,513.59	13,513.59
TOTAL PAYMENT AMOUNT								13,513.59 *	13,513.59
019993/00	PROPACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938								
145 PO-110134	09/08/2010	SPINELLI		1	13-5310-0-4700-108-0000-3700-007-000	NN P		532.64	532.64
145 PO-110134	09/08/2010	DUDLEY		1	13-5310-0-4700-108-0000-3700-007-000	NN P		639.30	639.30
145 PO-110134	09/08/2010	N.COUNTRY		1	13-5310-0-4700-108-0000-3700-007-000	NN P		613.86	613.86
145 PO-110134	09/08/2010	WCR		1	13-5310-0-4700-108-0000-3700-007-000	NN P		1,629.50	1,629.50
145 PO-110134	09/08/2010	GLOBAL YOUTH		1	13-5310-0-4700-108-0000-3700-007-000	NN P		395.96	395.96
145 PO-110134	09/08/2010	CHS		1	13-5310-0-4700-108-0000-3700-007-000	NN P		2,203.75	2,203.75
TOTAL PAYMENT AMOUNT								6,015.01 *	6,015.01
017334/00	SEVEN-UP BOTTLING CO. 2670 LAND AVENUE SACRAMENTO, CA 95815								
448 PO-110408	09/08/2010	2189606238		1	13-5310-0-4700-108-0000-3700-007-000	NN P		1,009.20	1,009.20
TOTAL PAYMENT AMOUNT								1,009.20 *	1,009.20
011422/00	SYSCO OF SAN FRANCISCO PO BOX 138007 SACRAMENTO, CA 95813-8007								
135 PO-110124	09/08/2010	095638		2	13-5310-0-4300-108-0000-3700-007-000	NN P		3,268.28	3,268.28
135 PO-110124	09/09/2010	095638		1	13-5310-0-4700-108-0000-3700-007-000	NN P		17,263.33	17,263.33
TOTAL PAYMENT AMOUNT								20,531.61 *	20,531.61

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
FUND : 13 CAFETERIA FUND
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Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
019842/00	WFCB-OSH COMMERCIAL SERVICES				954214111	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
	P.O. BOX 659445									
	SAN ANTONIO, TX 78265-9445									
PV-111020 09/08/2010 0211031105551										
TOTAL PAYMENT AMOUNT							13-5310-0-5600-108-0000-3700-007-000 NN		40.03	40.03
							40.03 *			
TOTAL FUND							PAYMENT	73,852.60 **		73,852.60

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 09-10-10
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		
017727/00	MASON DONALDSON						
	GEMINI INSPECTION SERVICE						
	1431 ABERDEEN CIRCLE						
	GRANITE BAY, CA 95746						
PV-111022	09/08/2010	REISSUE LOST WARRANT	21-0000-0-6290-472-9631-8500-007-000 NY		800.00		
		TOTAL PAYMENT AMOUNT	800.00 *		800.00		
		TOTAL FUND PAYMENT	800.00 **		800.00		
		TOTAL BATCH PAYMENT	194,892.36 ***	0.00	194,892.36		

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 0-BATCH
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
					FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405								
632 PO-110537	09/08/2010	CLOSE LINE			1 01-6286-0-5715-103-4760-1000-003-000 NN C			550.00	0.00
					TOTAL PAYMENT AMOUNT	0.00 *			0.00
					TOTAL FUND PAYMENT	0.00 **			0.00
					TOTAL BATCH PAYMENT	0.00 ***	0.00		0.00
					TOTAL DISTRICT PAYMENT	194,892.36 ****	0.00		194,892.36
					TOTAL FOR ALL DISTRICTS:	194,892.36 ****	0.00		194,892.36

Number of warrants to be printed: 52, not counting voids due to stub overflows.

Batch status: A All

From batch: 0018

To batch: 0019

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
				FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP		
019433/00	ADI FILE 57418 LOS ANGELES, CA 90074-7418								
	3 PO-110009 09/14/2010 P75C4101			1	01-8150-0-4300-106-0000-8110-007-000	NN P		397.96	397.96
				TOTAL PAYMENT AMOUNT				397.96 *	397.96
010226/00	AIRGAS NCN P.O. BOX 7425 PASADENA, CA 91109-7425		232491493						
	187 PO-110181 09/14/2010 102528359			1	01-0000-0-4300-472-1210-1000-014-000	NN P		18.30	18.30
				TOTAL PAYMENT AMOUNT				18.30 *	18.30
010002/00	ALDAR ACADEMY 4436 ENGLE ROAD SACRAMENTO, CA 95821								
	471 PO-110412 09/14/2010 AUGUST			1	01-6500-0-5800-102-5750-1180-003-000	NN P		283.84	283.84
				TOTAL PAYMENT AMOUNT				283.84 *	283.84
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579								
	5 PO-110011 09/14/2010 27053384782453			1	01-8150-0-4300-106-0000-8110-007-000	NN P		111.88	111.88
	266 PO-110239 09/14/2010 27045104780794			1	01-0000-0-4300-103-0000-7200-003-000	NN P		38.47	38.47
	370 PO-110307 09/14/2010 27047404781257			1	01-7230-0-4300-112-0000-3600-007-000	NN P		62.43	62.43
	421 PO-110368 09/14/2010 27050334781839			1	01-0000-0-4300-475-3200-2700-015-000	NN P		64.87	64.87
	602 PO-110506 09/14/2010 27045224780818			1	01-0000-0-4300-105-0000-7200-005-000	NN P		0.00	26.49
				TOTAL PAYMENT AMOUNT				304.14 *	304.14
010564/00	APPLE INC P.O. BOX 846095 DALLAS, TX 75284-6095								
	PV-111025 09/14/2010 9838851290				01-0000-0-4400-115-0000-7700-007-000	NN			2,866.65
				TOTAL PAYMENT AMOUNT				2,866.65 *	2,866.65

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
021097/00	ASSOCIATED VALUATION SERVICES	1501 COFFEE ROAD, SUITE N							
	MODESTO, CA 95355								
90 PO-110088	09/14/2010	3226		1 01-0000-0-5800-105-0000-7200-005-000 NN P			548.37	548.37	
				TOTAL PAYMENT AMOUNT			548.37 *	548.37	
010400/00	AT&T	PAYMENT CENTER							
	SACRAMENTO, CA 95887								
583 PO-110502	09/14/2010	24813481008413		1 01-0000-0-5902-106-0000-8110-007-000 NN P			8.04	8.04	
				TOTAL PAYMENT AMOUNT			8.04 *	8.04	
011675/00	AT&T MESSAGING	P.O. BOX 840486							
	DALLAS, TX 75284-0486								
9 PO-110015	09/14/2010	6444565		1 01-0000-0-5902-106-0000-8110-007-000 NN P			720.00	720.00	
				TOTAL PAYMENT AMOUNT			720.00 *	720.00	
019504/00	B & H PHOTO-VIDEO	420 NINTH AVENUE							
	NEW YORK, NY 10001								
545 PO-110476	09/14/2010	44974966,44960119		1 01-7220-0-4300-472-1110-1000-014-000 NN F			1,798.57	1,798.57	
545 PO-110476	09/14/2010	44966299,45133829		2 01-7220-0-4400-472-1110-1000-014-000 NN F			3,708.36	3,145.27	
				TOTAL PAYMENT AMOUNT			4,943.84 *	4,943.84	
021235/00	BECKER, LEE ANN								
784 PO-110648	09/14/2010	JULY,AUG		1 01-0000-0-5210-102-0000-3140-003-000 NN P			73.00	73.00	
				TOTAL PAYMENT AMOUNT			73.00 *	73.00	

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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		
015662/00		BEHAVIORAL EDUCATION FOR CHILDREN WITH AUTISM (BECA) 2555 3RD STREET, STE.210 SACRAMENTO, CA 95818												
605 PO-110530	09/14/2010	6235												
				1	01-6500-0-5800-102-5750-1180-003-000	NN P							1,575.90	1,575.90
														1,575.90
020650/00		BLACKWELL, BARBARA [REDACTED]												
764 PO-110641	09/14/2010	REIMB												
				1	01-3010-0-4300-371-1110-1000-012-000	NN F							47.86	47.86
														47.86
019075/00		BRIGHT FUTURES THERAPY 2768 TAM O'SHANTER DRIVE EL DORADO HILLS, CA 95762												
781 PO-110645	09/14/2010	1963												
781 PO-110645	09/14/2010	1960												
				1	01-6500-0-5800-102-5750-1180-003-000	NN P							9,400.00	9,400.00
				1	01-6500-0-5800-102-5750-1180-003-000	NN P							840.00	840.00
														10,240.00
022282/00		BRIGHT START THERAPIES 2222 WATT AVENUE, SUITE B5 SACRAMENTO, CA 95825												
677 PO-110569	09/14/2010	CUCM8.31.1												
				1	01-6500-0-5800-102-5750-1180-003-000	NN P							190.00	190.00
														190.00
010706/00		BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799												
15 PO-110021	09/14/2010	S3044892.1												
				1	01-8150-0-4300-106-0000-8110-007-000	NN P							1,195.59	1,195.59
														1,195.59

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
021036/00	CCHAT CENTER SACRAMENTO 9350 KIEFER BLVD SACRAMENTO, CA 95826							
598 PO-110527	09/14/2010	CENTER0831			1 01-6500-0-5800-102-5750-1180-003-000 NN P		647.07	647.07
					TOTAL PAYMENT AMOUNT		647.07 *	647.07
020127/00	CENTRATION INC. 8570 UTICA AVE SUITE 100 RANCHO CUCAMONGA, CA 91730							
792 PO-110665	09/16/2010	7159-IN			1 01-0000-0-5800-105-0000-7200-005-000 NN P		2,500.00	2,500.00
					TOTAL PAYMENT AMOUNT		2,500.00 *	2,500.00
021059/00	COMCAST P.O. BOX 34744 SEATTLE, WA 98124-1744							
40 PO-110006	09/14/2010	8155600391425215			1 01-0000-0-5800-240-0000-2700-011-000 NN P		2.62	2.62
					TOTAL PAYMENT AMOUNT		2.62 *	2.62
016380/00	CREST/GOOD MFG INC 380 INDUSTRIAL RD. SAN CARLOS, CA 94070							
22 PO-110028	09/14/2010	915782			1 01-8150-0-4300-106-0000-8110-007-000 NN P		327.56	327.56
					TOTAL PAYMENT AMOUNT		327.56 *	327.56
018110/00	DAY, LORI 							
550 PO-110628	09/14/2010	REIMB			1 01-0054-0-5200-371-1110-1000-012-000 NN F		167.99	167.99
					TOTAL PAYMENT AMOUNT		167.99 *	167.99

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018555/00	DOMINO EVENTS					FD RESO P OBJE SIT GOAL				
	CAASFEF FALL PROF.DEVELOPMENT									
	INSTITUTE									
	4308 F STREET									
	SACRAMENTO, CA 95819									
771 PO-110642	09/14/2010	3014851912			1 01-3010-0-5200-240-1110-1000-011-000	NN F			1,070.00	1,070.00
787 PO-110673	09/16/2010	REGIST			1 01-3010-0-5200-236-1110-1000-009-000	NN F			1,605.00	1,605.00
					TOTAL PAYMENT AMOUNT		2,675.00 *			2,675.00
019023/00	EDUCATION COMPLIANCE GROUP INC			841527086						
	P.O. BOX 221									
	LAFAYETTE, CO 80026									
519 PO-110455	09/14/2010	1009107			1 01-7230-0-4300-112-0000-3600-007-000	NN F			69.95	69.95
					TOTAL PAYMENT AMOUNT		69.95 *			69.95
017938/00	EL DORADO GIRLS BASKETBALL									
	C/O PAT WINTER									
	561 CANAL STREET									
	PLACERVILLE, CA 95667									
785 PO-110649	09/14/2010	TOURNAMENT FEE			1 01-0000-0-5800-472-1801-1000-014-000	NN F			290.00	290.00
					TOTAL PAYMENT AMOUNT		290.00 *			290.00
019262/00	ENTERPRISE RENT A CAR									
	ATTN: ACCOUNTS RECEIVABLE									
	199 N SUNRISE AVE, DEPT C									
	ROSEVILLE, CA 95661-2900									
760 PO-110635	09/14/2010	D843893			1 01-0000-0-5810-472-1110-4000-014-915	NN F			91.56	91.56
					TOTAL PAYMENT AMOUNT		91.56 *			91.56
016266/00	ENVISION CONSULTING GROUP INC									
	8570 UTICA AVENUE, SUITE 100									
	RANCHO CUCAMONGA, CA 91730									
807 PO-110679	09/16/2010	2010075			1 01-0000-0-5800-103-0000-2110-003-000	NN F			1,260.00	1,260.00
					TOTAL PAYMENT AMOUNT		1,260.00 *			1,260.00

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
017681/00	GEARY PACIFIC SUPPLY FILE 55276 LOS ANGELES, CA 90074-5276							
758 PO-110633	09/14/2010	2368406		1	01-8150-0-4300-106-0000-8110-007-000	NN P	166.04	166.04
TOTAL PAYMENT AMOUNT							166.04 *	166.04
022347/00	GIVE SOMETHING BACK P.O. BOX 89-4135 LOS ANGELES, CA 90189-4135							
667 PO-110562	09/14/2010	1727228,C1727228-0		1	01-0000-0-4300-472-0000-2700-014-000	NN F	415.58	414.67
715 PO-110586	09/14/2010	1730925-0		1	01-7230-0-4300-112-0000-3600-007-000	NN F	322.51	322.51
736 PO-110588	09/14/2010	1731524-0		1	01-0000-0-4300-105-0000-7200-005-000	NN F	69.78	69.79
686 PO-110593	09/14/2010	1731521-0		1	01-6286-0-4300-103-4760-1000-003-000	NN F	16.30	16.30
691 PO-110594	09/14/2010	1731523-0		1	01-7230-0-4300-112-0000-3600-007-000	NN F	19.56	19.56
700 PO-110598	09/14/2010	1731526-0		1	01-0000-0-4300-472-1224-1000-014-000	NN F	338.59	338.59
701 PO-110599	09/14/2010	1731525		1	01-0000-0-4300-472-1110-1000-014-916	NN F	221.05	229.86
TOTAL PAYMENT AMOUNT							1,411.28 *	1,411.28
010992/00	HARBOR FREIGHT TOOLS 3491 MISSION OAKS BLVD. ACCNT:CNTR958 CAMARILLO, CA 93011							
39 PO-110041	09/14/2010	467362		1	01-8150-0-4300-106-0000-8110-007-000	NN P	206.45	206.45
TOTAL PAYMENT AMOUNT							206.45 *	206.45
014431/00	HEAR SAY SPEECH AND LANGUAGE SERVICES 96 TALMONT CIRCLE ROSEVILLE, CA 95678							
782 PO-110646	09/14/2010	10-20038		1	01-6500-0-5800-102-5750-1180-003-000	NN P	363.38	363.38
TOTAL PAYMENT AMOUNT							363.38 *	363.38

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Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP			
017002/00	HOME DEPOT							
	ACCOUNTS RECEIVABLE							
	P.O. BOX 6031							
	THE LAKES, NV 88901-6031							
45 PO-110046	09/14/2010	6035322532354507	1	01-8150-0-4300-106-0000-8110-007-000	NN P		550.75	550.75
PV-111023	09/14/2010	594833		01-0000-0-5600-472-1801-1000-014-000	NN			77.45
PV-111024	09/14/2010	4023557,3180407		01-7230-0-4300-112-0000-3600-007-000	NN			109.90
		TOTAL PAYMENT AMOUNT		738.10 *				738.10
021196/00	INTEGRATIONS	390971239						
	MB UNIT #67-3106							
	MILWAUKEE, WI 53268-3106							
726 PO-110587	09/14/2010	208104879554	1	01-6500-0-4300-102-5750-1110-003-000	NN F		136.72	105.79
		TOTAL PAYMENT AMOUNT		105.79 *				105.79
021789/00	JABBERGYM INC	113798453						
	151 N. SUNRISE AVE. SUITE 1105							
	ROSEVILLE, CA 95661							
795 PO-110668	09/16/2010	1658	1	01-6500-0-5800-102-5750-1180-003-000	NN F		380.00	380.00
		TOTAL PAYMENT AMOUNT		380.00 *				380.00
022170/00	JAPPERT, APRIL							
	[REDACTED]							
716 PO-110606	09/14/2010	AUGUST	1	01-6500-0-5800-102-5770-3600-003-000	NN P		108.50	108.50
		TOTAL PAYMENT AMOUNT		108.50 *				108.50
016358/00	JERRY'S BACKFLOW TESTING	567629553						
	JERRY VOLLMER							
	7564 MOUNTAIN OAK DR.							
	NORTH HIGHLANDS, CA 95660							
51 PO-110051	09/14/2010	2948	1	01-0000-0-5800-106-0000-8110-007-000	N P		513.75	513.75
51 PO-110051	09/14/2010	2949	1	01-0000-0-5800-106-0000-8110-007-000	N P		157.00	157.00
		TOTAL PAYMENT AMOUNT		670.75 *				670.75

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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
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO P.O. BOX 13845 SACRAMENTO, CA 95853							
52 PO-110052	09/14/2010	27-S1642706.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		251.51 251.51
TOTAL PAYMENT AMOUNT				251.51 *				251.51
016167/00	LYONS, ANNE [REDACTED]							
747 PO-110640	09/14/2010	REIMB	1	01-3010-0-4300-371-1110-1000-012-000	NN	F		6.88 6.88
TOTAL PAYMENT AMOUNT				6.88 *				6.88
022172/00	MED TRANS MEDICAL/LEGAL AMBULATORY TRANSPORTATION AND INTERPRETING SERVICES P.O. BOX 348046 SACRAMENTO, CA 95834-8046							
618 PO-110531	09/14/2010	624	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		5,370.00 5,370.00
TOTAL PAYMENT AMOUNT				5,370.00 *				5,370.00
022309/00	MEDICAB OF SACRAMENTO SIERRA LLC 5644 MONTCLAIR CIRCLE ROCKLIN, CA 95677	205384496						
783 PO-110647	09/14/2010	RT0810	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		734.50 734.50
TOTAL PAYMENT AMOUNT				734.50 *				734.50
019059/00	MILLENNIUM TERMITE 9900 HORN ROAD, #5 SACRAMENTO, CA 95827							
55 PO-110055	09/14/2010	tr-71099	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		91.00 91.00
55 PO-110055	09/14/2010	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		57.00 57.00
TOTAL PAYMENT AMOUNT				148.00 *				148.00

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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		
014588/00	MILLER, CHERYL A.							
770 PO-110672	09/16/2010	REIMB		2	01-6500-0-4300-102-5001-2700-003-000	N F	140.25	140.25
770 PO-110672	09/16/2010	REIMB		1	01-6500-0-4400-102-5001-2700-003-000	N F	195.74	195.74
TOTAL PAYMENT AMOUNT					335.99 *		335.99	335.99
015517/00	MORRIS, VIVIAN							
658 PO-110639	09/14/2010	REIMB		1	01-0000-0-4300-371-1110-1000-012-000	N F	61.08	61.08
TOTAL PAYMENT AMOUNT					61.08 *		61.08	61.08
018419/00	NORTHERN CA PREPARATORY SCHOOL INC. 6046 LEMON HILL AVE. SACRAMENTO, CA 95824	000000000						
704 PO-110602	09/14/2010	AUGUST		1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,704.32	2,704.32
TOTAL PAYMENT AMOUNT					2,704.32 *		2,704.32	2,704.32
021511/00	OCCUPATIONAL THERAPY FOR CHILDREN 2129 THIRD AVENUE SACRAMENTO, CA 95818							
619 PO-110532	09/14/2010	10-0811		1	01-6500-0-5800-102-5750-1180-003-000	NN P	191.25	191.25
TOTAL PAYMENT AMOUNT					191.25 *		191.25	191.25
021139/00	PACIFIC COAST BREAKER LLC 4134 FORCUM AVENUE MCCLELLAN, CA 95652							
60 PO-110060	09/14/2010	35985		1	01-8150-0-4300-106-0000-8110-007-000	NN P	222.94	222.94
TOTAL PAYMENT AMOUNT					222.94 *		222.94	222.94

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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
016692/00	PERFORMANCE CHEVROLET							
	4811 MADISON AVE.							
	P.O. BOX 41469							
	SACRAMENTO, CA 95841							
379 PO-110317	09/14/2010	485479	1	01-7230-0-4300-112-0000-3600-007-000	NN	P		30.31 30.31
TOTAL PAYMENT AMOUNT				30.31 *				30.31
020590/00	PLACER COUNTY TAX COLLECTOR							
	P.O. BOX 7790							
	AUBURN, CA 95604-7790							
790 PO-110664	09/16/2010	023-200-025-000	1	01-0000-0-5800-106-0000-8200-007-000	NN	P		22.84 22.84
790 PO-110664	09/16/2010	023-200-033-000	1	01-0000-0-5800-106-0000-8200-007-000	NN	P		22.84 22.84
790 PO-110664	09/16/2010	023-221-009-000	1	01-0000-0-5800-106-0000-8200-007-000	NN	P		22.84 22.84
790 PO-110664	09/16/2010	023-221-010-000	1	01-0000-0-5800-106-0000-8200-007-000	NN	P		22.84 22.84
790 PO-110664	09/16/2010	023-221-011-000	1	01-0000-0-5800-106-0000-8200-007-000	NN	F		22.84 22.84
TOTAL PAYMENT AMOUNT				114.20 *				114.20
011345/00	PLACER LEARNING CENTER							
	5477 EUREKA ROAD							
	GRANITE BAY, CA 95746							
653 PO-110557	09/16/2010	AUG	1	01-6500-0-5800-102-5750-1180-003-000	NN	P		2,617.52 2,617.52
TOTAL PAYMENT AMOUNT				2,617.52 *				2,617.52
014069/00	PLATT ELECTRIC SUPPLY							
	4201 S. MARKET COURT							
	SACRAMENTO, CA 95834							
64 PO-110064	09/14/2010	8221908	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		153.07 153.07
64 PO-110064	09/14/2010	8221858	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		424.83 424.83
64 PO-110064	09/14/2010	8279061	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		1,471.54 1,471.54
64 PO-110064	09/14/2010	8279311	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		27.60 27.60
TOTAL PAYMENT AMOUNT				2,077.04 *				2,077.04

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018535/00	POINT QUEST EDUCATION INC 6600 44TH STREET SACRAMENTO, CA 95823							
779 PO-110660	09/16/2010	111		1	01-6500-0-5800-102-5750-1180-003-000	NN F	2,200.00	2,200.00
TOTAL PAYMENT AMOUNT							2,200.00 *	2,200.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC P.O. BOX 11210 SANTA ANA, CA 92711							
119 PO-110111	09/14/2010	11823-00		1	01-0000-0-5800-111-0000-8200-007-000	NN P	211.72	211.72
186 PO-110180	09/14/2010	11823-02		2	01-0000-0-4300-472-1203-1000-014-000	NN P	14.32	14.32
186 PO-110180	09/14/2010	11823-02		1	01-0000-0-4300-472-1210-1000-014-000	NN P	30.44	30.44
380 PO-110318	09/14/2010	11823-01		1	01-7230-0-5800-112-0000-3600-007-000	NN P	219.08	219.08
TOTAL PAYMENT AMOUNT							475.56 *	475.56
021678/00	RANCHO LEARNING CENTER JRHS 3063 GOLD CANAL DRIVE RANCHO CORDOVA, CA 95670							
694 PO-110576	09/16/2010	CENTER82010		1	01-6500-0-5800-102-5750-1180-003-000	NN P	6,165.20	6,165.20
TOTAL PAYMENT AMOUNT							6,165.20 *	6,165.20
011238/00	RELIABLE TIRE P.O. BOX 1381 WEST SACRAMENTO, CA 95691							
382 PO-110320	09/14/2010	77789		1	01-7230-0-4300-112-0000-3600-007-000	NN P	64.40	64.40
TOTAL PAYMENT AMOUNT							64.40 *	64.40
010627/00	RIVERVIEW INTERNATIONAL TRUCKS P.O. BOX 716 ACCOUNTS RECEIVABLE WEST SACRAMENTO, CA 95691							
383 PO-110321	09/14/2010	713272,CM713272		1	01-7230-0-4300-112-0000-3600-007-000	NN P	764.47	764.47
TOTAL PAYMENT AMOUNT							764.47 *	764.47

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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				
010039/00	ROBLA SCHOOL DISTRICT 5248 ROSE STREET SACRAMENTO, CA 95838							
809 PO-110680	09/16/2010	1025		1 01-7230-0-5800-112-0000-3600-007-000 N F		405.00	405.00	
				TOTAL PAYMENT AMOUNT	405.00 *		405.00	
010552/00	SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691							
252 PO-110151	09/14/2010	01909383		1 01-0000-0-9320-000-0000-0000-000-000 NN P		433.75	433.75	
				TOTAL PAYMENT AMOUNT	433.75 *		433.75	
013973/00	SAMBA HOLDINGS INC 1730 MONTANO RD.NW,SUITE F ALBUQUERQUE, NM 87107							
801 PO-110676	09/16/2010	0126121-IN		1 01-7230-0-4300-112-0000-3600-007-000 NN F		36.00	36.00	
				TOTAL PAYMENT AMOUNT	36.00 *		36.00	
020984/00	SAME DAY SIGNS 7637 FAIR OAKS BLVD CARMICHAEL, CA 95608		680453208					
75 PO-110075	09/14/2010	32539		1 01-8150-0-5800-106-0000-8110-007-000 NN P		233.27	233.27	
				TOTAL PAYMENT AMOUNT	233.27 *		233.27	
010041/00	SAN JUAN UNIFIED SCHOOL DIST TRANSPORTATION DEPARTMENT 3050 ORANGE GROVE AVE ATTN: SCOTT WILSON NORTH HIGHLANDS, CA 95660							
797 PO-110674	09/16/2010	PARTICULATE TRAP CLEAN		1 01-7230-0-5800-112-0000-3600-007-000 NN F		125.00	125.00	
				TOTAL PAYMENT AMOUNT	125.00 *		125.00	

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
015962/00	SCHMIEDER, KRIS							
778 PO-110643	09/14/2010	REIMB		1	01-3010-0-5200-240-1110-1000-011-000 NN F		358.80	358.80
TOTAL PAYMENT AMOUNT							358.80 *	358.80
019222/00	SIERRA PEDIATRICS		942869623					
	8485 BARTON ROAD							
	GRANITE BAY, CA 95746							
629 PO-110538	09/14/2010	CABA000001		1	01-6500-0-5800-102-5750-1180-003-000 N P		500.00	500.00
TOTAL PAYMENT AMOUNT							500.00 *	500.00
017883/00	SIMPLEX GRINNELL LP							
	4650 BELOIT DRIVE							
	SACRAMENTO, CA 95838							
79 PO-110079	09/14/2010	65887294		2	01-8150-0-5600-106-0000-8110-007-000 NN P		263.00	263.00
TOTAL PAYMENT AMOUNT							263.00 *	263.00
021452/00	SLAY, JENNIFER							
537 PO-110627	09/14/2010	REIMB		1	01-3010-0-5200-371-1110-1000-012-000 NN F		46.42	46.42
TOTAL PAYMENT AMOUNT							46.42 *	46.42
014558/00	SPURR							
	P.O. BOX 45526							
	SAN FRANCISCO, CA 941450526							
82 PO-110082	09/14/2010	33970		1	01-0000-0-5520-106-0000-8110-007-000 NN P		1,184.20	1,184.20
TOTAL PAYMENT AMOUNT							1,184.20 *	1,184.20

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND


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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
018370/00	STANLEY CONVERGENT SECURITY SOLUTIONS DEPT CH 10651 PALATINE, IL 60055-0651							
83 PO-110083	09/14/2010	7656881			1 01-0000-0-5800-106-0000-8110-007-000 NN P		183.93	183.93
					TOTAL PAYMENT AMOUNT		183.93 *	183.93
020462/00	STAPLES ADVANTAGE P.O. BOX 71217 CHICAGO, IL 60694-1217		841248716					
544 PO-110475	09/14/2010	103902710			1 01-0000-0-4300-236-1110-1000-009-000 NN F		162.45	162.45
					TOTAL PAYMENT AMOUNT		162.45 *	162.45
014516/00	STARR, NANCY [REDACTED]							
776 PO-110658	09/16/2010	REIMB			1 01-6500-0-5800-102-5770-3600-003-000 NN F		242.00	242.00
					TOTAL PAYMENT AMOUNT		242.00 *	242.00
011233/00	STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION P.O. BOX 944222 SACRAMENTO, CA 94244-2220							
788 PO-110662	09/16/2010	17505			1 01-9520-0-5800-472-0000-2700-005-000 NN F		11,666.00	11,666.00
					TOTAL PAYMENT AMOUNT		11,666.00 *	11,666.00
018571/00	STOUT, DANIELLE MARIE [REDACTED]							
534 PO-110626	09/14/2010	REIMB			1 01-3010-0-5200-371-1110-1000-012-000 NN F		118.86	118.86
					TOTAL PAYMENT AMOUNT		118.86 *	118.86

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 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
021813/00	SUREWEST P.O. BOX 30697 LOS ANGELES, CA 90030-0697							
105 PO-110103	09/14/2010	604457-0001		1	01-0000-0-5902-106-0000-8110-007-000 NN P		637.62	637.62
TOTAL PAYMENT AMOUNT							637.62 *	637.62
020075/00	TATYANA SILCHUK 							
769 PO-110657	09/16/2010	JULY		1	01-6500-0-5800-102-5770-3600-003-000 NN P		171.00	171.00
TOTAL PAYMENT AMOUNT							171.00 *	171.00
014863/00	UHS SCHOOLS P.O. BOX 79180 CITY OF INDUSTRY, CA 91716-91							
634 PO-110540	09/14/2010	AUGUST		1	01-6500-0-5800-102-5750-1180-003-000 NN P		2,612.26	2,612.26
TOTAL PAYMENT AMOUNT							2,612.26 *	2,612.26
010127/00	UNITED PARCEL SERVICE P.O. BOX 894820 LOS ANGELES, CA 90189-4820							
693 PO-110579	09/14/2010	YW013370		1	01-0000-0-5901-103-0000-2110-003-000 NN P		24.94	24.94
TOTAL PAYMENT AMOUNT							24.94 *	24.94
019041/00	VALLEY TRUCK & TRACTOR CO 416 CENTER STREET YUBA CITY, CA 95991							
737 PO-110618	09/14/2010	16153		1	01-7230-0-4300-112-0000-3600-007-000 NN P		318.02	318.02
TOTAL PAYMENT AMOUNT							318.02 *	318.02

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT	ABA num GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
015191/00	WACHOB, CYNTHIA							
612 PO-110512	09/14/2010	JULY		1 01-6500-0-5210-102-5060-2110-003-000	N P		48.50	48.50
612 PO-110512	09/14/2010	AUG		1 01-6500-0-5210-102-5060-2110-003-000	N P		153.50	153.50
TOTAL PAYMENT AMOUNT							202.00 *	202.00
018567/00	WESTERN STATES GLASS P.O. BOX 6058 FREMONT, CA 94538-0658							
100 PO-110100	09/14/2010	791062		1 01-8150-0-4300-106-0000-8110-007-000	NN P		97.08	97.08
TOTAL PAYMENT AMOUNT							97.08 *	97.08
022348/00	WILSON, SHERRY							
388 PO-110326	09/14/2010	10-3		1 01-7230-0-5800-112-0000-3600-007-000	NN P		11.83	11.83
TOTAL PAYMENT AMOUNT							11.83 *	11.83
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405							
120 PO-110112	09/14/2010	300014962		1 01-0000-0-5800-115-9790-8200-007-000	NN P		33,758.49	33,758.49
589 PO-110518	09/14/2010	300014476		1 01-7220-0-5612-472-1110-1000-014-000	NN P		100.00	100.00
590 PO-110519	09/14/2010	300014962		1 01-0000-0-5612-472-9769-1000-014-000	NN P		25.00	25.00
591 PO-110520	09/14/2010	300014962		1 01-0000-0-5612-115-9780-8200-007-000	NN P		25.00	25.00
592 PO-110521	09/14/2010	300014476		1 01-3550-0-5612-472-1110-1000-014-000	NN F		1,100.00	100.00
593 PO-110522	09/14/2010	300014962		1 01-6500-0-5612-102-5001-2700-003-000	NN P		25.00	25.00
594 PO-110523	09/14/2010	300014962		1 01-0000-0-5612-371-0000-2700-012-000	NN P		25.00	25.00
632 PO-110537	09/14/2010	300014962		2 01-6286-0-5612-103-4760-1000-003-000	NN P		100.00	100.00
TOTAL PAYMENT AMOUNT							34,158.49 *	34,158.49
TOTAL FUND PAYMENT							114,322.62 **	114,322.62

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 09 CHARTER SCHOOLS

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
014067/00		ACCREDITING COMMISSION FOR SCHOOLS, WASC 533 AIRPORT BLVD., SUITE 200 BURLINGAME, CA 94010						
802 PO-110677	09/16/2010	3001436		1 09-0700-0-5800-503-0000-2700-018-000 NN F			756.00	756.00
				TOTAL PAYMENT AMOUNT			756.00 *	756.00
010669/00		ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579						
295 PO-110264	09/14/2010	27036624779099		2 09-1100-0-4300-501-0000-2700-016-000 NN P			9.00	9.00
295 PO-110264	09/14/2010	27036624779099		1 09-1100-0-4300-501-1110-1000-016-000 NN P			35.97	35.97
				TOTAL PAYMENT AMOUNT			44.97 *	44.97
014172/00		AMERICAN RIVER COLLEGE THEATRE 4700 COLLEGE OAK DRIVE AMESHIA GABRIEL, KATHLEEN KELLY BONNIE KONG SACRAMENTO, CA 95841						
786 PO-110661	09/16/2010	148		1 09-0700-0-5800-503-0000-2700-018-000 NN P			218.40	218.40
				TOTAL PAYMENT AMOUNT			218.40 *	218.40
010186/00		FOLLETT EDUCATIONAL SERVICES P.O. BOX 98581 CHICAGO, IL 60693-8581						
644 PO-110549	09/14/2010	724738A		1 09-6300-0-4300-501-1110-1000-016-000 NN P			24.58	24.58
644 PO-110549	09/14/2010	724738B		1 09-6300-0-4300-501-1110-1000-016-000 NN P			82.30	85.14
				TOTAL PAYMENT AMOUNT			109.72 *	109.72
010546/00		RIVERSIDE PUBLISHING CO. HM RECEIVABLES CO LLC 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693-0050						
627 PO-110535	09/14/2010	946268714		1 09-6300-0-4300-501-1110-1000-016-000 NN F			105.70	106.58
				TOTAL PAYMENT AMOUNT			106.58 *	106.58

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 BATCH: 0018 09-17-2010
 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
017313/00	XEROX CORPORATION							
	P.O. BOX 7405							
	PASADENA, CA 91109-7405							
595 PO-110524	09/14/2010	300014962	1	09-0000-0-5612-501-1110-1000-016-000	NN P			100.00 100.00
596 PO-110525	09/14/2010	300014962	2	09-0000-0-5612-501-1110-1000-016-000	NN P			80.00 80.00
596 PO-110525	09/14/2010	300014962	1	09-1100-0-5612-501-0000-2700-016-000	NN P			20.00 20.00
597 PO-110526	09/14/2010	300014962	1	09-0700-0-5612-503-0000-8110-018-000	NN P			100.00 100.00
TOTAL PAYMENT AMOUNT				300.00 *				300.00
TOTAL FUND PAYMENT				1,535.67 **				1,535.67

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST

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FUND : 11 ADULT EDUCATION FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP	ABA num	Account num	Liq Amt	Net Amount
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017313/00	XEROX CORPORATION																
	P.O. BOX 7405																
	PASADENA, CA	91109-7405															

604 PO-110529 09/14/2010 300014962

1 11-0030-0-5612-601-4130-1000-017-000 NN P

25.00
25.00

TOTAL PAYMENT AMOUNT

25.00 *

TOTAL FUND PAYMENT

25.00 **

25.00

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 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					
130 PO-110120	09/14/2010	527363		1	13-5310-0-4400-108-0000-3700-007-000	NN P	90.46	90.46
				TOTAL PAYMENT AMOUNT			90.46 *	90.46
010230/00	MOTHER LODE SNA #45 1405 ENCINA AVENUE C/O CAROL SCHAPER, TREASURER MODESTO, CA 95354							
752 PO-110631	09/14/2010	LAURA KASEY		1	13-5310-0-5200-108-0000-3700-007-000	NN F	160.00	160.00
				TOTAL PAYMENT AMOUNT			160.00 *	160.00
011255/00	SARA LEE BAKERY GROUP EARTHGRAINS P.O. BOX 4412 BRIDGETON, MO 63044-4412							
137 PO-110126	09/14/2010	92725173		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,734.00	1,734.00
				TOTAL PAYMENT AMOUNT			1,734.00 *	1,734.00
020462/00	STAPLES ADVANTAGE P.O. BOX 71217 CHICAGO, IL 60694-1217		841248716					
131 PO-110121	09/14/2010	103459801		1	13-5310-0-4300-108-0000-3700-007-000	NN P	34.13	34.13
				TOTAL PAYMENT AMOUNT			34.13 *	34.13
017183/00	WOODS, ROBIN [REDACTED]							
749 PO-110630	09/14/2010	REFUND		1	13-5310-0-8634-000-0000-0000-000-000	NN F	10.00	10.00
				TOTAL PAYMENT AMOUNT			10.00 *	10.00
				TOTAL FUND PAYMENT			2,028.59 **	2,028.59

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST
 BATCH: 0018 09-17-2010
 FUND : 21 BUILDING FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
017002/00	HOME DEPOT ACCOUNTS RECEIVABLE P.O. BOX 6031 THE LAKES, NV 88901-6031							
730 PO-110613	09/14/2010	6035322532354507		1 21-0000-0-4300-106-9630-8500-007-000 NN P			68.45	68.45
				TOTAL PAYMENT AMOUNT			68.45 *	68.45
010610/00	LIONAKIS-BEAUMONT DESIGN GROUP 1919 19TH STREET SACRAMENTO, CA 95814	94-1257815						
PO-000075	09/14/2010	46911		1 21-0000-0-6210-472-9630-8500-007-000 N P			176.24	176.24
				TOTAL PAYMENT AMOUNT			176.24 *	176.24
				TOTAL FUND PAYMENT			244.69 **	244.69
				TOTAL BATCH PAYMENT			118,156.57 ***	118,156.57
				TOTAL DISTRICT PAYMENT			118,156.57 ****	118,156.57
				TOTAL FOR ALL DISTRICTS:			118,156.57 ****	118,156.57

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

Batch status: A All

From batch: 0020

To batch: 0021

Include Revolving Cash: Y

Include Address: N

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FUND : 01		GENERAL FUND							

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	FD RESO P	OBJE	SIT GOAL	ABA num	Account num	FUNC RES DEP	T9MP	Liq Amt	Net Amount
014067/00	ACCREDITING COMMISSION FOR														
834	PO-110703	09/21/2010	3004297				1	01-0000-0-5800-472-0000-2700-014-000	NN	P				750.00	750.00
TOTAL PAYMENT AMOUNT														750.00	750.00
018196/00	BULBSMAN SACRAMENTO														
481	PO-110423	09/22/2010	37211				1	01-6500-0-4300-102-5001-2700-003-000	NN	F				33.06	32.19
621	PO-110652	09/21/2010	41663				1	01-0054-0-4300-371-1110-1000-012-000	NN	F				161.98	161.98
TOTAL PAYMENT AMOUNT														194.17	194.17
020305/00	CDW GOVERNMENT INC.														
751	PO-110624	09/21/2010	TVS3381				1	01-7230-0-4300-112-0000-3600-007-000	NN	F				49.58	49.59
TOTAL PAYMENT AMOUNT														49.59	49.59
020127/00	CENTRATION INC.														
792	PO-110665	09/22/2010	7260-IN				1	01-0000-0-5800-105-0000-7200-005-000	NN	P				2,500.00	2,500.00
TOTAL PAYMENT AMOUNT														2,500.00	2,500.00
014086/00	CLARINDA ACADEMY														
601	PO-110528	09/21/2010	AUGUST				1	01-6500-0-5800-102-5750-1180-003-000	NN	P				1,750.00	1,750.00
TOTAL PAYMENT AMOUNT														1,750.00	1,750.00
018277/00	EASTER SEAL SOCIETY OF CA. INC														
826	PO-110695	09/21/2010	AUGUST				1	01-6500-0-5800-102-5750-1180-003-000	NN	P				1,134.00	1,134.00
TOTAL PAYMENT AMOUNT														1,134.00	1,134.00
015512/00	EMPLOYMENT DEVELOPMENT DEPT.														
828	PO-110697	09/21/2010	942-1902-9				1	01-0000-0-9557-000-0000-0000-000-000	NN	F				2,034.87	2,034.87
TOTAL PAYMENT AMOUNT														2,034.87	2,034.87

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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
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
022543/00	Epilepsy Foundation							
272 PO-110244	09/23/2010	EF484063	1	01-0000-0-4300-102-0000-3140-003-000	NN F		48.77	24.90
TOTAL PAYMENT AMOUNT							24.90 *	24.90
011132/00	FEDEX							
530 PO-110466	09/22/2010	7-228-53574	1	01-8150-0-5901-106-0000-8110-007-000	NN P		60.95	60.95
TOTAL PAYMENT AMOUNT							60.95 *	60.95
010186/00	FOLLETT EDUCATIONAL SERVICES							
152 PO-110141	09/23/2010	684632A	1	01-0037-0-4100-103-1110-1000-003-000	NN F		671.02	666.34
TOTAL PAYMENT AMOUNT							666.34 *	666.34
018104/00	FRY'S ELECTRONICS							
765 PO-110637	09/21/2010	14661150	1	01-0054-0-4400-238-1110-1000-010-000	NN F		326.25	271.80
TOTAL PAYMENT AMOUNT							271.80 *	271.80
022347/00	GIVE SOMETHING BACK							
780 PO-110644	09/21/2010	1733023-0	1	01-0000-0-4300-105-0000-7200-005-000	NN F		33.44	33.44
816 PO-110687	09/22/2010	1734581-0	1	01-0000-0-4300-475-3200-1000-015-000	NN F		429.62	429.62
TOTAL PAYMENT AMOUNT							463.06 *	463.06
017718/00	GUIDING HANDS INC.							
814 PO-110704	09/21/2010	D10272	1	01-6500-0-5800-102-5750-1180-003-000	NN P		2,427.30	2,427.30
814 PO-110704	09/21/2010	D10298	1	01-6500-0-5800-102-5750-1180-003-000	NN P		1,941.84	1,941.84
TOTAL PAYMENT AMOUNT							4,369.14 *	4,369.14
014431/00	HEAR SAY SPEECH AND LANGUAGE							
782 PO-110646	09/21/2010	10-200465	1	01-6500-0-5800-102-5750-1180-003-000	NN P		229.50	229.50
TOTAL PAYMENT AMOUNT							229.50 *	229.50

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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				
019127/00	HM RECEIVABLES CO.LLC							
289 PO-110258	09/21/2010	946270307		1 01-0054-0-4300-234-1110-1000-008-000 NN P		8,754.82	8,754.82	
289 PO-110258	09/21/2010	946287029		1 01-0054-0-4300-234-1110-1000-008-000 NN F		5,465.97	5,143.88	
				TOTAL PAYMENT AMOUNT	13,898.70 *		13,898.70	
016358/00	JERRY'S BACKFLOW TESTING		567629553					
51 PO-110051	09/21/2010	2957		1 01-0000-0-5800-106-0000-8110-007-000 NY P		112.00	112.00	
				TOTAL PAYMENT AMOUNT	112.00 *		112.00	
022230/00	MANAGED HEALTH NETWORK		953817988					
89 PO-110087	09/22/2010	3200020430		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	
019246/00	MAYER-JOHNSON LLC							
663 PO-110591	09/21/2010	4174-MJI-38638		1 01-6500-0-4300-102-5770-1191-003-045 YN F		263.09	241.92	
				TOTAL PAYMENT AMOUNT	241.92 *		241.92	
				TOTAL USE TAX AMOUNT	21.17			
011197/00	MINGUS MOUNTAIN ACADEMY							
676 PO-110568	09/22/2010	0810		1 01-6500-0-5800-102-5750-1180-003-000 NN P		2,750.00	2,750.00	
				TOTAL PAYMENT AMOUNT	2,750.00 *		2,750.00	
015957/00	MYERS, HOLLAND							
848 PO-110714	09/23/2010	REIMB		1 01-3550-0-4300-472-1110-1000-014-000 NN F		313.73	313.73	
				TOTAL PAYMENT AMOUNT	313.73 *		313.73	
015343/00	N.H. RECREATION & PARK DIST.							
833 PO-110702	09/22/2010	8201011		1 01-0000-0-5600-106-0000-8200-007-000 NN F		2,500.00	2,500.00	
				TOTAL PAYMENT AMOUNT	2,500.00 *		2,500.00	

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81 CENTER UNIFIED SCHOOL DIST.
09-23-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
FUND : 01 GENERAL FUND

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Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
TOTAL PAYMENT AMOUNT					544.00 *			544.00
020981/00 SAVE MART SUPERMARKETS								
503 PO-110442	09/22/2010	2581605		1 01-0000-0-4300-601-9728-1006-017-000 NN P			11.72	11.72
TOTAL PAYMENT AMOUNT					11.72 *			11.72
014786/00 SCHOOL SPECIALTY			390971239					
159 PO-110148	09/23/2010	208104235237		1 01-6500-0-4300-102-5001-2700-003-000 NN F			567.03	458.55
452 PO-110389	09/22/2010	208104419023		1 01-0000-0-4300-236-1110-1000-009-000 NN F			204.75	161.26
TOTAL PAYMENT AMOUNT					619.81 *			619.81
014850/00 SHEETZ, HELEN								
813 PO-110686	09/21/2010	REISSUE STALE DATED CHECKS		1 01-0000-0-4300-105-0000-7200-005-000 NN F			34.53	34.53
TOTAL PAYMENT AMOUNT					34.53 *			34.53
016043/00 SHELTONS UNLIMITED MECHANICAL			208118193					
766 PO-110638	09/21/2010	1430		1 01-8150-0-4300-106-0000-8110-007-000 NY P			1,957.69	1,957.69
766 PO-110638	09/21/2010	1429		1 01-8150-0-4300-106-0000-8110-007-000 NY P			2,800.00	2,800.00
766 PO-110638	09/21/2010	1428		1 01-8150-0-4300-106-0000-8110-007-000 NY P			1,800.00	1,800.00
TOTAL PAYMENT AMOUNT					6,557.69 *			6,557.69
011500/00 SIA / DELTA DENTAL								
PV-111026	09/22/2010	SEPTEMBER		01-0000-0-9552-000-0000-0000-000-000 NN				48,113.94
TOTAL PAYMENT AMOUNT					48,113.94 *			48,113.94
014041/00 STAPLES								
734 PO-110617	09/21/2010	MM6054		1 01-0000-0-4300-103-0000-7200-003-000 NN F			42.47	42.47
696 PO-110654	09/23/2010	MP3790		1 01-6500-0-4300-102-5750-1110-003-000 NN F			34.53	34.53
TOTAL PAYMENT AMOUNT					77.00 *			77.00

81 CENTER UNIFIED SCHOOL DIST.
09-23-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
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	
020462/00	STAPLES ADVANTAGE	841248716						
675 PO-110572	09/21/2010	104200602	1 01-0000-0-4300-115-0000-7700-007-000	NN P		91.28	91.28	
675 PO-110572	09/21/2010	104461605	1 01-0000-0-4300-115-0000-7700-007-000	NN F		8.72	8.72	
743 PO-110622	09/21/2010	104413248	1 01-6500-0-4300-102-5770-1191-003-045	NN P		48.78	48.78	
743 PO-110622	09/22/2010	104461930	1 01-6500-0-4300-102-5770-1191-003-045	NN F		2.53	2.52	
TOTAL PAYMENT AMOUNT						151.30 *	151.30	
010137/00	STATE BOARD OF EQUALIZATION							
845 PO-110706	09/22/2010	100468425	1 01-0000-0-9560-000-0000-0000-000-000	NN F		8,433.10	8,433.10	
TOTAL PAYMENT AMOUNT						8,433.10 *	8,433.10	
018066/00	SUPER DUPER INC.							
664 PO-110581	09/21/2010	1587495A	1 01-6500-0-4300-102-5770-1191-003-041	NN F		185.63	150.95	
TOTAL PAYMENT AMOUNT						150.95 *	150.95	
014278/00	TOUCHBOARDS							
183 PO-110177	09/23/2010	0120787-IN	1 01-3550-0-4300-472-1110-1000-014-000	NN F		35.98	35.98	
183 PO-110177	09/23/2010	0122197-IN	2 01-3550-0-4400-472-1110-1000-014-000	YN F		3,043.90	2,797.69	
TOTAL PAYMENT AMOUNT						2,833.67 *	2,833.67	
TOTAL USE TAX AMOUNT						244.80		
TOTAL FUND PAYMENT						112,827.12 **	112,827.12	
TOTAL USE TAX AMOUNT						265.97		

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81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
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	

010669/00		ALHAMBRA & SIERRA SPRINGS							
197 PO-110190	09/21/2010	27018317069912		1	11-0030-0-4300-601-4130-1000-017-000	NN P		41.93	41.93
				TOTAL PAYMENT AMOUNT				41.93 *	41.93
				TOTAL FUND PAYMENT				41.93 **	41.93

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
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
020098/00	BIG TRAY	830503020						
130 PO-110120	09/21/2010	6788880	1	13-5310-0-4400-108-0000-3700-007-000	NN	P		202.93 202.93
TOTAL PAYMENT AMOUNT				202.93 *				202.93
010757/00	KIWI DISTRIBUTING INC							
587 PO-110504	09/21/2010	16574	1	13-5310-0-5600-108-0000-3700-007-000	NN	P		267.00 267.00
587 PO-110504	09/21/2010	16573	1	13-5310-0-5600-108-0000-3700-007-000	NN	P		420.44 420.44
587 PO-110504	09/23/2010	16581	1	13-5310-0-5600-108-0000-3700-007-000	NN	P		370.55 370.55
TOTAL PAYMENT AMOUNT				1,057.99 *				1,057.99
017334/00	SEVEN-UP BOTTLING CO.							
448 PO-110408	09/21/2010	2189606304	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		2,288.45 2,288.45
TOTAL PAYMENT AMOUNT				2,288.45 *				2,288.45
020462/00	STAPLES ADVANTAGE	841248716						
131 PO-110121	09/23/2010	103487566	1	13-5310-0-4300-108-0000-3700-007-000	NN	P		62.68 62.68
TOTAL PAYMENT AMOUNT				62.68 *				62.68
TOTAL FUND PAYMENT				3,612.05 **				3,612.05

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 09-23-10
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Reg Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
014069/00	PLATT ELECTRIC SUPPLY						
655 PO-110559	09/21/2010	8219356	1 21-0000-0-6236-472-9630-8500-007-000 NN P			174.61	174.61
655 PO-110559	09/21/2010	8257328	1 21-0000-0-6236-472-9630-8500-007-000 NN P			8.15	8.15
655 PO-110559	09/22/2010	8214827	1 21-0000-0-6236-472-9630-8500-007-000 NN P			127.10	127.10
713 PO-110604	09/21/2010	8207226	1 21-0000-0-6236-472-9630-8500-007-000 NN P			125.99	125.99
713 PO-110604	09/21/2010	8221599	1 21-0000-0-6236-472-9630-8500-007-000 NN P			68.62	68.62
713 PO-110604	09/21/2010	8226888	1 21-0000-0-6236-472-9630-8500-007-000 NN P			17.40	17.40
TOTAL PAYMENT AMOUNT				521.87 *			521.87
014771/00	ROEBBELEN CONTRACTING INC						
446 PO-110387	09/22/2010	30-10-325	2 21-0000-0-6170-472-9630-8500-007-000 NN P			39,833.10	39,833.10
TOTAL PAYMENT AMOUNT				39,833.10 *			39,833.10
TOTAL FUND PAYMENT				40,354.97 **			40,354.97
TOTAL BATCH PAYMENT				157,009.88 ***	0.00		157,009.88
TOTAL USE TAX AMOUNT				265.97			

81 CENTER UNIFIED SCHOOL DIST.
09-23-10

ACCOUNTS PAYABLE PRELIST
BATCH: 0021 0-batch

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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		
016059/00	ANDERSON LUMBER						

314 PO-110279	09/22/2010	CLOSE
I 21-0000-0-4300-106-9630-8500-007-000 NN C		
TOTAL PAYMENT AMOUNT		
	0.00 *	11.03
		0.00
		0.00

TOTAL FUND	PAYMENT	0.00 **	0.00
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TOTAL BATCH PAYMENT	0.00 ***	0.00
		0.00

TOTAL DISTRICT PAYMENT	157,009.88	***	0.00	157,009.88
TOTAL USE TAX AMOUNT	265.97			

TOTAL FOR ALL DISTRICTS:	157,009.88	***	0.00	157,009.88
TOTAL USE TAX AMOUNT	265.97			

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

81 CENTER UNIFIED SCHOOL DIST.
09-30-2010

ACCOUNTS PAYABLE PRELIST

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Batch status: A All

From batch: 0022

To batch: 0022

Include Revolving Cash: Y

Include Address: Y

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0022 09-30-2010
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		
011802/00	A-Z BUS SALES INC. DEPT 1135 LOS ANGELES, CA 90084-1135							
367 PO-110305	09/28/2010	DI79237	1	01-7230-0-4300-112-0000-3600-007-000	NN P		139.01	139.01
367 PO-110305	09/29/2010	OW03063	1	01-7230-0-4300-112-0000-3600-007-000	NN P		100.00	100.00
367 PO-110305	09/29/2010	OW03110	1	01-7230-0-4300-112-0000-3600-007-000	NN P		0.00	100.00
367 PO-110305	09/29/2010	OW03006	1	01-7230-0-4300-112-0000-3600-007-000	NN P		100.00	100.00
367 PO-110305	09/29/2010	OW02524	1	01-7230-0-4300-112-0000-3600-007-000	NN P		100.00	100.00
367 PO-110305	09/30/2010	OW03109	1	01-7230-0-4300-112-0000-3600-007-000	NN P		100.00	100.00
TOTAL PAYMENT AMOUNT				639.01 *				639.01
014733/00	ALL WEST COACHLINES INC. 7701 WILBUR WAY SACRAMENTO, CA 95828							
874 PO-110732	09/28/2010	34452	1	01-0000-0-5810-472-1110-4000-014-915	NN F		864.00	864.00
TOTAL PAYMENT AMOUNT				864.00 *				864.00
018232/00	AMERICAN DRYER INC 12932 FARMINGTON ROAD LIVONIA, MI 48150							
830 PO-110699	09/29/2010	57336	1	01-0000-0-4300-111-0000-8200-007-000	NN F		1,033.35	956.00
TOTAL PAYMENT AMOUNT				956.00 *				956.00
018800/00	ANDERSON WRESTLING 1471 FERRY STREET ANDERSON, CA 96007							
879 PO-110736	09/29/2010	TOURN FEE	1	01-0000-0-5800-472-1801-1000-014-000	NN F		325.00	325.00
TOTAL PAYMENT AMOUNT				325.00 *				325.00
015253/00	APPLIED BEHAVIOR CONSULTANTS 4540 HARLIN DRIVE SACRAMENTO, CA 95826							
843 PO-110718	09/29/2010	27010	1	01-6500-0-5800-102-5750-1130-003-000	NN P		3,088.73	3,088.73
TOTAL PAYMENT AMOUNT				3,088.73 *				3,088.73

81 CENTER UNIFIED SCHOOL DIST.
09-30-2010

ACCOUNTS PAYABLE PRELIST
BATCH: 0022 09-30-2010
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				
017766/00	ARMIJO INVITATIONAL WRESTLING 824 WASHINGTON STREET FAIRFIELD, CA 94534						
878 PO-110735	09/29/2010	TOURN FEE	1 01-0000-0-5800-472-1801-1000-014-000 NN F			225.00	225.00
		TOTAL PAYMENT AMOUNT		225.00 *			225.00
018533/00	ATKINSON ANDELSON LOYA RUUD & ROMO 12800 CENTER COURT DRIVE SUITE 300 CERRITOS, CA 90703						
683 PO-110574	09/29/2010	364824	1 01-0000-0-5804-105-0000-7200-005-000 NE P			4,410.33	4,410.33
		TOTAL PAYMENT AMOUNT		4,410.33 *			4,410.33
010442/00	BAR HEIN 1551 FULTON AVENUE SACRAMENTO, CA 95825						
11 PO-110017	09/29/2010	341206	1 01-0000-0-4300-106-0000-8110-007-000 N P			320.25	320.25
		TOTAL PAYMENT AMOUNT		320.25 *			320.25
020007/00	BLISS POWER LAWN EQUIPMENT INC 1715 FULTON AVE SACRAMENTO, CA 95825						
12 PO-110018	09/29/2010	FP76757	1 01-0000-0-4300-106-0000-8110-007-000 NN P			40.80	40.80
		TOTAL PAYMENT AMOUNT		40.80 *			40.80
010706/00	BURKE ENGINEERING CO 9700 FACTORIAL WAY SO.EL MONTE, CA 91733-1799						
15 PO-110021	09/29/2010	S3061437.1	1 01-8150-0-4300-106-0000-8110-007-000 NN P			23.64	23.64
15 PO-110021	09/29/2010	S3061331.1	1 01-8150-0-4300-106-0000-8110-007-000 NN P			47.37	47.37
15 PO-110021	09/29/2010	S3061017.1	1 01-8150-0-4300-106-0000-8110-007-000 NN P			0.00	180.35
		TOTAL PAYMENT AMOUNT		251.36 *			251.36

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0022 09-30-2010
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		
013988/00	BUTTES/CENTER STATE PIPE & SUPPLY DEPARTMENT LA 21143 PASADENA, CA 91185-1143							
16 PO-110022	09/29/2010	s005847896-001	1	01-8150-0-4300-106-0000-8110-007-000	NN P		74.25	74.25
16 PO-110022	09/29/2010	S005847896	1	01-8150-0-4300-106-0000-8110-007-000	NN P		81.01	81.01
TOTAL PAYMENT AMOUNT							155.26 *	155.26
010340/00	CALIFORNIA STATE DEPARTMENT OF JUSTICE ACCOUNTING OFFICE/ CASHIERING PO BOX 944255 SACRAMENTO, CA 94244-2550							
107 PO-110105	09/29/2010	807985	1	01-0000-0-5800-110-0000-7200-004-000	NN P		672.00	672.00
TOTAL PAYMENT AMOUNT							672.00 *	672.00
018802/00	CASA ROBLA WRESTLING 9151 OAK AVENUE ATTN: RENE DELGADO ORANGEVALE, CA 95662							
877 PO-110734	09/29/2010	TOURN FEE	1	01-0000-0-5800-472-1801-1000-014-000	NN F		275.00	275.00
TOTAL PAYMENT AMOUNT							275.00 *	275.00
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
509 PO-110446	09/29/2010	TNT1816	1	01-0054-0-4300-238-1110-1000-010-000	YN F		620.20	570.30
TOTAL PAYMENT AMOUNT							570.30 *	570.30
TOTAL USE TAX AMOUNT							49.90	
015699/00	CLARK SECURITY PRODUCTS P.O. BOX 31001-1195 PASADENA, CA 91110-1195							
20 PO-110026	09/29/2010	SA01446401	1	01-8150-0-4300-106-0000-8110-007-000	NN P		143.90	143.90
TOTAL PAYMENT AMOUNT							143.90 *	143.90

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ACCOUNTS PAYABLE PRELIST
BATCH: 0022 09-30-2010
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			
016761/00	CPM EDUCATIONAL PROGRAM 1233 NOONAN DRIVE SACRAMENTO, CA 95822-2569							
603 PO-110507	09/29/2010	1000728-IN	1 01-0037-0-4100-103-1110-1000-003-000 NN F	204.97	200.08			
		TOTAL PAYMENT AMOUNT	200.08 *		200.08			
021477/00	CUMMINGS, CATHY [REDACTED]							
862 PO-110720	09/29/2010	REIMB	1 01-3550-0-5211-472-1110-1000-014-000 NN F	76.05	76.05			
		TOTAL PAYMENT AMOUNT	76.05 *		76.05			
015718/00	CUSTOM BENEFIT ADMINISTRATORS P.O. BOX 2170 ROCKLIN, CA 95677							
PV-111027	09/29/2010	SEPT 30	01-0000-0-9552-000-0000-0000-000-000 NN		1,412.46			
		TOTAL PAYMENT AMOUNT	1,412.46 *		1,412.46			
019262/00	ENTERPRISE RENT A CAR ATTN: ACCOUNTS RECEIVABLE 199 N SUNRISE AVE, DEPT C ROSEVILLE, CA 95661-2900							
896 PO-110746	09/29/2010	D844015	1 01-0000-0-5810-472-1110-4000-014-915 NN F	91.56	91.56			
897 PO-110747	09/29/2010	D843967	1 01-0000-0-5810-472-1110-4000-014-915 NN F	91.56	91.56			
		TOTAL PAYMENT AMOUNT	183.12 *		183.12			
022347/00	GIVE SOMETHING BACK P.O. BOX 89-4135 LOS ANGELES, CA 90189-4135							
851 PO-110708	09/29/2010	1736302-0	1 01-0000-0-4300-472-0000-2700-014-000 NN P	114.99	114.99			
852 PO-110709	09/29/2010	1736308-0	1 01-0000-0-4300-472-1262-1000-014-000 NN F	217.37	217.37			
		TOTAL PAYMENT AMOUNT	332.36 *		332.36			

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ACCOUNTS PAYABLE PRELIST
BATCH: 0022 09-30-2010
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	
017618/00	GOPHER SPORT NW5634 PO BOX 1450 MINNEAPOLIS, MN	55485-5634						
486 PO-110426	09/29/2010	8147581	1	01-0000-0-4300-238-1110-1000-010-000	YN F	135.86	124.93	
			TOTAL PAYMENT AMOUNT			124.93 *	124.93	
			TOTAL USE TAX AMOUNT			10.93		
015109/00	GREAT AMERICAN STAGE 8800 NIMBUS WAY ORANGEVALE, CA	95662-4522	942883044					
898 PO-110748	09/29/2010	37703	1	01-0000-0-5810-472-1110-4000-014-915	NN F	616.89	616.89	
			TOTAL PAYMENT AMOUNT			616.89 *	616.89	
010992/00	HARBOR FREIGHT TOOLS 3491 MISSION OAKS BLVD. ACCNT:CNTR958 CAMARILLO, CA	93011						
41 PO-110042	09/28/2010	01-578807	1	01-0000-0-4300-106-0000-8110-007-000	NN P	86.51	86.51	
			TOTAL PAYMENT AMOUNT			86.51 *	86.51	
010602/00	HI-LINE ELECTRICAL & MECH P.O. BOX 972081 DALLAS, TX	75397-2081						
789 PO-110663	09/29/2010	10063284	1	01-8150-0-4300-106-0000-8110-007-000	NN P	132.02	132.02	
			TOTAL PAYMENT AMOUNT			132.02 *	132.02	
021775/00	HOME DEPOT SUPPLY P.O. BOX 509058 SAN DIEGO, CA	92150-9058						
44 PO-110045	09/29/2010	9104766062	1	01-8150-0-4300-106-0000-8110-007-000	NN P	52.13	52.13	
			TOTAL PAYMENT AMOUNT			52.13 *	52.13	

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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				
019832/00	HUGGINS, ROSE MARIE						
1 PO-110001	09/30/2010	SEPT	1 01-0000-0-5210-105-0000-7200-005-000 NN P		17.00	17.00	
TOTAL PAYMENT AMOUNT			17.00 *			17.00	
011341/00	HUNT & SONS INC						
	P.O. BOX 277670						
	SACRAMENTO, CA 95827-7670						
374 PO-110311	09/29/2010	468778	1 01-7230-0-4308-112-0000-3600-007-000 NN P		20,195.88	20,195.88	
TOTAL PAYMENT AMOUNT			20,195.88 *			20,195.88	
022366/00	INDOOR ENVIRONMENTAL SERVICES						
	1512 SILICA AVENUE						
	SACRAMENTO, CA 95815						
872 PO-110731	09/29/2010	147611	1 01-8150-0-4300-106-0000-8110-007-000 NN F		955.63	955.63	
TOTAL PAYMENT AMOUNT			955.63 *			955.63	
022114/00	IZA DESIGN						
	3890 PROSPECT AVENUE						
	SUITE A						
	YORBA LINDA, CA 92886						
708 PO-110670	09/29/2010	20103	1 01-0000-0-5800-371-1110-1000-012-916 NN F		959.64	959.64	
TOTAL PAYMENT AMOUNT			959.64 *			959.64	
016358/00	JERRY'S BACKFLOW TESTING						
	JERRY VOLLMER						
	7564 MOUNTAIN OAK DR.						
	NORTH HIGHLANDS, CA 95660						
51 PO-110051	09/29/2010	2968	1 01-0000-0-5800-106-0000-8110-007-000 NY P		301.18	301.18	
TOTAL PAYMENT AMOUNT			301.18 *			301.18	

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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
011746/00	JOSTENS							
	9226 GREENBACK LANE							
	ORANGEVALE, CA 95662							
CL-818106	09/29/2010	2191						
			01-7220-0-4300-472-1110-1000-014-000	NN				706.88
								815.63
			TOTAL PAYMENT AMOUNT					815.63
010355/00	KAISER							
	FILE NUMBER 73030							
	P.O. BOX 60000							
	SAN FRANCISCO, CA 94160-3030							
PV-111030	09/29/2010	OCTOBER						
			01-0000-0-9552-000-0000-0000-000-000	NN				155,312.21
								155,312.21
			TOTAL PAYMENT AMOUNT					155,312.21
018824/00	KET ENTERPRISE							
	560 COOPER DRIVE							
	LEXINGTON, KY 40502-2200							
853 PO-110710	09/28/2010	52676						
			1 01-0000-0-4300-472-1286-1000-014-000	NN F				54.16
								54.16
			TOTAL PAYMENT AMOUNT					54.16
010212/00	LAKESHORE LEARNING MATERIALS							
	2695 DOMINGUEZ ST							
	CARSON, CA 90895							
811 PO-110682	09/28/2010	4604310910						
			1 01-6500-0-4300-102-5770-1110-003-009	NN F				381.69
								381.69
			TOTAL PAYMENT AMOUNT					381.69
013961/00	MCCARTHY, DANIELLE							
888 PO-110728	09/29/2010	REIMB						
			1 01-0000-0-4200-103-0000-2420-003-000	NN F				14.00
								14.00
			TOTAL PAYMENT AMOUNT					14.00

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
014585/00	NEAL, ANN				
889 PO-110741	09/29/2010	reimb	1 01-0000-0-5211-103-0000-3160-003-911 N F	18.00	18.00
		TOTAL PAYMENT AMOUNT	18.00 *		18.00
021568/00	OEMPCWORLD.COM 2800 BOWERS AVE. SANTA CLARA, CA 95051	770577052			
557 PO-110483	09/29/2010	425942	1 01-0000-0-4300-475-3200-1000-015-000 NN F	300.75	302.13
		TOTAL PAYMENT AMOUNT	302.13 *		302.13
017576/00	OFFICE DEPOT/BUS.SERVICES DIV P.O. BOX 70025 LOS ANGELES, CA 90074-0025				
756 PO-110656	09/29/2010	533957096001	1 01-0000-0-4300-234-1110-1000-008-000 NN F	847.39	847.39
825 PO-110691	09/28/2010	534319123001	1 01-0000-0-4300-238-1110-1000-010-000 NN F	49.60	49.60
815 PO-110694	09/28/2010	534466900001	3 01-0000-0-4300-240-0000-2700-011-000 NN F	11.61	11.61
815 PO-110694	09/28/2010	534466900001	2 01-0000-0-4300-240-1110-1000-011-000 NN F	25.45	25.45
815 PO-110694	09/28/2010	534466900001	1 01-3010-0-4300-240-1110-1000-011-000 NN F	354.96	354.96
		TOTAL PAYMENT AMOUNT	1,289.01 *		1,289.01
010852/00	PARTS EXPRESS 725 PLEASANT VALLEY DRIVE SPRINGBORO, OH 45066-1158				
493 PO-110431	09/29/2010	2857654	2 01-7220-0-4300-472-1110-1000-014-000 YN F	97.55	90.00
493 PO-110431	09/29/2010	2845852	1 01-7220-0-4400-472-1110-1000-014-000 YN F	761.16	627.89
		TOTAL PAYMENT AMOUNT	717.89 *		717.89
		TOTAL USE TAX AMOUNT	62.82		
019584/00	PARTSMASTER P.O. BOX 971342 DALLAS, TX 75397-1342				
840 PO-110705	09/29/2010	20387589	1 01-7230-0-4300-112-0000-3600-007-000 NN F	35.38	35.38
		TOTAL PAYMENT AMOUNT	35.38 *		35.38

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
010426/00	PAULS SAFE & LOCK 199 CIRBY WAY SUITE 15 ROSEVILLE, CA 95678		680260753					
61 PO-110061	09/29/2010	120.76		1 01-8150-0-4300-106-0000-8110-007-000 NY P			20.57	20.57
				TOTAL PAYMENT AMOUNT	20.57 *			20.57
014069/00	PLATT ELECTRIC SUPPLY 4201 S. MARKET COURT SACRAMENTO, CA 95834							
64 PO-110064	09/29/2010	8291048		1 01-8150-0-4300-106-0000-8110-007-000 NN P			42.54	42.54
64 PO-110064	09/29/2010	8323192		1 01-8150-0-4300-106-0000-8110-007-000 NN P			60.79	60.79
64 PO-110064	09/30/2010	8315280		1 01-8150-0-4300-106-0000-8110-007-000 NN P			91.47	91.47
				TOTAL PAYMENT AMOUNT	194.80 *			194.80
010195/00	PSYCHOLOGICAL CORP/HARCOURT P.O. BOX 0855 CAROL STREAM, IL 60132-0855							
665 PO-110571	09/28/2010	72911300		1 01-6500-0-4300-102-5770-1191-003-041 NN F			279.74	273.10
				TOTAL PAYMENT AMOUNT	273.10 *			273.10
011346/00	QUEST MEDIA AND SUPPLIES INC. P.O. BOX 41039 SACRAMENTO, CA 958410039							
703 PO-110601	09/29/2010	380309		1 01-3550-0-4300-472-1110-1000-014-000 NN F			201.19	201.19
703 PO-110601	09/29/2010	380309		2 01-3550-0-5800-472-1110-1000-014-000 NN F			120.00	120.00
				TOTAL PAYMENT AMOUNT	321.19 *			321.19
021972/00	RAINBOW FASTENERS INC 300 NORTH 12TH STREET SACRAMENTO, CA 95814							
68 PO-110068	09/29/2010	201289		1 01-8150-0-4300-106-0000-8110-007-000 NN P			42.96	42.96
				TOTAL PAYMENT AMOUNT	42.96 *			42.96

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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				
016900/00	REALLY GOOD STUFF PO BOX 386 BOTSFORD, CT 06404-0386							
745 PO-110623	09/29/2010	3239815		1 01-6500-0-4300-102-5770-1120-003-022 NN F			10.86	13.94
TOTAL PAYMENT AMOUNT								13.94
010552/00	SAC VAL JANITORIAL SALES & SERVICES, INC. 2421 DEL MONTE STREET WEST SACRAMENTO, CA 95691							
252 PO-110151	09/30/2010	01911694		1 01-0000-0-9320-000-0000-0000-000-000 NN F			211.55	272.58
TOTAL PAYMENT AMOUNT								272.58
010266/00	SACRAMENTO COUNTY UTILITIES PO BOX 1804 SACRAMENTO, CA 95812							
72 PO-110072	09/28/2010	5-918618		1 01-0000-0-5540-106-0000-8110-007-000 N P			380.97	380.97
72 PO-110072	09/28/2010	5-918556		1 01-0000-0-5540-106-0000-8110-007-000 N P			488.16	488.16
72 PO-110072	09/28/2010	5-918485		1 01-0000-0-5540-106-0000-8110-007-000 N P			2,753.64	2,753.64
TOTAL PAYMENT AMOUNT								3,622.77
018912/00	SAFETY-KLEEN CORPORATION P.O. BOX 7170 PASADENA, CA 91109-7170							
384 PO-110322	09/28/2010	52120524		1 01-7230-0-5800-112-0000-3600-007-000 NN P			651.17	651.17
TOTAL PAYMENT AMOUNT								651.17
020981/00	SAVE MART SUPERMARKETS DEPT. 33486-01 P.O. BOX 39000 SAN FRANCISCO, CA 94139							
503 PO-110442	09/28/2010	2581609		1 01-0000-0-4300-601-9728-1006-017-000 NN P			13.17	13.17
TOTAL PAYMENT AMOUNT								13.17

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Vendor/Addr Reg 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
010800/00	SCHOOL SPECIALTY MB UNIT 67-3106 MILWAUKEE, WI 53268-3106		390971239					
699 PO-110597	09/28/2010	308100759275		1 01-0000-0-4300-472-1208-1000-014-000 NN F			1,118.22	1,118.22
				TOTAL PAYMENT AMOUNT			1,118.22 *	1,118.22
019353/00	SHORTCOURSES.COM 16 PRESTON BEACH ROAD MARBLEHEAD, MA 01945							
529 PO-110465	09/29/2010	SC-71.10		1 01-3550-0-4300-472-1110-1000-014-000 YN F			765.60	728.00
				TOTAL PAYMENT AMOUNT			728.00 *	728.00
				TOTAL USE TAX AMOUNT			63.70	
017106/00	SIA/VISION SERVICE PLAN P.O. BOX 276710 SACRAMENTO, CA 95827							
PV-111028	09/29/2010	OCTOBER		01-0000-0-9552-000-0000-0000-000-000 NN				5,133.74
				TOTAL PAYMENT AMOUNT			5,133.74 *	5,133.74
017501/00	SJCOE ATTN: CEDR USER CONFERENCE P.O. BOX 213030 STOCKTON, CA 95213							
865 PO-110723	09/29/2010	27345		1 01-0000-0-5800-110-0000-7200-004-000 NN F			608.25	608.25
				TOTAL PAYMENT AMOUNT			608.25 *	608.25
014041/00	STAPLES P.O. BOX 95230 CHICAGO, IL 60694							
808 PO-110685	09/29/2010	MR6193		1 01-6500-0-4300-102-5770-1120-003-026 NN F			46.85	46.85
				TOTAL PAYMENT AMOUNT			46.85 *	46.85

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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				
020462/00	STAPLES ADVANTAGE	841248716					
	P.O. BOX 71217						
	CHICAGO, IL 60694-1217						
662 PO-110590	09/29/2010	104386279	1 01-0000-0-4300-102-0000-3140-003-000	NN F	90.80	90.80	
553 PO-110650	09/28/2010	104487991	1 01-0000-0-4300-371-1110-1000-012-000	NN P	67.31	67.31	
553 PO-110650	09/28/2010	104515284	1 01-0000-0-4300-371-1110-1000-012-000	NN F	10.88	1.27	
641 PO-110653	09/28/2010	104515283	1 01-0000-0-4300-371-1110-1000-012-000	NN P	128.82	128.82	
641 PO-110653	09/28/2010	104543661	1 01-0000-0-4300-371-1110-1000-012-000	NN F	23.89	23.19	
748 PO-110655	09/29/2010	104487950	1 01-0000-0-4300-371-0000-2700-012-000	NN F	156.32	156.32	
796 PO-110669	09/29/2010	104488898	1 01-0000-0-4300-371-0000-2700-012-000	NN F	171.12	131.38	
810 PO-110681	09/28/2010	104515299	1 01-6500-0-4300-102-5770-1110-003-016	NN F	139.33	139.33	
			TOTAL PAYMENT AMOUNT		738.42 *	738.42	
014516/00	STARR, NANCY						
868 PO-110726	09/28/2010	REIMB	1 01-6500-0-5800-102-5770-3600-003-000	NN F	198.00	198.00	
			TOTAL PAYMENT AMOUNT		198.00 *	198.00	
021813/00	SUREWEST						
	P.O. BOX 30697						
	LOS ANGELES, CA 90030-0697						
85 PO-110085	09/29/2010	604800-001	1 01-0000-0-5902-106-0000-8110-007-000	NN P	1,513.59	1,513.59	
			TOTAL PAYMENT AMOUNT		1,513.59 *	1,513.59	
022545/00	TEACHER'S PET PUBLICATIONS INC						
	P.O. BOX 658						
	CLAYTON, DE 19938						
288 PO-110257	09/28/2010	138502	1 01-0036-0-4200-103-1110-1000-003-000	NN F	79.80	89.38	
			TOTAL PAYMENT AMOUNT		89.38 *	89.38	

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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
022443/00	WESTON RANCH HIGH SCHOOL WRESTLING 4606 MCCUEN AVENUE STOCKTON, CA 95206							
876 PO-110733	09/29/2010	TOURN FEE	1	01-0000-0-5800-472-1801-1000-014-000	NN F			275.00 275.00
TOTAL PAYMENT AMOUNT				275.00 *				275.00
022190/00	WILSON C. RILES MIDDLE SCHOOL STUDENT BODY FUND 4747 PFE ROAD ROSEVILLE, CA 95747							
890 PO-110729	09/29/2010	CK. ORDER REIMB	1	01-0000-0-5800-105-0000-7200-005-000	NN F			161.30 161.30
TOTAL PAYMENT AMOUNT				161.30 *				161.30
014057/00	WINCKLER, DEBBIE [REDACTED]							
864 PO-110722	09/29/2010	REIMB	1	01-0000-0-5210-110-0000-7200-004-000	N F			61.12 61.12
TOTAL PAYMENT AMOUNT				61.12 *				61.12
017313/00	XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405							
120 PO-110112	09/28/2010	300015842	1	01-0000-0-5800-115-9790-8200-007-000	NN P			33,758.49 33,758.49
120 PO-110112	09/28/2010	111731408	1	01-0000-0-5800-115-9790-8200-007-000	NN P			5,015.55 5,015.55
162 PO-110161	09/28/2010	111731408	1	01-0000-0-4300-472-1251-1000-014-000	NN F			106.58 106.58
589 PO-110518	09/28/2010	300015842	1	01-7220-0-5612-472-1110-1000-014-000	NN P			100.00 100.00
590 PO-110519	09/28/2010	300015842	1	01-0000-0-5612-472-9769-1000-014-000	NN P			25.00 25.00
591 PO-110520	09/28/2010	300015842	1	01-0000-0-5612-115-9780-8200-007-000	NN P			25.00 25.00
592 PO-110521	09/28/2010	REOPEN	1	01-3550-0-5612-472-1110-1000-014-000	NN O			1,000.00- 0.00
592 PO-110521	09/28/2010	3000015842	1	01-3550-0-5612-472-1110-1000-014-000	NN P			100.00 100.00
593 PO-110522	09/28/2010	300015842	1	01-6500-0-5612-102-5001-2700-003-000	NN P			25.00 25.00
594 PO-110523	09/28/2010	300015842	1	01-0000-0-5612-371-0000-2700-012-000	NN P			25.00 25.00
632 PO-110537	09/28/2010	300015842	2	01-6286-0-5612-103-4760-1000-003-000	NN P			100.00 100.00
TOTAL PAYMENT AMOUNT				39,280.62 *				39,280.62
TOTAL FUND PAYMENT				333,897.93 **				333,897.93
TOTAL USE TAX AMOUNT				187.35				

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Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
017313/00	XEROX CORPORATION					FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			
	P.O. BOX 7405									
	PASADENA, CA									
595	PO-110524	09/28/2010	300015842			1	09-0000-0-5612-501-1110-1000-016-000 NN P		100.00	100.00
596	PO-110525	09/28/2010	300015842			2	09-0000-0-5612-501-1110-1000-016-000 NN P		80.00	80.00
596	PO-110525	09/28/2010	300015842			1	09-1100-0-5612-501-0000-2700-016-000 NN P		20.00	20.00
597	PO-110526	09/28/2010	3020015842			1	09-0700-0-5612-503-0000-8110-018-000 NN P		100.00	100.00
TOTAL PAYMENT AMOUNT									300.00 *	300.00
TOTAL FUND									300.00 **	300.00

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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			Liq Amt	Net Amount	
017313/00		XEROX CORPORATION P.O. BOX 7405 PASADENA, CA 91109-7405						
604 PO-110529	09/28/2010	300015842	1 11-0030-0-5612-601-4130-1000-017-000 NN P			25.00	25.00	
			TOTAL PAYMENT AMOUNT	25.00 *			25.00	
			TOTAL FUND	PAYMENT	25.00 **		25.00	

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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	
018467/00	BACA, JOSE							
881 PO-110737	09/29/2010	REFUND	1	13-5310-0-8634-000-0000-0000-000	NN F	39.80	39.80	
TOTAL PAYMENT AMOUNT						39.80 *	39.80	
014698/00	LERAS, STEPHANIE							
886 PO-110740	09/29/2010	REFUND	1	13-5310-0-8634-000-0000-0000-000	NN F	35.80	35.80	
TOTAL PAYMENT AMOUNT						35.80 *	35.80	
016279/00	P&R PAPER SUPPLY							
	P.O. BOX 590							
	REDLANDS, CA 92373							
149 PO-110138	09/28/2010	469099-00	1	13-5310-0-4300-108-0000-3700-007-000	NN F	171.76	171.76	
883 PO-110738	09/28/2010	469099-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	548.71	548.71	
TOTAL PAYMENT AMOUNT						720.47 *	720.47	
TOTAL FUND PAYMENT						796.07 **	796.07	

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FUND : 14 DEFERRED MAINTENANCE FUND

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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
019750/00		CAPITAL PROGRAM MGMT INC 2150 CAPITOL AVENUE SACRAMENTO, CA 95816												
	PO-002185	09/29/2010 #39		1	21-0000-0-6234-106-9600-8500-007-000	NN	P						5,242.78	5,242.78
					TOTAL PAYMENT AMOUNT				5,242.78	*				5,242.78
021083/00		KIRK S. BRAINERD ARCHITECT 3510 COON HOLLOW RD. PLACERVILLE, CA 95667												
	894 PO-110744	09/30/2010 00-02		1	21-0000-0-6210-472-9631-8500-007-000	NY	F						800.00	800.00
					TOTAL PAYMENT AMOUNT				800.00	*				800.00
					TOTAL FUND	PAYMENT			6,042.78	**				6,042.78
					TOTAL BATCH PAYMENT				343,820.10	***		0.00		343,820.10
					TOTAL USE TAX AMOUNT				187.35					
					TOTAL DISTRICT PAYMENT				343,820.10	****		0.00		343,820.10
					TOTAL USE TAX AMOUNT				187.35					
					TOTAL FOR ALL DISTRICTS:				343,820.10	****		0.00		343,820.10
					TOTAL USE TAX AMOUNT				187.35					

Number of warrants to be printed: 77, not counting voids due to stub overflows.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: October 1, 2010

Action Item ____

To: Board of Trustees

Information Item X

From: Joyce Frisch, Principal

Attached Pages 1

Principal's Initials: JF

SUBJECT:

Wilson C. Riles Middle School will be sending Tracie Daubenmire and Tammie Camp to the Disobedient, Disruptive, Defiant, and Disturbed Students: Behavioral Interventions for Challenging Students Workshop put on by Spectrum training Systems, Inc. The workshop will be held in Sacramento on October 25 and 26, 2010. Informational flyer on the workshop is attached. The funding will come out of Title 1 funds.

Disobedient, Disruptive, Defiant, and Disturbed Students: Behavioral Interventions for Challenging Students

Sacramento, CA ♦ October 25 - 26, 2010



Howard Knoff, Ph.D. is the Director of Project ACHIEVE, a comprehensive, evidence-based national school improvement program, and Director of the Arkansas Department of Education's State Improvement/Personnel Development Grant that is funding the statewide implementation of Project ACHIEVE. Dr. Knoff has authored or co-authored 16 books, published over 75 articles and book chapters, and delivered over 500 papers and workshops nationally. He has received over \$15 million in external grants during his career. Dr. Knoff was the 21st President of the National Association of School Psychologists.

This interactive presentation focuses on how to establish the effective school-wide Positive Behavioral Support (PBS)/Discipline, Behavior Management, School Safety systems (Tier 1) in all schools that increase students' prosocial skills, academic engagement, and academic achievement. Using this PBS foundation, Strategic (Tier 2) and Intensive (Tier 3) interventions to assist challenging students who are behaviorally unsuccessful or non-responsive then are described.

How to specifically plan, implement, and evaluate Tier 2 behavioral interventions are especially emphasized over the two-day session. They will be organized to address the need to: (a) Increase or Establish New Student Behaviors; (b) Decrease or Eliminate Inappropriate Student Behaviors; (c) Teach Attention and Engagement Skills; (d) Teach Social, Self-Management, and Self-Control Skills; (e) Increase Student Motivation; and (f) Address Teasing, Taunting, Bullying, Harassment, and Physical Aggression/Fighting. The specific interventions discussed will be evidence-based, teacher-friendly, and field-tested.

This workshop will provide case examples as appropriate. For each intervention, the following information will be provided: (a) Problem Situations where the Intervention is most-used or most useful; (b) functional assessment outcomes that necessarily link to make this intervention relevant; (c) the Age Levels where the Intervention will be most successful; and (d) the Severity Level of the Student and/or Problem where the Intervention will be most successful.

Schedule for Conference Days

7:00-8:00am Check-in
8:00-9:30am Speaker
9:30-9:45am Break
9:45-11:30am Speaker
11:30am-12:30pm Lunch (On your own)
12:30-2:00pm Speaker
2:00-2:15pm Break
2:15-3:30pm Speaker

Registration Prices

Early bird valid through Sept. 13, 2010

Early Bird: \$175 Regular: \$205

CEUs are available for an additional \$25.

For Directions

Visit our website listed below,
Click on Sacramento, CA
Type your location into our Yahoo! Map

SpectrumTrainingSystemsInc.com

Phone: (920) 749-0332

Fax: (920) 882-0736

Continuing Education:

Certificates of attendance will be given out for no extra charge. There are a total of 12 hours of lecture for the conference. 1.2 CEUs from IACET (International Association for Continuing Education and Training) will be offered for an additional \$25 fee.

Cancellation Policy:

Cancellations made within two weeks of conference will receive no refund. Substitutions are allowed. Cancellations prior to two weeks before the conference must pay a \$30 administration fee.

Meals:

No food will be provided. Lunch will be on your own.

Bookstore:

There will be an extensive autism related bookstore at the training. We accept credit cards, purchase orders, checks and cash.

Conference Location:

Holiday Inn I-80 Northeast
5321 Date Avenue
Sacramento, CA 95841
(916) 338-5800



A block of rooms has been reserved. Rooms are available for \$84 plus tax per night.

*Center Unified School District***AGENDA REQUEST FOR:****Dept./Site:** Wilson C. Riles Middle School**Date:** October 1, 2010**Action Item** ____**To:** Board of Trustees**Information Item** X**From:** Joyce Frisch, Principal**# Attached Pages** ____**Principal's Initials:** **SUBJECT:**

Wilson C. Riles Middle School will be sending a team of 8 participants (1 administrator, 3 teachers, 1 psychologist, 2 counselors and 1 classified staff) to the BEST (Building Effective Schools Together) Booster Workshop offered by the Placer County Office of Education. The workshop will address strategies for sustaining school-wide behavior support efforts and provide an opportunity to share efforts with others in the region. The training will take place on October 27, 2010, at the Placer County Office of Education. Placer County SELPA will reimburse CUSD for costs related to the BEST Booster Workshop.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: October 20, 2010

Attached Pages

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials:

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits
(No Significant Changes)

Replace	BP 1150	Commendations and Awards
Delete	AR 1150	Commendations and Awards
Replace	BP/AR 1250	Visitors/Outsiders
Replace	BP 3100	Budget
Replace	AR 3460	Financial Reports and Accountability
Replace	AR 3516.2	Bomb Threats
Replace	BP 3516.5	Emergency Schedules
Replace	BP 4020	Drug and Alcohol Free Workplace
Replace	AR 4032	Reasonable Accommodation
Replace	BP 4156.2/4256.2/4356.2	Awards and Recognition
Delete	BP 5145.8	Refusal to Harm or Destroy Animals
Replace	AR 5145.8	Refusal to Harm or Destroy Animals
Replace	BP/AR 6158	Independent Study
Replace	BP 6162.5	Student Assessment
Replace	BB 9270	Conflict of Interest
Add	E 9270	Conflict of Interest

RECOMMENDATION: CUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.

COMMENDATIONS AND AWARDS

Note: The following optional policy addresses commendation of community members and organizations and may be revised to reflect district practice. For policy addressing recognition of employees and students, see BP 4156.2/4256.2/4356.2 - Awards and Recognition and BP/AR 5126 - Awards for Achievement.

To encourage community involvement in district programs and activities, the Governing Board may publicly recognize and commend parents/guardians, community members, businesses, and organizations that make outstanding contributions or provide longstanding service to the district or district students.

(cf. 1000 - Concepts and Roles)

(cf. 1020 - Youth Services)

(cf. 1240 - Volunteer Assistance)

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

(cf. 3290 - Gifts, Grants and Bequests)

Any Board member, employee, parent/guardian, student, or community member may recommend an individual or organization for Board recognition. He/she shall submit to the Superintendent or designee the name of the individual or organization and a description of the outstanding contribution or service.

Note: The following paragraph lists the types of commendations and awards that may be presented by the Board. Gifts of money or gift certificates may be considered an unconstitutional gift of public funds absent specific legislative authority.

At the Board's discretion, the Board may present a letter of recognition, Board resolution, plaque, or other award at a public Board meeting or may hold a reception or informal recognition activity. The Board also may designate a day, week, or month for special recognition of volunteers.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

CALIFORNIA CONSTITUTION

Article 16, Section 6 Gifts of public funds

Board Policy

Commendations And Awards

BP 1150
Community Relations

The Governing Board believes that individuals and organizations deserve recognition when they provide contributions or longstanding service to the district. The Board believes that commending such service promotes increased community understanding and participation.

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

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2 - Awards and Recognition)
(cf. 5126 - Awards for Achievement)

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school districts
44015 Awards to employees and students

Policy
adopted: October 15, 1992

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

Delete

Administrative Regulation

Commendations And Awards

AR 1150

Community Relations

Any Board member, employee, parent/guardian, student or community member may submit the name of an individual or organization to the Superintendent or designee for Board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition which may include, but is not limited to, the following:

1. Plaques or awards, to be presented at a Board meeting, for providing the district or community with special, unusual or long-term assistance.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities.

Regulation

approved: October 15, 1992

CENTER UNIFIED SCHOOL DISTRICT

Antelope, California

VISITORS/OUTSIDERS

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

Note: In Reeves v. Rocklin Unified School District, a California Court of Appeal affirmed districts' authority to establish reasonable regulations for student safety and protection against disruptions on school campuses.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

(cf. 6116 - Classroom Interruptions)

Note: Penal Code 627.2 requires "outsiders" to register upon entering school grounds during school hours, and Penal Code 627.1 lists individuals who are not "outsiders" for this purpose; see the accompanying administrative regulation. Education Code 32212 authorizes the Governing Board to adopt policy to control classroom interruptions consistent with local circumstances (see AR 6116 - Classroom Interruptions) and Education Code 35160 authorizes the Board to act in any manner not inconsistent with law. Therefore, it appears that a district has the authority to require all visitors, including parents/guardians as well as those not defined as "outsiders" in Penal Code 627.1, to register upon entering school campus and to comply with other reasonable requirements.

Pursuant to Penal Code 627.1, media representatives are not "outsiders." However, an Attorney General opinion (95 Ops.Cal.Atty.Gen. 509 (1996)) has opined that the Board may restrict media representatives' access in the same manner as access by the general public may be limited (e.g., registration or accompaniment by a staff member when on school grounds). Therefore, if a district has developed a policy requiring all members of the general public (i.e., both visitors and outsiders) to register upon entering school grounds, then media may be subject to the same requirements; see BP 1112 - Media Relations.

The following options may be revised to reflect district practice. Option 1 requires anyone who is not a student or staff member to register. Option 2 requires registration only for individuals who are not listed in Penal Code 627.1 (i.e., individuals who are "outsiders").

OPTION 1: Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

~~**OPTION 2:** All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)~~

~~*(cf. 1112 - Media Relations)*~~

VISITORS/OUTSIDERS (continued)

Note: The remainder of this Board policy may be used by all districts.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher and principal's permission. (Education Code 51512)

Note: Pursuant to Education Code 35160, the Board is responsible for maintaining order in schools under its jurisdiction. Therefore, in accordance with law, the district may authorize school administrators to direct disruptive individuals to leave school grounds; see AR 3515.2 - Disruptions for language regarding the removal of disruptive persons from school grounds. Penal Code 626.7 provides that a person who is directed to leave the campus and fails to leave, or later reenters without following the school's posted registration requirements, may be guilty of a misdemeanor.

The following **optional** paragraph should be modified to reflect district practice.

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3515.2 - Disruptions)

Legal Reference: (see next page)

VISITORS/OUTSIDERS (continued)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Board Policy

Visitors/Outsiders

BP 1250

Community Relations

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, the Board requires all visitors/outsiders to identify themselves to the principal or designee upon entering school grounds.

All visitors/outsiders shall register in accordance with law immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the principal or designee shall design a visible means of identification for visitors/outsiders while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (Education Code 51512)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

PENAL CODE

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider
EVIDENCE CODE
1070 Refusal to disclose news source

Policy
adopted: February 3, 1993

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

VISITORS/OUTSIDERS

Note: Penal Code 627.6 requires that the following notice be posted at the entrance to each school and school grounds. In addition, Education Code 32211 requires that the notice include the "school hours," defined as the period from one hour before classes begin to one hour after classes end, unless it is otherwise defined by the Governing Board.

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

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

~~Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.~~

Outsider Registration

Note: The following section should be used only by districts that select Option 2 of the accompanying Board policy, which requires registration only for "outsiders" as defined in Penal Code 627.2.

~~Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)~~

- ~~1. A student of the school, unless currently under suspension~~
- ~~2. A parent/guardian of a student of the school~~
- ~~3. A Governing Board member or district employee~~
- ~~4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request~~
- ~~5. A representative of a school employee organization who is engaged in activities related to the representation of school employees~~
- ~~6. An elected public official~~
- ~~7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station~~

~~(cf. 1112 - Media Relations)~~

VISITORS/OUTSIDERS (continued)

Registration Procedure

Note: Registration items listed below are those required by Penal Code 627.3 when "outsiders" register at a school. Pursuant to Education Code 32212 which authorizes districts to adopt a policy to control classroom interruptions, any district choosing Option 1 in the accompanying Board policy may also use the following list. When a district choosing Option 1 wishes to require the same information of all visitors, "outsider" should be changed to "visitor" in the following section.

In order to register, an ~~outsider~~ visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

Note: Pursuant to Penal Code 627.4, the following section applies to districts that choose Option 2 in the accompanying Board policy. However, pursuant to Education Code 32212, districts that choose Option 1 also may use the section, if consistent with their local circumstances. When a district choosing Option 1 wishes to use this section, "outsider" should be changed to "visitor" throughout the following section.

The principal or designee may refuse to register any ~~outsider~~ visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any ~~outsider's~~ visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

When an ~~outsider~~ visitor fails to register, or when the principal or designee denies or revokes an ~~outsider's~~ visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an ~~outsider~~ visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days

VISITORS/OUTSIDERS (continued)

he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Administrative Regulation

Visitors/Outsiders

AR 1250

Community Relations

Any person other than the following is considered an outsider:

1. A student of the school, unless currently under suspension.
2. A parent or guardian of a student of the school.
3. A district officer or employee.
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees.
6. An elected public official.
7. A publisher, editor, reporter or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station. (Penal Code 627.1, Evidence Code 1070)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee or principal by submitting a written request for a hearing. This request must be made within five days after the person's departure from school and must state why the request to depart was improper. The request must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request. (Penal Code 627.5)

The decision of the Superintendent or designee or principal may be appealed to the Governing Board. The Board shall address the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final. (Education Code 32211)

Regulation

approved: February 3, 1993

CENTER UNIFIED SCHOOL DISTRICT

Antelope, California

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

Note: Education Code 42127 gives districts a choice of budget adoption methods. Under the single budget adoption process (Education Code 42127(i)), the Board must adopt and submit, by July 1, a "final" budget which subsequently may be amended within 45 days after the state budget is adopted and when necessary in response to disapproval of the budget by the County Superintendent of Schools. Under the dual budget adoption process (Education Code 42127(e) and (g)), the budget that the Board adopts by July 1 serves as a "tentative" budget. By September 8, the Board must submit a revised final budget which responds to the County Superintendent's recommendations and reflects changes in projected income or expenditures after July 1.

Education Code 42127 requires districts using the single budget adoption process to notify the County Superintendent of that decision by October 31 of the preceding calendar year. However, according to the California Department of Education's (CDE) budget calendar, this notification should be given to the County Superintendent along with the unaudited actual data report due by September 15; see AR 3460 - Financial Reports and Accountability.

OPTION 1: (Single Budget Adoption Process)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

~~OPTION 2: (Dual Budget Adoption Process)~~

~~The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the dual budget adoption process described in Education Code 42127(e) and (g).~~

Note: The remainder of this section applies to districts that selected either Option 1 or 2 above.

BUDGET (continued)

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

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

Note: Education Code 42103 and 42127 require a public hearing prior to adoption of the budget and, in the case of the dual budget adoption process, a second public hearing prior to revising the budget; see the accompanying administrative regulation.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Note: Education Code 42126 requires the district's final budget to be submitted to the County Superintendent in a format prescribed by the Superintendent of Public Instruction. The CDE requires districts to use the Standardized Account Code Structure; see the accompanying administrative regulation. At its discretion, the district may use a different format for communicating the budget to the Board, staff, and public but, according to the CDE, the budget that the Board formally adopts must be in the format that will be submitted to the County Superintendent.

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

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

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

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

BUDGET (continued)

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

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

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

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

Note: Education Code 33129 requires the district to develop its budget and manage expenditures in keeping with criteria and standards adopted by the State Board of Education pursuant to Education Code 33127. These criteria and standards are delineated in Education Code 33128 and 5 CCR 15440-15451.

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

Note: 5 CCR 15450 establishes a minimum percentage or amount, based on the district's average daily attendance, which the district must maintain as a general fund reserve for economic uncertainty. However, ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009) amended Education Code 33128.3 to reduce the required reserve to one-third of that amount for the 2009-10 fiscal year. In fiscal year 2010-11 the district is required to make progress toward restoring the full reserve, and by fiscal year 2011-12 the district must again comply with the reserve threshold specified in 5 CCR 15450. The following paragraph may be revised to reflect the specific percentage or amount applicable to the district.

BUDGET (continued)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

Note: The following optional paragraph may be revised to reflect district practice. As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility to transfer funds received for 39 "Tier 3" categorical programs to be used for any "educational purpose" for the 2008-09 through the 2012-13 fiscal years; see BP 3110 - Transfer of Funds and BP 2210 - Administrative Discretion Regarding Board Policy.

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

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Fund Balance

Note: The following section reflects the provisions of Governmental Accounting Standards Board (GASB) Statement 54, which makes changes in the way fund balances in the general fund must be reported in external financial reports, beginning in the fiscal year starting July 1, 2010. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions; see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may adopt a formal resolution containing the required components, as provided below, or may modify the following section to reflect its fund balance policy.

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint
2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds
3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure

BUDGET (continued)

Note: Item #4 below is **optional**. Although not required by GASB 54, the Government Finance Officers Association (GFOA) recommends that public agencies adopt a minimum fund balance policy as described below. The GFOA's Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund describes a variety of factors that should be considered when developing a minimum fund balance policy, such as the predictability of its revenue and volatility of its expenditures, perceived exposure to significant one-time outlays, potential drain upon the general fund from other funds as well as the availability of resources in other funds, liquidity of resources, and portion of unrestricted fund balance already committed or assigned for a specific purpose. According to the GFOA, a public agency may deem it appropriate to exclude committed and assigned resources and focus on unassigned fund balance rather than unrestricted fund balance. The Board may adopt a formal resolution addressing the minimum fund balance, as provided below, or may modify the following paragraph to reflect its minimum fund balance policy.

4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

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

(cf. 7210 - Facilities Financing)

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

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

BUDGET (continued)

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

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

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

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

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

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

Budget Amendments

Note: The following section is optional and should be revised to reflect district practice. CSBA's publication Maximizing School Board Governance: Fiscal Accountability recommends that the Board require continual review and amendment of the budget and that the Board view budget amendment as an important policy discussion that should not be considered routine or delegated to management.

BUDGET (continued)

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

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

*Legal Reference:***EDUCATION CODE***1240 Duties of county superintendent of schools**33127-33131 Standards and criteria for local budgets and expenditures**35035 Powers and duties of superintendent**35161 Powers and duties, generally, of governing boards**42103 Public hearing on proposed budget; requirements for content of proposed budget**42122-42129 Budget requirements**42130-42134 Financial certifications**42140-42141 Disclosure of fiscal obligations**42602 Use of unbudgeted funds**42605 Tier 3 categorical flexibility**42610 Appropriation of excess funds and limitation thereon**44518-44519.2 Chief business officer training program**45253 Annual budget of personnel commission**45254 First year budget of personnel commission***GOVERNMENT CODE***7900-7914 Appropriations limit***CODE OF REGULATIONS, TITLE 5***15060 Standardized account code structure**15440-15451 Criteria and standards for school district budgets*

Management Resources: (see next page)

BUDGET (continued)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

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

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

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

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

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

WEB SITES

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

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

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

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

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

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

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

Legislative Analyst's Office: <http://www.lao.ca.gov>

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

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

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

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

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

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

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

**(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)**

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

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

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

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

(cf. 7210 - Facilities Financing)

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

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

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

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

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year

budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

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

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

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

42122-42129 Budget requirements

42130-42134 Financial certifications

42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility

42610 Appropriation of excess funds and limitation thereon

44518-44519.2 Chief business officer training program

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

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GOVERNMENTAL ACCOUNTING STANDARDS BOARD

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

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

WEB SITES

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

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

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

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

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

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

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

**Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: February 17, 2010 Antelope, California**

FINANCIAL REPORTS AND ACCOUNTABILITY

Unaudited Actual Receipts and Expenditures

Note: Education Code 42100 requires that the following report be submitted to the County Superintendent of Schools on a form prescribed by the Superintendent of Public Instruction (SPI). The California Department of Education (CDE) requires that this report be made using the standardized account code structure (SACS) software.

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution on or before September 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

(cf. 1340 - Access to District Records)

Note: Education Code 42130 requires that the interim reports be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464 and address the areas listed in the following paragraph.

Pursuant to 5 CCR 15455, one of the criteria is the maintenance of a general fund reserve for economic uncertainty that meets the specified minimum percentage or amount based on the district's average daily attendance; also see BP 3100 - Budget. However, ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009) amended Education Code 33128.3 to reduce the required reserve to one-third of that amount for the 2009-10 fiscal year. In fiscal year 2010-11, the district is required to make progress toward restoring the full reserve, and by fiscal year 2011-12 must again comply with the reserve threshold specified in 5 CCR 15450.

Each interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on criteria and standards adopted by the State Board of Education (SBE) which address fund and cash

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15466)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

Note: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a format or on forms prescribed by the SPI. The CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

Note: Education Code 42131 gives the County Superintendent 75 days after the close of the reporting period to change the district's positive certification to qualified or negative. Districts may appeal the County Superintendent's determination to the SPI, who will determine the certification to be given to the district.

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Note: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period, to submit his/her comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted to the County Superintendent by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent shall take one or more of the following actions: (1) assign a fiscal expert to advise the district on its financial problems; (2) conduct a study of the financial and budgetary conditions of the district which includes, but is not limited to, a review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years as required by the County Superintendent; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold the Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign the Fiscal Crisis and Management Assistance Team (FCMAT) to review and provide recommendations to improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified certification.

Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (see section entitled "Non-Voter-Approved Debt Report" below).

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Note: Education Code 42637 authorizes the County Superintendent, at any time during the fiscal year if he/she concludes that the district's budget does not comply with criteria and standards adopted by the SBE, to conduct a comprehensive review of the financial and budgetary conditions of the district and report his/her findings to the Board at a public meeting. According to FCMAT's Fiscal Oversight Guide, this provision of the law requires the County Superintendent to exercise this authority when the district receives a negative certification and authorizes him/her to do so when the district receives a qualified certification. After receiving such a report, the Board must respond to the recommendations within 15 days.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Note: Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

Note: Whenever a district with a qualified or negative certification is negotiating a collective bargaining agreement, it must allow the county office of education 10 working days to review and comment on the proposed collective bargaining agreement pursuant to Government Code 3540.2; see BP 4143/4243 - Negotiations/Consultation.

Audit Report

Note: Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent shall do so at the district's cost. Thus, the following paragraph reflects the April 1 deadline.

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

Note: Education Code 41020 requires districts to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.

In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by the first day of March.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Note: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel (EAAP) waive this requirement if no otherwise eligible auditor is available to perform the audit.

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

Note: The following optional paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see Option 2 in BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes, at district expense, a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.

~~If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)~~

(cf. 5117 - Interdistrict Attendance)

Note: The following paragraph is optional. The Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.

The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(cf. 9322 - Agenda/Meeting Materials)

Note: The following paragraph is optional. Although Education Code 41020.3 requires that the Board review the audit report by January 31 of each year, as provided above, CSBA's publication Maximizing School Board Governance: Fiscal Accountability recommends that the Board conduct this review before the audit is filed with the County Superintendent, CDE, and State Controller on December 15.

To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

Note: Pursuant to Education Code 41344 and 41344.1, the district may informally or formally appeal an audit finding to the EAAP within the timelines noted below, when the audit finding requires the district to repay an apportionment or pay a penalty. If it finds that there has been substantial compliance with the law, the EAAP may waive or reduce repayments or order other remedial measures to induce future compliance.

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

Fund Balance

Note: The following optional section reflects the provisions of GASB Statement 54, which makes changes in the way fund balances in the general fund must be reported in external financial reports, beginning in the fiscal year starting July 1, 2010. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or delegate the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 - Budget.

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Note: Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving the above notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.

Other Postemployment Benefits Report (GASB 45)

Note: GASB Statement 45 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 45, the district must report OPEBs as a current expense during the working years of an employee, calculated by an actuary using one of six specified actuarial cost methods. In addition, to the extent that the OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.

The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods (5 CCR 15453, 15464). These reports are included in the SACS software used to develop budget and interim reports.

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

The following **optional** section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

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

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

Note: Pursuant to GASB 45, the district must arrange for an actuary to update the valuation of its OPEB obligations either every two years (for OPEB plans with a total membership of 200 or more) or every three years (for OPEB plans with fewer than 200 members). CDE correspondence dated February 26, 2007 indicates that districts with fewer than 100 plan members may use an alternative method that does not require the services of an actuary. The district may revise the following paragraph to reflect the district's circumstances.

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

Note: The following **optional** section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Unaudited Actual Receipts and Expenditures

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

(cf. 1340 - Access to District Records)

The interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education (SBE) which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5

CCR 15453-15464)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

- 1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years**
- 2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years**
- 3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year**

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

Audit Report

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

**(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 5117 - Interdistrict Attendance)**

The district's audited financial report shall include:

- 1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:**
 - a. An objective and easily readable analysis of the district's financial activities based on currently known facts, decisions, and conditions**
 - b. Comparisons of the current year to the prior year**
 - c. An analysis of the district's overall financial position, enabling a determination as**

to whether that position has improved or deteriorated as a result of the year's activities

- d. An analysis of significant changes that occur in funds and significant budget variances
 - e. A description of capital asset and long-term debt activity during the year
 - f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position
2. Basic financial statements, including:
- a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district
 - b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units
 - c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements
3. Supplementary information required by the Governmental Standards Accounting Board (GASB), including, but not limited to, budgetary comparison schedules

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(cf. 9322 - Agenda/Meeting Materials)

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

In the case of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, notice shall be provided to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

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

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting,

information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 17, 2010 Antelope, California

BOMB THREATS

Note: The following optional administrative regulation may be revised to reflect district practice.

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Receiving Threats

Note: The U.S. Department of Homeland Security's web site provides a Bomb Threat Checklist that a person who is receiving a bomb threat could use to gather information about the threat.

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

Note: The following optional section may be deleted if such a procedure is already provided in the district's emergency and disaster preparedness plan; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.

BOMB THREATS (continued)

3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

Legal Reference: (see next page)

BOMB THREATS (continued)

Legal Reference:

EDUCATION CODE

44810 *Willful interference with classroom conduct*

48900 *Grounds for suspension or expulsion*

51202 *Instruction in personal and public health and safety*

PENAL CODE

17 *Felony, misdemeanor, classification of offenses*

148.1 *False report of explosive or facsimile bomb*

245 *Assault with deadly weapon or force likely to produce great bodily injury; punishment*

594 *Vandalism; penalty*

Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:

<http://www.THREATPLAN.org>

Administrative Regulation

Bomb Threats

AR 3516.2

Business and Noninstructional Operations

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
3. The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergency and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

4. The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

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

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

**245 Assault with deadly weapon or force likely to produce great bodily injury;
punishment**

594 Vandalism; penalty

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: April 23, 1997 Antelope, California

EMERGENCY SCHEDULES

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 5142 - Safety)

(cf. 6112 - School Day)

Note: Education Code 41420 requires every district to have at least 175 days of instruction to receive full average daily attendance (ADA) reimbursement. However, pursuant to Education Code 41422 and 46392, a district may apply to the Superintendent of Public Instruction when one or more schools are prevented from meeting this minimum requirement because of a fire, flood, earthquake, epidemic, or other "extraordinary condition" so that it may receive full ADA reimbursement.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)

(cf. 6111 - School Calendar)

Note: Vehicle Code 34501.6 mandates the Governing Board of any district that provides student transportation to adopt procedures that limit the home-to-school operation of school buses when atmospheric conditions reduce visibility to 200 feet or less; see AR 3543 - Transportation Safety and Emergencies for language implementing this mandate. The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

EMERGENCY SCHEDULES (continued)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Legal Reference:

EDUCATION CODE

41420 Required length of school term

41422 Schools not maintained for 175 days

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

46390 Calculation of ADA in emergency

46391 Lost or destroyed ADA records

46392 Decreased attendance in emergency situation

VEHICLE CODE

34501.6 School buses; reduced visibility

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005

WEB SITES

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

Board Policy

Emergency Schedules

BP 3516.5

Business and Noninstructional Operations

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 5142 - Safety)

(cf. 6112 - School Day)

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating or when the school day schedule is changed or the school is closed.

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent or designee shall ensure that supervision is provided in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

(cf. 6111 - School Calendar)

Legal Reference:

EDUCATION CODE

41422 Schools not maintained for 175 days

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day
46390 Calculation of ADA in emergency
46392 Decreased attendance in emergency situation
VEHICLE CODE
34501.6 School buses; reduced visibility

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: May 17, 2000 Antelope, California

DRUG AND ALCOHOL-FREE WORKPLACE

Note: Government Code 8355 mandates state grant recipients such as a school district to certify to the state contracting agency (e.g., the California Department of Education (CDE)) that it agrees to provide a drug-free workplace by taking the actions specified below. Federal grantees are also subject to the same requirements and must provide the same certifications under the federal Drug-Free Workplace Act (41 USC 701-707).

Federal law contains independent requirements for the drug and alcohol testing of school bus drivers; see BP/AR 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers. For language regarding a drug testing program for other employees, see BP/AR 4112.41/4212.41/4312.41 - Employee Drug Testing.

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance while on duty, on district property, or at a school-related activity or event. (Government Code 8355; 41 USC 701)

In addition, an employee shall not use or be under the influence of any alcoholic beverage or controlled substance, as defined in 21 USC 812, while on duty, on district property, or at a district-related activity or event.

Note: Government Code 8355 and 41 USC 701 require the district to certify to the CDE that it has published a statement that notifies employees of the (1) prohibition against drug use, (2) actions that will be taken by the district in the event of a violation, and (3) requirement that employees, as a condition of employment, abide by the district's policy and notify the district in the event of a conviction.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

Note: 41 USC 703 requires the district, within 30 days of receiving notification from an employee of his/her conviction of a controlled substance offense, to either discipline the employee or require him/her to complete a drug rehabilitation program as specified below. Pursuant to Education Code 44940 and 45304, when a certificated or classified employee is charged with a controlled substance offense as defined in Education Code 44011, the district must place the employee on a mandatory leave of absence. If the employee is ultimately convicted of the offense, Education Code 44836 and 45123 require the employee to be dismissed. See AR 4118 - Suspension/Disciplinary Action, AR 4117.4 - Dismissal, and AR 4218 - Dismissal/Suspension/Disciplinary Action.

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4212 - Appointment and Conditions of Employment)

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

~~The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)~~

- ~~1. The dangers of drug abuse in the workplace~~
- ~~2. The district's policy of maintaining a drug-free workplace~~
- ~~3. Available drug counseling, rehabilitation, and employee assistance programs~~

~~*(cf. 4159/4259/4359 - Employee Assistance Programs)*~~

- ~~4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace~~

The Superintendent or designee shall establish a drug and alcohol-free awareness program to inform employees about:

1. The dangers of drug and alcohol abuse in the workplace.
2. The district policy of maintaining drug and alcohol-free workplaces.
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs, and

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

4. The penalties that may be imposed on employees for drug and alcohol abuse violations.

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

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

U.S. Department of Labor: <http://www.dol.gov>

Board Policy

Drug And Alcohol-Free Workplace

BP 4020

Personnel

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.

The Superintendent or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:

- a. The dangers of drug and alcohol abuse in the workplace.
- b. The district policy of maintaining drug and alcohol-free workplaces.
- c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs, and
- d. The penalties that may be imposed on employees for drug and alcohol abuse violations.

3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a

violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.

5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy.

In taking disciplinary action, the Board shall require termination when termination is required by law. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate and complete a drug or alcohol assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

(cf. 4117.4 - Dismissal)

(cf. 4118/4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4159 - Employee Assistance Programs)

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44065 Issuance of credentials

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1300.1-1300.15

THE DRUG-FREE WORKPLACE ACT OF 1988

Public Law 100-690, 5151-5160

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989

H.R. 3614

CONTROLLED SUBSTANCES ACT,

202 schedules I-V, 21 U.S.C., 812

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: December 3, 1991 Antelope, California

REASONABLE ACCOMMODATION

Note: Pursuant to the federal Americans with Disabilities Act (ADA) (42 USC 12101-12213) and the state's Fair Employment and Housing Act (FEHA) (Government Code 12900-12996), the district has a duty to reasonably accommodate qualified employees and job applicants with known disabilities, except when such accommodation would cause an undue hardship to the district. This accommodation is not required for individuals who are not otherwise qualified for the job.

Pursuant to 28 CFR 35.150 and 35.160, the district must also afford individuals with disabilities (including community members, students, and employees) an equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Therefore, the district may need to provide auxiliary aids and services to ensure that existing services and facilities are readily accessible to and usable by individuals with disabilities. See BP 0410 - Nondiscrimination in District Programs and Activities, BB 9320 - Meetings and Notices, and BB 9322 - Agenda/Meeting Materials.

The following optional administrative regulation is consistent with the recommendations contained in the Equal Employment Opportunity Commission's (EEOC) Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act and clarifies a district's responsibility under the ADA.

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

Note: Pursuant to 28 CFR 35.107, each district having 50 or more (full- or part-time) employees must designate at least one employee to coordinate its efforts to comply with the ADA, including complaint investigation. This coordinator may be the same individual designated by the district pursuant to 34 CFR 106.8 to coordinate efforts to comply with and investigate complaints regarding Title IX (discrimination on the basis of gender). Districts that have not so designated an individual in BP 4030 - Nondiscrimination in Employment should modify the following paragraph to include the title of the individual designated by the district. See also AR 4031 - Complaints Concerning Discrimination in Employment.

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

REASONABLE ACCOMMODATION (continued)

Definitions

Note: The following section contains some basic definitions of terminology used in the ADA. P.L. 110-325 amended 42 USC 12101 to expand the definition of "disability" and requires EEOC to revise its regulations and guidance to reflect the amendment. However, because FEHA has long provided additional protections under California law, the amendments will not likely have much impact in California.

Government Code 12926 and 12926.1 provide definitions of "physical disability" and "mental disability" that require a "limitation of a major life activity," but do not require a "substantial limitation." Government Code 12926 and 12926.1, and the amended federal law, provide that a condition limiting a major life activity shall be determined without respect to any mitigating measures (e.g., medications, assistive devices), unless the mitigating measure itself limits an individual's ability to participate in a major life activity.

The terminology used in the law is complex and is often the subject of litigation. The district should consult legal counsel if a question arises as to whether an individual has a qualifying disability and/or if an accommodation cannot be provided due to "undue hardship."

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Note: Pursuant to 29 CFR 1630.2 and the EEOC's Enforcement Guidance, evidence as to whether a job function is "essential" includes the district's judgment, written job descriptions, the consequences of not requiring the incumbent to perform the function, the terms of a collective bargaining agreement, and work experience of past and current employees in the job. These considerations underscore the importance of developing and maintaining detailed, up-to-date job descriptions, preferably signed by individuals holding the position.

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires

REASONABLE ACCOMMODATION (continued)

2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

Note: Pursuant to 29 CFR 1630.15, the district may require that, in order to be qualified for a job, a person must not pose a "direct threat" to the health and safety of himself/herself or others in the workplace. In 2002, the U.S. Supreme Court in Chevron USA v. Echazabal upheld the regulation as it relates to the health and safety of the employee requesting the accommodation.

Pursuant to 29 CFR 1630.2, a "direct threat" is a significant risk that cannot be eliminated or reduced by reasonable accommodation. Before finding that a person is not qualified by reason of posing such a threat, the district must consider whether reasonable accommodation could reduce the risk of harm to an acceptable level. If no such accommodation exists, the district may refuse to hire the applicant or may discharge the employee.

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Note: In US Airways, Inc. v. Barnett, the U.S. Supreme Court laid out the burdens of proof for an individual with a disability and an employer in an ADA lawsuit alleging failure to provide reasonable accommodation. Once the employee shows that a requested accommodation is reasonable on its face, the burden shifts to the employer to provide case-specific evidence proving that reasonable accommodation would cause an undue hardship in the particular circumstances.

29 CFR 1630.2 lists factors relevant to the determination of undue hardship; see section below entitled "Granting Reasonable Accommodation."

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

REASONABLE ACCOMMODATION (continued)

Request for Reasonable Accommodation

Note: The EEOC's Enforcement Guidance clarifies that, in requesting reasonable accommodation, the employee or job applicant is not required to mention the ADA, use the term "reasonable accommodation," or put the request in writing. Government Code 12940 requires that the district and employee or job applicant engage in an informal, interactive process to clarify the individual's needs and identify the appropriate reasonable accommodation.

Generally, according to the EEOC's Enforcement Guidance, a district is not obligated to ask an employee whether a reasonable accommodation is needed when the employee has not informed the district that an accommodation is necessary. However, the district should initiate the reasonable accommodation interactive process without being asked if the district (1) knows that the employee has a disability; (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability; and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation.

With regard to job applicants, the EEOC's Enforcement Guidance states that the district may tell applicants what the hiring process involves and may ask applicants whether they will need reasonable accommodation for the process. Generally, the district may not ask an applicant whether he/she needs a reasonable accommodation for the job.

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

Note: According to the EEOC's Enforcement Guidance, the district may ask the individual for reasonable documentation about his/her disability when the need for accommodation is not obvious. The following paragraph is consistent with the EEOC's Enforcement Guidance.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

Note: The EEOC's Enforcement Guidance states that if the employee provides insufficient documentation, the district may require the employee to undergo a medical examination, as specified below. However, before requiring the employee to submit to such an examination, the district should specify why the documentation is insufficient and give him/her an opportunity to provide the missing information in a timely manner.

REASONABLE ACCOMMODATION (continued)

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

Note: Pursuant to 42 USC 2000ff-1-2000ff-11, the Genetic Information Nondiscrimination Act (P.L. 110-233), it is unlawful for a district to request, require, or purchase an employee's or his/her family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior, knowing, voluntary, and written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Any such information received by the district must be kept confidential.

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

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

Note: Pursuant to 42 USC 12112, any information regarding the medical history or condition of a qualified individual with a disability must be treated as a confidential medical record. However, the district should inform supervisors of reasonable accommodation granted to qualified individuals with disabilities. In addition, when such an individual's disability may require emergency medical treatment, first aid and safety personnel should be informed. In A.M. v. Albertsons, LLC, a California appeals court held an employer liable when the employer failed to inform a supervisor about the accommodation allowed one of her subordinates and the subordinate suffered some injury when she was denied the accommodation on one occasion.

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

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

REASONABLE ACCOMMODATION (continued)**Granting Reasonable Accommodation**

Note: The following process is consistent with 29 CFR 1630.2 and the EEOC's Enforcement Guidance.

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness

Note: According to the EEOC's Enforcement Guidance, the district is not required to provide the reasonable accommodation preferred by the individual. Rather, the district must provide an accommodation that is "effective." An "effective accommodation" is one which enables the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment.

Pursuant to 42 USC 12112, the district must provide reasonable accommodation to qualified individuals unless the district can prove that to do so would cause undue hardship as defined in the section entitled "Definitions" above. The burden of proving undue hardship rests with the district and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. The EEOC's Enforcement Guidance clarifies that even if the cost of an accommodation would cause undue hardship to a district, the qualified individual should have the option to pay for the portion of the cost that constitutes undue hardship, or to personally provide the accommodation.

3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district

REASONABLE ACCOMMODATION (continued)

- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

Note: At the suggestion of the Office for Civil Rights, some districts have established a reasonable accommodation committee to help in planning for the reasonable accommodation requested by an applicant or employee. The following optional section should be modified to reflect district practice.

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

Appeal Process

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal

REASONABLE ACCOMMODATION (continued)**2. A statement of the specific remedy sought**

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

Note: The employee or applicant also may appeal directly to the Office for Civil Rights at any point.

*Legal Reference:***CIVIL CODE***51 Unruh Civil Rights Act***GOVERNMENT CODE***12900-12996 Fair Employment and Housing Act***UNITED STATES CODE, TITLE 29***701-794e Vocational Rehabilitation Act***UNITED STATES CODE, TITLE 42***2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008**12101-12213 Americans with Disabilities Act***CODE OF FEDERAL REGULATIONS, TITLE 28***35.101-35.190 Americans with Disabilities Act, especially:**35.107 Designation of employee**36.101-36.608 Nondiscrimination on the basis of disability by public facilities***CODE OF FEDERAL REGULATIONS, TITLE 29***1630.2 Definitions***COURT DECISIONS***A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455**Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019**Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045**US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516**Management Resources:***EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS***Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002***WEB SITES***Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>**Equal Employment Opportunity Commission: <http://www.eeoc.gov>**U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>*

Administrative Regulation

Reasonable Accommodation

AR 4032

Personnel

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 29 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (29 CFR 1630.2)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Reasonable accommodations that an employer may need to provide in connection with modifications to the work environment or adjustments in how and when a job is performed that enable an individual with a disability to enjoy equal employment opportunities include, but are not limited to: (29 CFR 1630.2)

1. Making existing facilities accessible and usable
2. Restructuring the job duties
3. Offering part-time or modified work schedules
4. Acquiring or modifying equipment or devices
5. Changing tests, training materials or policies
6. Providing qualified readers or interpreters

7. Reassigning the employee to a vacant position

Qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position. (29 CFR 1630.2)

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that a specific reasonable accommodation would cause significant difficulty or expense. A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- 1. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding**
- 2. The overall financial resources of the facility making the reasonable accommodation, the number of persons employed at this facility, the effect on expenses and resources of the facility, or the impact on the operations of the facility**
- 3. The overall financial resources, size, number of employees, and the number, type and location of facilities of the district**
- 4. The type of operation of the district, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation**
- 5. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.**

Requests for Reasonable Accommodation

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

When requesting reasonable accommodation, the employee or employee's representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition.

When requesting reasonable accommodation during the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation for the process.

Employees' requests for reasonable accommodation may first be considered informally by the site administrator. The site administrator shall consult with the coordinator before any decision as to accommodation is made.

When the disability and/or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the district to submit a list of specific questions to the health care or vocational professional.

If the documentation submitted by the employee does not specify the existence of a qualifying disability and explain the need for reasonable accommodation, the district may require the employee to submit to an examination by a health care professional selected and paid for by the district.

Upon receiving a request to reasonably accommodate a qualified employee with a disability, the coordinator shall:

1. Determine the essential functions of the job
2. Engage in an informal, interactive process with the employee to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential means for providing accommodation, and assess their effectiveness
3. Develop a plan for reasonable accommodation which is effective and allows the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment and does not impose undue hardship on the district

To qualify for a job, an individual shall not pose a significant risk of substantial harm to himself/herself or others in the workplace which cannot be eliminated or reduced by reasonable accommodation. (29 CFR 1630.2)

The determination of whether an individual poses a significant risk of substantial harm to himself/herself or others shall be made on a case-by-case basis and shall be based on objective, factual evidence, taking into consideration the duration of the risks, the nature and severity of the potential harm, the likelihood that the potential harm will occur and the imminence of potential harm. (29 CFR 1630.2)

The coordinator may confer with the site administrator, the district medical advisor and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

The coordinator may appoint a Reasonable Accommodation Committee to review or assist in the development of appropriate plans to reasonably accommodate an employee or qualified job applicant who has requested an adjustment in work duties or environment because of known physical or mental disabilities. The membership of this committee may change on a case-by-case basis. The committee may include:

1. A district administrator
2. A site administrator
3. A medical advisor or rehabilitation specialist
4. A certificated employee
5. A classified employee

Committee members shall be selected on the basis of their knowledge of the relevant issues, including:

1. The specific functions and duties required in the position
2. The physical work environment
3. Available accommodations

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in or be excluded from committee meetings. If the employee or applicant is excluded from committee meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

The coordinator shall take steps to ensure the confidentiality of information related to medical conditions.

Appeal Process

If the employee or applicant is not satisfied with the decision of the coordinator, he/she may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall

give the employee or applicant his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Direct threat

COURT DECISIONS

Colmenares v. Braemar Country Club, Inc., 2003 Cal.LEXIS 1131

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S., 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

EEOC: <http://www.eeoc.gov>

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

Regulation **CENTER UNIFIED SCHOOL DISTRICT**

approved: June 18, 2003 **Antelope, California**

AWARDS AND RECOGNITION

Note: The following policy addresses commendation of district employees and may be revised to reflect district practice. For policy addressing recognition of community members/organizations or students, see BP 1150 - Commendations and Awards and BP/AR 5126 - Awards for Achievement.

The Governing Board values its instructional and noninstructional staff and desires to recognize their outstanding service in order to increase employee morale and encourage creative and innovative performance.

(cf. 1150 - Commendations and Awards)

(cf. 5126 - Awards for Achievement)

Note: Education Code 37222.10 and 45460, as well as legislative resolutions, encourage recognition of employees on designated days of significance including the Day of the Teacher, Classified School Employee Week, and Week of the School Administrator; see BP/AR 6115 - Ceremonies and Observances.

The Board encourages recognition of all staff during days of significance designated by the Board, state law, or state resolution.

(cf. 6115 - Ceremonies and Observances)

Note: If the Governing Board adopts a program to provide awards to individual employees for the reasons provided below, Education Code 44015 mandates the Board to first adopt rules and regulations to implement the program. The remainder of this policy may be revised to reflect district practice.

The Board authorizes awards to individual employees who: (Education Code 44015)

1. Propose procedures or ideas that result in eliminating or reducing district expenditures or improving district operations
2. Perform special acts or services in the public interest
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations

As the district budget permits, the Superintendent or designee may recognize such employees by issuing service pins, certificates, plaques, and/or other mementos. In addition, he/she may recommend employees to the Board for recognition at a public Board meeting.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The Superintendent or designee shall establish procedures for the selection of individual employees to receive awards.

BP 4156.2(b)
4256.2
4356.2

AWARDS AND RECOGNITION (continued)

The Superintendent or designee may appoint one or more merit award committees consisting of Board members, district employees, and/or private citizens to review employee contributions and recommend awards.

Monetary awards to employees shall not exceed \$200 unless expressly approved by the Board. (Education Code 44015)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards
35160.1 Broad authority of school districts
35161 Powers and duties generally
37222.10 Days of significance, including Day of the Teacher
44015 Awards to employees
45460 Classified School Employee Week

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2008

WEB SITES

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

Board Policy

Awards And Recognition

BP 4156.2 4256.2,4356.2

Personnel

The Governing Board believes the district's employees are its most valuable resource and encourages recognition of the services they provide. The Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with Board policy and administrative regulations.

(cf. 1150 - Commendations and Awards)

(cf. 3300 - Expenditures/Expending Authority)

The Board authorizes awards to employees who: (Education Code 44015)

1. Propose ideas or procedures which eliminate or reduce district expenditures or improve district operations
2. Perform special acts or services in the public interest
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations

The Superintendent or designee shall recommend individuals to the Board for such awards.

The Superintendent or designee shall establish regulations governing employee awards.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

44015 Awards to Employees

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: August 2, 2000 Antelope, California

Delete

Board Policy

Refusal To Harm Or Destroy Animals

BP 5145.8

Students

The Governing Board supports the right of students to refrain from participating in instruction which involves dissecting or otherwise harming or destroying animals when they have a moral objection to such activities.

Students shall not be discriminated against because of a decision to exercise this right. (Education Code 32255.1)

(cf. 5145.2 - Nondiscrimination/Harassment)

After notifying the teacher of his/her objection pursuant to law and administrative regulations, the student shall be excused from the project and may be provided an appropriate alternative project. The Board encourages staff, whenever possible, to provide an alternative project that teaches the same knowledge and skills as the original project. In any case, staff shall ensure the effective use of students' time by providing instructional activities relevant to the course of study.

Legal Reference:

EDUCATION CODE

32255-32255.6 Student's right to refrain from harmful/destructive use of animals

48980 Parental notification at beginning of term

48981-48984 Method and content of notification; signature required

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: August 5, 1998 Antelope, California

REFUSAL TO HARM OR DESTROY ANIMALS

Any student who has a moral objection to dissecting or otherwise harming or destroying animals shall have the right to refrain from participating in instruction which involves such activities and shall not be discriminated against because of a decision to exercise this right. (Education Code 32255.1)

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6142.93 - Science Instruction)

Note: The following paragraph should be revised to reflect the grade levels offered by the district.
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The right to refrain from instruction involving harmful or destructive use of animals shall apply to all K-12 courses, except classes and activities conducted as part of agricultural education that provide instruction on the care, management, and evaluation of domestic animals. (Education Code 32255.5, 32255.6)

At the beginning of each academic year, the Superintendent or designee shall notify parents/guardians, in writing, of students' right to refrain from instruction involving the harmful or destructive use of animals. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

In addition, each teacher of a course that uses live or dead animals or animal parts shall inform students of their right to refrain from the harmful or destructive use of animals. (Education Code 32255.4)

A student who wishes to refrain from such instruction shall notify the teacher and shall provide a note from his/her parent/guardian substantiating the objection. (Education Code 32255.1)

Note: AB 176 (Ch. 88, Statutes of 2009) amended Education Code 32255 to revise the definition of an alternative project to reflect updated terminology for recording technology.
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If the teacher believes an adequate alternative project is possible, he/she may work with the student to develop and agree upon an alternative project which would provide the knowledge, information, or experience required by the course of study. Alternative projects include, but are not limited to, the use of video recordings, models, films, books, and computers. The alternative project shall involve time and effort by the student comparable to that required by the original project. (Education Code 32255, 32255.1)

A teacher's determination of whether the student may pursue an alternative project or be excused from the project shall not be arbitrary or capricious. (Education Code 32255.3)

REFUSAL TO HARM OR DESTROY ANIMALS (continued)

In order to receive course credit, students who participate in an alternative project shall pass all course examinations. Students may request an alternative test, however, if a regular examination requires the harmful or destructive use of animals. (Education Code 32255.1)

Legal Reference:

EDUCATION CODE

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

48980-48985 Notification of parents/guardians, especially:

48980 Parental notification at beginning of term

51540 Humane treatment of animals

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Framework for California Public Schools: Kindergarten Through Grade 12, 2004

Science Content Standards for California Public Schools: Kindergarten Through Grade 12, 1998

WEB SITES

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

Administrative Regulation

Refusal To Harm Or Destroy Animals

AR 5145.8

Students

At the beginning of each academic year, the district shall notify parents/guardians, in writing, of students' right to refrain from instruction involving harm or destruction of animals. (Education Code 48980, 48981)

(cf. 5145.6 - Parental Notifications)

In addition, each teacher of a course that uses live or dead animals or animal parts shall inform students of their right to refrain from the harmful or destructive use of animals. (Education Code 32255.4)

Students who wish to refrain from such instruction shall notify the teacher and shall provide a note from their parent/guardian substantiating the objection. (Education Code 32255.1)

A teacher's determination of whether a student may pursue an alternative project or be excused from the project shall not be arbitrary or capricious. (Education Code 32255.3)

If the teacher believes an adequate alternative project is possible, he/she may work with the student to develop and agree upon an alternative project which would provide the knowledge, information or experience required by the course of study. Alternative projects include but are not limited to the use of video tapes, models, films, books and computers. The alternative project shall involve time and effort comparable to that required by the original project. (Education Code 32255, 32255.1)

Students who participate in an alternative project shall pass all course examinations in order to receive course credit. Students may request an alternative test, however, if a regular examination requires the harmful or destructive use of animals. (Education Code 32255.1)

This right shall apply to all K-12 courses, except classes and activities conducted as part of agricultural education that provide instruction on the care, management and evaluation of domestic animals. (Education Code 32255.5, 32255.6)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: August 5, 1998 Antelope, California

INDEPENDENT STUDY

Note: Education Code 51745-51749.3 authorize districts to establish independent study programs to meet the educational needs of students. Independent study may be offered as a charter school, a program within a school, or an alternative school of choice pursuant to Education Code 58500-58512; see AR 0420.4 - Charter Schools and BP/AR 6181 - Alternative Schools/Programs of Choice.

When developing policy on independent study, 5 CCR 11701 requires the Governing Board to consider, in a public hearing, (1) the scope of its existing or prospective use of independent study as an instructional strategy, (2) its purposes in authorizing independent study, and (3) factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult students.

The Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 0420.4 - Charter Schools)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6200 - Adult Education)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

Note: Pursuant to Education Code 46300, the attendance of students participating in independent study for five or more consecutive school days will be included in computing average daily attendance for apportionment purposes. The following optional paragraph is for use by districts that wish to limit independent study to periods of five or more consecutive school days.

The minimum period of time for any independent study option shall be five consecutive school days.

Note: Education Code 51747 mandates that the Board adopt a policy providing that a current written agreement will be maintained for each student. Pursuant to Education Code 51747, no independent study agreement can be valid for longer than one semester (or one-half year for a school on a year-round calendar). See the accompanying administrative regulation for required content of the written agreement.

INDEPENDENT STUDY (continued)

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

Note: Education Code 51747 mandates that the Board, in a public hearing, adopt a policy on the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment. 5 CCR 11700 defines "type of program" as the statutory program category for purposes of attendance accounting, such as adult education or continuation high school. In addition, 5 CCR 11701 mandates that Board policy reflect an awareness that excessive leniency in the duration of independent study assignments can result in a student falling so far behind his/her peers as to increase, rather than decrease, the risk of dropping out of school.

The following paragraph sets one week, for all grade levels and types of programs, as the maximum length of time an independent study assignment should be completed. This paragraph should be revised to reflect the length of time determined by the Board. In order to ensure that apportionments are received, the district's written agreement should also be revised to reflect the length of time determined by the Board in its policy.

~~The written agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.~~

To foster each participating student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the date an assignment is made and the date by which the student must complete the assigned work:

1. One week for students in grades K-3
2. Two weeks for students in grades 4-8
3. Three weeks for students in grades 9-12, continuation or adult education
4. At Antelope View Charter School all assignments will be due not more than 20 school calendar days from the date of assignment and not later than the last day of the current monthly attendance cycle.

Note: Education Code 51747 mandates that the Board, in a public hearing, adopt a policy which specifies the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. The following paragraph specifies a maximum of three assignments and should be revised to reflect the Board's determination of the number of missed assignments that will trigger an evaluation.

INDEPENDENT STUDY (continued)

The number of missed assignments that will trigger an evaluation must be included in the student's written agreement; see the accompanying administrative regulation. **In order to ensure that apportionments are received, the district's written agreement should also be revised to reflect the number of assignments determined by the Board in its policy.**

When a participating student misses three assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. However, a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the Superintendent or designee determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

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

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress.

(cf. 5147 - Dropout Prevention)

Missing appointments with the supervising teacher without valid reasons also may trigger an evaluation to determine whether the student should remain in independent study.

The Superintendent or designee shall annually report to the Board the number of students participating in independent study, the average daily attendance generated for apportionment purposes, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

Home-Based Independent Study

Note: The following section is **optional**.

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based

INDEPENDENT STUDY (continued)

student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

*Legal Reference:*EDUCATION CODE

17289 Exemption for facilities
 41976.2 Independent study programs; adult education funding
 42238 Revenue limits
 44865 Qualifications for home teachers and teachers in special classes and schools
 46300-46307.1 Methods of computing average daily attendance
 47612.5 Independent study in charter schools
 48204 Residency based on parent employment
 48206.3 Home or hospital instruction; students with temporary disabilities
 48220 Classes of children exempted
 48340 Improvement of pupil attendance
 48915 Expulsion; particular circumstances
 48916.1 Educational program requirements for expelled students
 48917 Suspension of expulsion order
 51225.3 Requirements for high school graduation
 51745-51749.3 Independent study programs
 52206 Gifted and talented education; use of independent study to augment program
 52522 Adult education alternative instructional delivery
 52523 Adult education as supplement to high school curriculum; criteria
 56026 Individuals with exceptional needs
 58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

19819 State audit compliance

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Independent Study Operations Manual, 2000 Edition

Elements of Exemplary Independent Study

Approaches to Satisfying No Child Left Behind Act of 2001 Teacher Requirements for Independent Study in Secondary Schools, January 28, 2010

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

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

Board Policy

Independent Study

BP 6158
Instruction

The Governing Board authorizes independent study as an optional alternative instructional strategy for students, including adult education students, whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6200 - Adult Education)

The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

The minimum period of time for any independent study option shall be five school days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

To foster each participating student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the date an assignment is made and the date by which the student must complete the assigned work:

1. One week for students in grades K-3
2. Two weeks for students in grades 4-8
3. Three weeks for students in grades 9-12, continuation or adult education
4. At Antelope View Charter School all assignments will be due not more than 20 school calendar days from the date of assignment and not later than the last day of the current monthly attendance cycle.

When any participating student fails to complete two consecutive independent study assignments by the teacher designated due date or fails to attend two appointments in the

current semester with his/her Consulting Teacher without rescheduling and making up that appointment within five school days, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study.

When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.

Supervising teachers should carefully set the duration of independent study assignments, within the limits specified above, and establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet with each participating student at least once a week to discuss the student's progress.

(cf. 5147 - Dropout Prevention)

When any participating student fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study.

The Superintendent or designee shall annually report to the Board the number of students participating in independent study, the average daily attendance (ADA) generated for apportionment purposes, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study.

Home-Based Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

42238 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools;
consent to assignment

46300-46300.6 Methods of computing ADA

47612.5 Independent study in charter schools

48204 Residency based on parent employment

48206.3 Home or hospital instruction; students with temporary disabilities

48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
51225.3 Requirements for high school graduation
51745-51749.3 Independent study programs
56026 Individuals with exceptional needs

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

Management Resources:

CDE PUBLICATIONS

Independent Study Operations Manual, 2000 edition

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: February 6, 2008 Antelope, California

INDEPENDENT STUDY

Educational Opportunities

Note: The following section is **optional**. Education Code 51745 lists educational opportunities that may be provided through independent study. See the California Department of Education's (CDE) Independent Study Operations Manual for additional examples. The district may revise or expand items #1-5 below to reflect district practice.

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

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

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

(cf. 0420.4 - Charter Schools)

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

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

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

(cf. 5113 - Absences and Excuses)

Note: The following paragraph is for use by districts maintaining high schools. Education Code 51745 requires that no course required for high school graduation may be offered solely through independent study, as provided below. However, pursuant to 5 CCR 11705, for this purpose a charter school is deemed an "alternative school" and thus, according to the CDE, is allowed to offer courses required for graduation solely through independent study; see AR 0420.4 - Charter Schools.

INDEPENDENT STUDY (continued)

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

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

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

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

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

Eligibility for Independent Study

Note: The following optional paragraph is based on recommendations in the CDE's Independent Study Operations Manual and may be revised to reflect district practice.

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

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

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

INDEPENDENT STUDY (continued)

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

(cf. 6159 - Individualized Education Program)

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

(cf. 6183 - Home and Hospital Instruction)

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

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

(cf. 6200 - Adult Education)

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

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

(cf. 6184 - Continuation Education)

Written Agreements

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

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

INDEPENDENT STUDY (continued)

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

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

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

Note: Pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. The accompanying Board policy should contain the Board's specific determinations and those determinations must be included in the district's master written agreement.

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

Note: Education Code 51747 provides that the written agreement must include the duration of the agreement within the limits described in item #5 below. Districts that operate on a trimester system should limit the terms of an independent study agreement to one trimester.

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one semester or one-half year if the school is on a year-round calendar
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

INDEPENDENT STUDY (continued)

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

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

Note: Education Code 46300.7 states that no apportionments shall be received for a student in independent study unless the district receives written permission from the parent/guardian, before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. Since all of these components are included in the written agreement which the parent/guardian must sign, the parent/guardian's signature on the agreement satisfies the requirement to obtain his/her written permission.

Before the student begins the independent study, the written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747; 5 CCR 11702)

Monitoring Student Progress

Note: The following **optional** section may be revised to reflect district practice. According to the CDE's Independent Study Operations Manual, the terms "tardiness" and "truancy" do not apply to independent study students.

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

However, the independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

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

INDEPENDENT STUDY (continued)

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

Responsibilities of Independent Study Administrator

Note: The following optional section may be revised to reflect district practice.
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The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy, and administrative regulation and is substantially equal in quality and quantity to the classroom instruction
2. Obtain and maintain current information and skills required for the operation of an independent study program that meets established standards for the district's educational programs
3. Develop and manage the budget for independent study
4. Authorize the selection of certificated staff to be assigned as independent study teachers
5. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator
6. Approve or deny the participation of students requesting independent study
7. Facilitate the completion of written independent study agreements
8. Assure a smooth transition for students into and out of the independent study mode of instruction
9. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record
10. Complete or coordinate the preparation of all records and reports required by law, Board policy, or administrative regulation

INDEPENDENT STUDY (continued)

Assignment and Responsibilities of Independent Study Teachers

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

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

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

(cf. 4112.2 - Certification)

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

The principal and independent study administrator may recommend and the Superintendent shall approve the assignment of teachers to directly supervise independent study and/or work with students on specific subject matter. The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Note: The following paragraph is **optional**. Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study average daily attendance would not be funded.

The ratio of student average daily attendance to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district. (Education Code 51745.6)

The responsibilities of the supervising teacher shall be to:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework
3. Design lesson plans and make assignments

INDEPENDENT STUDY (continued)

4. Maintain records of student assignments showing the date the assignment is given and the date the assignment is due
5. Provide direct instruction and counsel as necessary for individual student success
6. Regularly meet with the student to discuss the student's progress

Note: Pursuant to Education Code 51747.5, the district may only claim apportionment credit for independent study based on the time value of student work products as personally judged in each instance by a certificated teacher.

7. Judge the time value of assigned work or work products completed and submitted by the student
8. Assess student work and determine and assign grades or other approved measures of achievement

Note: The CDE recommends that the district establish a consistent standard for the frequency of collecting work samples for each subject (e.g., two samples per subject per semester) and specify whether all work samples must be from a particular timeframe. The district should modify item #9 below to reflect district practice.

9. Select and save representative samples of the student's completed and evaluated assignments for each subject, signed or initialed and dated in accordance with item #3 in the section on "Records" below
10. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
11. Maintain any other required records and files on a current basis

Records

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

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A separate listing of the students, by grade level, program, and school, who have participated in independent study. This listing shall identify units of the curriculum attempted and units of the curriculum completed by students in grades K-8 and identify course credits attempted by and awarded to students in grades 9-12 and in adult education, as specified in their written agreements.

INDEPENDENT STUDY (continued)

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.
4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.

(cf. 3580 - District Records)

Note: The following paragraphs are optional . According to the CDE's <u>Independent Study Operations Manual</u> , the above auditable records should be maintained for three years as provided below.
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The above records shall be maintained for three years, excluding the current fiscal year.

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

Each school shall maintain records for the students at that school.

Note: Education Code 51747 requires that the results of evaluations conducted after students have missed the number of assignments specified by the Board (see the accompanying Board policy and the "Monitoring Student Progress" section above) must be maintained as a mandatory interim student record. See AR 5125 - Student Records for requirements pertaining to the maintenance of mandatory interim student records.
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A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

(cf. 5125 - Student Records)

Administrative Regulation

Independent Study

AR 6158
Instruction

Educational Opportunities

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

1. Special assignments extending the content of regular courses of instruction
(cf. 6143 - Courses of Study)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum
4. Continuing and special study during travel
5. Volunteer community service activities that support and strengthen student achievement

(cf. 6142.4 - Learning Through Community Service)

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

(cf. 5113 - Absences and Excuses)

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

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students participating in independent study to complete the district's adopted course of study within the customary time frame.

Students in independent study shall have access to the same services and resources that are available to other students in the school. (5 CCR 11701.5)

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

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

Eligibility for Independent Study

Parents/guardians of students who are interested in independent study should contact the principal or designee. Approval for participation shall be based on the following criteria:

1. Evidence that the student will work independently to complete the program
2. Availability of experienced certificated staff with adequate time to effectively supervise the student

A student's participation in independent study shall be voluntary. (Education Code 51747)

Students participating in independent study must be residents of the local county or an adjacent county. (Education Code 51747.3)

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 51747.3)

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

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

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

(cf. 6183 - Home and Hospital Instruction)

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

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6184 - Continuation Education)

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

(cf. 6200 - Adult Education)

Written Agreements

A written agreement shall be developed for each student participating in independent study for five or more school days. (Education Code 46300, 51747)

The written independent study agreement for each participating student shall include, but not be limited to, all of the following: (Education Code 51747)

1. The manner, frequency, time and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work, and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. The Board's independent study policy describing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one semester, or one-half year if the school is on a year-round calendar
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

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

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

The agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences between the student and supervising teacher.

The curriculum and methods of study specified in the written agreement shall be consistent with Board policy, administrative regulations and procedures for curriculum and instruction. (5 CCR 11702)

(cf. 6143 - Courses of Study)

Before beginning the independent study, each written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confirms his/her permission for the student's independent study as specified in the agreement.

Student Rights and Responsibilities

Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.

Independent study students who are late, miss scheduled conferences or do not submit assigned work on time shall not be reported as tardy or truant. However, the independent study administrator shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

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

When the student has missed the number of assignments specified in Board policy and the written independent study agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which may result in termination of the independent study agreement and the student's return to a regular classroom or alternative instructional program.

Administration of Independent Study

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy and administrative regulation
2. Approve the participation of students requesting independent study
3. Facilitate the completion of written independent study agreements
4. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record
5. Authorize the selection of staff to be assigned to supervise independent study
6. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator
7. Complete or coordinate the preparation of all necessary records and reports
8. Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation
9. Monitor student participation in independent study so that the district stays within prescribed limits and income to the district is maximized
10. Develop and manage the budget for independent study
11. Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs
12. Assure a smooth transition into and out of the independent study mode of instruction

13. Prepare and submit reports as required by the Board or Superintendent

Supervising Teachers

The principal may recommend and the independent study administrator shall approve the assignment of teachers to directly supervise independent study. The teacher may be the student's regular classroom teacher, particularly for elementary students.

The ratio of students to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district.

The teacher supervising independent study shall:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework
3. Design all lesson plans and assignments
4. Assess all student work and determine and assign grades or other approved measures of achievement
5. Personally judge the time value of assigned work or work products completed and submitted by the student
6. Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly, and signed or initialed and dated in accordance with item #3 in the section on "Records" below
7. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated
8. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
9. Maintain any other required records and files on a current basis

Records

For audit purposes, the Superintendent or designee shall maintain the following records: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures

related to independent study

2. A separate listing of the students and adult education students, by grade level, program and school, who have participated in independent study, identifying units of the curriculum attempted and units of the curriculum completed by students in grades K-8 and identifying course credits attempted by and awarded to students in grades 9-12 and in adult education, as specified in their written agreements

3. A file of all agreements, with representative samples of each student's or adult education student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher

4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student or adult education work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

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

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

(cf. 5125 - Student Records)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: May 18, 2005 Antelope, California

STUDENT ASSESSMENT

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

The following paragraph addresses potential uses of student assessment data. Education Code 10601.6, added by SBX5 1 (Ch. 2, Fifth Extraordinary Session, Statutes of 2010), allows districts to use data in the California Longitudinal Pupil Achievement Data System (Education Code 60900) and the California Longitudinal Teacher Integrated Data Education System for purposes of employment decisions

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, program effectiveness and staff evaluations shall, as appropriate, be based in part on indicators of student achievement.

(cf. 0500 - Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6011 - Academic Standards)
(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, or school site to allow for critical analysis of student needs.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

In selecting or developing a district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it corresponds to the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development to assist teachers and paraprofessionals in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)

STUDENT ASSESSMENT (continued)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

Note: The following optional section is for use by districts that maintain high schools.

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the achievement test administered under the Standardized Testing and Reporting Program pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

Legal Reference: (see next page)

STUDENT ASSESSMENT (continued)

Legal Reference:

EDUCATION CODE

313 *Assessment of English language development*

10600-10610 *California Education Information System*

44660-44665 *Evaluation and assessment of performance of certificated employees (Stull Act)*

51041 *Evaluation of educational program*

51450-51455 *Golden State Seal Merit Diploma*

60600-60649 *Assessment of academic achievement, especially:*

60640-60649 *Standardized Testing and Reporting Program*

60800 *Physical fitness testing*

60810-60812 *Assessment of English language development*

60850-60859 *High school exit examination*

60900 *California Longitudinal Pupil Achievement Data System*

CODE OF REGULATIONS, TITLE 5

850-870 *Standardized Testing and Reporting program*

1200-1225 *High School Exit Examination*

UNITED STATES CODE, TITLE 20

9622 *National Assessment of Educational Progress*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

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

Educational Testing Service: <http://www.ets.org>

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

Board Policy

Student Assessment

BP 6162.5

Instruction

The Governing Board believes that the primary goal of student assessments should be to help students, parents/guardians and teachers identify individual student's academic accomplishments, progress and areas needing improvement in order to enhance teaching and learning.

The Superintendent or designee shall ensure that assessments are conducted for purposes of determining students' eligibility for and appropriate placement in district programs, need for supplemental instruction and eligibility for graduation.

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)
(cf. 6171 - Title I Programs)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6177 - Summer School)

The Board desires to use a variety of evaluation measures to reach the above-stated goal. To have validity, tests must correspond to the material that is being taught and reliably measure the extent to which students meet specified standards of achievement.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6162.53 - Golden State Examination)
(cf. 6162.54 - Test Integrity/Test Preparation)

The effectiveness of the schools, teachers and district shall be evaluated in part on the basis of these student assessments.

(cf. 0500 - Accountability)
(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0530 - Awards for School Performance)
(cf. 4115 - Evaluation/Supervision)
(cf. 6190 - Evaluation of the Instructional Program)

When districtwide and school-level results of student assessments are published, the Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the achievement test administered under the Standardized Testing and Reporting program pursuant to Education Code 60640-60647
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

Legal Reference:

EDUCATION CODE

51041 Evaluation of educational program
51450-51455 Golden State Seal Merit Diploma
60600-60649 Assessment of academic achievement
60800 Physical fitness testing
60810 Assessment of language development
60850-60856 Exit examination
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting program
880-901 Designated primary language test
1200-1216 High School Exit Examination,

Management Resources:

CDE PROGRAM ADVISORIES

Students with Disabilities: Guidelines for Testing the California Standardized Testing and Reporting Program

0327.86 Reporting norm-referenced standardized achievement test scores to parents
CSBA ADVISORIES

0306.01 California Assessment Update

0313.00 Districts must ensure that all required student data is submitted to the publisher, or face financial penalty #00-01

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

The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource
Guide for Educators and Policy-Makers, December 2000

WEB SITES

CDE: <http://www.cde.ca.gov>

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

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

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

CONFLICT OF INTEREST

Note: The determination as to whether a conflict of interest exists must be analyzed under two separate sets of statutes: (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87500.1), detailed in the section below entitled "Conflict of Interest under the Political Reform Act," and (2) Government Code 1090-1098, detailed in the section below entitled "Financial Interest in Contracts under Government Code 1090." However, even when a conflict does not exist pursuant to those statutes, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest; see the section below entitled "Common Law Doctrine Against Conflict of Interest."

Because the law and definitions are quite complex, it is strongly recommended that districts consult with legal counsel and staff from the Fair Political Practices Commission (FPPC) as soon as a potential conflict is presented.

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Board members and employees designated in the district's conflict of interest code are required by Government Code 87500 to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and designated employees who "manage public investments"; see section below entitled "Additional Requirements for Boards that Manage Public Investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation.

Pursuant to Government Code 87303, the district's conflict of interest code must be approved by the appropriate code reviewing body. For districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The FPPC is the code reviewing body for those school districts located in more than one county.

Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of designated positions and disclosure categories. The accompanying exhibit (E 9270) contains a sample resolution which includes an appendix with designated positions and disclosure categories which, once adopted by the Board, will comprise the terms of the district's conflict of interest code that should be submitted to the code reviewing body. Districts that do not wish to adopt a resolution as their conflict of interest code should modify the following paragraph accordingly.

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

CONFLICT OF INTEREST (continued)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

Note: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18755, and interpretive opinions, to determine whether a conflict of interest exists under the PRA. When such a conflict exists, the affected Board member must disclose the interest and disqualify himself/herself from participating in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regards to a Board member's spouse is also applicable to a registered domestic partner.

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

CONFLICT OF INTEREST (continued)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Additional Requirements for Boards that Manage Public Investments

Note: The following optional section is for use only by districts in which the Board and/or the Superintendent or designee are considered to be "officials who manage public investments" and who are required to file a full financial disclosure statement in accordance with Government Code 87200. It should be deleted by all other districts. See the accompanying exhibit for further information.

According to the FPPC, officials who manage public investments are Boards or designated employees who manage the investment of district surplus or special reserve funds in permitted securities and investments pursuant to Education Code 41015. Those Boards that direct the investment of these funds, formulate or approve policies for the investment of these funds, or approve investment transactions involving these funds are considered officials who manage public investments. Even if the Board delegates day-to-day investment decisions to district staff, Board members are considered officials who manage public investments if they set or approve policy as to the investment of these funds.

The Board does not manage public investments when the district does not have any surplus or special reserve funds to invest and merely deposits all funds it receives (1) in the county treasury pursuant to Education Code 41001-41002.5 or (2) in a fund where a Tax and Revenue Anticipation Note (TRANs) is issued. Board members and Superintendents in these types of situations are not considered to have discretion regarding the investment of the district's money and are therefore not officials who manage public investments.

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

CONFLICT OF INTEREST (continued)

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Conflict of Interest under Government Code 1090

Note: Pursuant to Government Code 1090, if a Board member has a financial interest in a contract, it is an absolute bar for that district to enter into the contract. The Attorney General has opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot be resolved by having the financially interested Board member abstain from participating in the matter. However, there are two categories of exceptions. If a financial interest meets the definition of a "noninterest" as specified in Government Code 1091.5, then the restrictions in Government Code 1090 do not apply and the district can enter into the contract. Secondly, if a Board member's interest is deemed a "remote interest" pursuant Government Code 1091, then the district can enter into the contract as long as certain conditions are satisfied, as specified below.

While the prohibitions in the PRA only apply to designated employees, the prohibitions in Government Code 1090 apply to all district employees and consultants. However, the Attorney General has opined in 63 Ops.Cal.Atty.Gen. 868 (1980) that an employee's financial interest would not prohibit the district from entering into a contract as long as the employee has not participated in the making of the contract, such as in discussions and planning, as detailed below.

Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist. Because the determination of whether a financial interest exists involves a review of statutes, court decisions, and Attorney General opinions as they apply to the particular facts at issue, the analysis can be complex and legal counsel should be consulted as appropriate.

CONFLICT OF INTEREST (continued)

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)

Note: Pursuant to Government Code 1091.5, certain financial interests are defined as "noninterests," meaning a conflict of interest does not exist and the district can enter into the contract. One of the noninterests listed in Government Code 1091.5 is when a Board member's spouse has been employed by the district for at least one year prior to the Board member's election or appointment. If the spouse has not been employed by the district for at least one year prior the Board member's election or appointment, the exception does not apply and Government Code 1090 prohibits the district from entering into a new contract to hire the spouse. (80 Ops.Cal.Atty.Gen. 320 (1997))

Attorney General opinions and case law have further clarified the application of this noninterest exception when a previously employed spouse changes to a different position during the Board member's term. Generally, these opinions have held that a lateral transfer or change of classification that does not require Board approval (e.g., second year probationary teacher automatically achieving permanent status, step increase) is the same employment not requiring a new contract and thus constitutes a noninterest. (92 Ops.Cal.Atty.Gen. 26 (2009), 87 Ops.Cal.Atty.Gen. 23 (2004)) However, when a new contract is involved (e.g., promotion from classroom teacher to principal, substitute employee becoming a probationary employee), the exception in Government Code 1091.5 does not apply and the action would be prohibited under Government Code 1090 because Board approval of the contract is required. (Thorpe v. Long Beach Community College District, 69 Ops.Cal.Atty.Gen. 255 (1986))

Because this area of law is complex, it is strongly recommended that district legal counsel be consulted if a Board member's spouse is an employee of the district or when analyzing whether an interest is a noninterest or remote interest.

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

Note: The district may enter into a contract when a Board member's interest is a "remote interest" as defined in Government Code 1091. Generally, this issue arises when the district wishes to enter into a contract with the Board member's employer. When the conditions specified in Government Code 1091 are satisfied (e.g., Board member is an employee of a nonprofit organization, the employer has at least 10 employees, and the Board member has been employed more than three years), then the district may enter into the contract as long as the affected Board member discloses the remote interest and abstains from the matter.

CONFLICT OF INTEREST (continued)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Note: Board members who willfully fail to disclose a remote interest in a contract may be subject to a fine or imprisonment pursuant to Government Code 1097.

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. *Relative* means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

Note: The following paragraph reflects the common law definition of "relative within the third degree."

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Common Law Doctrine Against Conflict of Interest

Note: Even when there is not a conflict pursuant to the PRA (Government Code 87100-87500.1) or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General determined that abstention was necessary in order to avoid a conflict between the member's official and personal interests and to avoid the appearance of impropriety.

Districts are encouraged to consult legal counsel if situations arise that raise the question as to whether such a conflict exists.

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

CONFLICT OF INTEREST (continued)

Rule of Necessity or Legally Required Participation

Note: Pursuant to Government Code 87101, when a conflict exists under the PRA, the district may still enter into a contract if the rule of necessity or legally required participation applies. In general, this rule will permit a district to acquire an essential supply or service. The rule also permits a Board member to carry out an essential duty of his/her office in accordance with 2 CCR 18708, where he/she is the only one who may legally act and there is no alternative source of decision-making authority. **It is recommended that legal counsel be consulted when situations arise involving the rule of necessity.**

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Note: Government Code 1099 and 1126 prohibit Board members and employees from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties with the district. Government Code 1126 mandates the district to adopt procedures regarding this prohibition. See BP 4136/4236/4336 - Nonschool Employment for language implementing this mandate relative to employees.

Attorney General opinions have indicated that it would be incompatible for Board members to serve on other elected or appointed boards, councils, or commissions that have interests which may conflict with the interests of the district (85 Ops.Cal.Att'y.Gen. 60 (2002); 68 Ops.Cal.Att'y.Gen. 171 (1985); 65 Ops.Cal.Att'y.Gen. 606 (1982)). If a Board member is sworn into an incompatible office, then his/her position in the prior office is automatically terminated.

Pursuant to Education Code 35107, an employee of a school district may not be sworn into office as an elected or appointed member of that district's Board unless he/she resigns as an employee. If the employee does not resign, the employment automatically terminates when he/she is sworn into office. See BB 9220 - Governing Board Elections.

The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that district legal counsel be consulted as appropriate.

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

CONFLICT OF INTEREST (continued)

Gifts

Note: Pursuant to 2 CCR 18730, the gift limitation is currently \$420. This amount is adjusted in odd-numbered years by the FPPC. However, this limit may not be applicable to gifts from every source. For those Board members who file a Form 700 based on the disclosure categories specified in the district's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable to those individuals and entities that are disclosed on the Form 700.

Exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034.

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term *honorarium* does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

CONFLICT OF INTEREST (continued)

Legal Reference:

EDUCATION CODE

1006 *Qualifications for holding office*

35107 *School district employees*

35230-35240 *Corrupt practices, especially:*

35233 *Prohibitions applicable to members of governing boards*

41000-41003 *Moneys received by school districts*

FAMILY CODE

297.5 *Rights, protections, and benefits of registered domestic partners*

GOVERNMENT CODE

1090-1099 *Prohibitions applicable to specified officers*

1125-1129 *Incompatible activities*

81000-91014 *Political Reform Act of 1974, especially:*

82011 *Code reviewing body*

87100-87103.6 *General prohibitions*

87200-87210 *Disclosure*

87300-87313 *Conflict of interest code*

87500 *Statements of economic interests*

89501-89503 *Honoraria and gifts*

91000-91014 *Enforcement*

PENAL CODE

85-88 *Bribes*

CODE OF REGULATIONS, TITLE 2

18110-18997 *Regulations of the Fair Political Practices Commission, especially:*

18702.5 *Public identification of a conflict of interest for Section 87200 filers*

COURT DECISIONS

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 *Ops. Cal. Atty. Gen.* 26 (2009)

92 *Ops. Cal. Atty. Gen.* 19 (2009)

89 *Ops. Cal. Atty. Gen.* 217 (2006)

86 *Ops. Cal. Atty. Gen.* 138 (2003)

85 *Ops. Cal. Atty. Gen.* 60 (2002)

82 *Ops. Cal. Atty. Gen.* 83 (1999)

81 *Ops. Cal. Atty. Gen.* 327 (1998)

80 *Ops. Cal. Atty. Gen.* 320 (1997)

69 *Ops. Cal. Atty. Gen.* 255 (1986)

68 *Ops. Cal. Atty. Gen.* 171 (1985)

65 *Ops. Cal. Atty. Gen.* 606 (1982)

63 *Ops. Cal. Atty. Gen.* 868 (1980)

Management Resources: (see next page)

CONFLICT OF INTEREST (continued)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

- 1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty**
- 2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board**
- 3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091**
- 4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment**
- 5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records**
- 6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records**
- 7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records**
- 8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the**

capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code

87105)

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)

3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar. (2 CCR 18702.5)

(cf. 3430 - Investing)

The Board member may speak on the issue during the time that the general public speaks on the issue. The Board member shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices

35233 Prohibitions applicable to members of governing boards

35239 Compensation for board members in districts under 70 ADA

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91015 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition of designated employee

82028 Definition of gifts

82030 Definition of income

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Bylaw CENTER UNIFIED SCHOOL DISTRICT
adopted: March 3, 2004 Antelope, California

Add

CONFLICT OF INTEREST

**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313 of the Political Reform Act (PRA). Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference along with a list of designated positions and disclosure categories. Board members and designated employees must annually file a Statement of Economic Interest/Form 700 pursuant to the disclosure requirements of the district's conflict of interest code.

Government Code 87303 requires a district's conflict of interest code to be approved by a "code reviewing body." For school districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The Fair Political Practices Commission (FPPC) is the code reviewing body for school districts with jurisdiction in more than one county.

The code reviewing body needs to only review the portion of the district's conflict of interest code that specifies the district's designated positions and the disclosure categories as detailed in the following sample Resolution, including its Appendix, and not the other legal requirements related to conflict of interest reflected in the accompanying sample bylaw. The Resolution, including the Appendix, should be adopted by the Board and, as necessary, forwarded to the code reviewing body. Pursuant to Government Code 87306.5, the code reviewing body is required to notify the district in even-numbered years of the need to review the district's conflict of interest code. Upon such notification, the district should review the Appendix and make any necessary changes. In some counties, the code reviewing body requires that a resolution be adopted during each review and that the Board's resolution and amended appendix be submitted to that body. In other counties, only the appendix needs to be submitted. In both cases, districts need not submit BB 9270 - Conflict of Interest to the code reviewing body. In addition to the biannual review, districts should modify the Appendix and submit it, and the resolution if required, to the code reviewing body when any changed circumstances within the district require amendments to the Appendix, such as the creation of new designated positions or a change of duties assigned to existing positions.

The following resolution should be modified to reflect district practice as well as any specific requirements of the district's code reviewing body.

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Center Joint Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

CONFLICT OF INTEREST (continued)

WHEREAS, the Center Joint Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Center Joint Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

**Conflict of Interest Code of the
Center Joint Unified School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

CONFLICT OF INTEREST (continued)

APPENDIX

Disclosure Categories

Note: The following list must be modified to reflect the specific disclosure categories in the district.

1. **Category 1:** A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. **Category 2:** A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Note: Item #3 below is for use only by districts in which the Board and Superintendent "manage public investments." All other districts must delete item #3.

Government Code 87500 requires public officials and designated employees to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and Superintendents who "manage public investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation. See section in accompanying bylaw entitled "Additional Requirements for Boards that Manage Public Investments" for a further discussion of this issue.

CONFLICT OF INTEREST (continued)

3. ~~**Full Disclosure:** Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:~~

- ~~a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.~~
- ~~b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.~~

Designated Positions

Note: The following list must be modified to reflect the specific designated positions and applicable disclosure categories in the district. For districts in which the Board and Superintendent "manage public investments," the disclosure category for Board members and the Superintendent in the list below must be modified to "Full Disclosure."

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Purchasing Agent	1
Director	2
Principal	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of Students	2

Disclosures for Consultants

Note: The definition of designated employees in Government Code 82019 includes consultants. To preclude amending the code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or designee shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of

CONFLICT OF INTEREST (continued)

the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

Exhibit

Conflict Of Interest

E 9270

Board Bylaws

CONFLICT OF INTEREST CODE FOR THE CENTER UNIFIED SCHOOL DISTRICT

The Political Reform Act (Government Code 81000) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation 2 CCR 18730 which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 CCR 18730 and any amendments adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute and conflict of interest code of the district.

Designated employees shall file their statements with the district who will make the statements available for public inspection and reproduction. (Government Code 81008) Statements for all designated employees will be retained by the district.

Designated Positions/Disclosure Categories

1. Persons occupying the following positions are designated employees in Category 1:

Governing Board Members
Superintendent of Schools
Assistant/Associate Superintendent(s)
District Business Administrator
Director
Maintenance and Operations Director
Consultants*

Designated persons in this category must report:

a. Interest in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

- (1) Are engaged in the acquisition or disposal of real property within the district**
- (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or**
- (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district**

***Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:**

The (executive director or executive officer) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirement described in this section. Such determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The (executive director's or executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

2. Persons occupying the following positions are designated employee in Category 2:

**Principal
Assistant Principal
Program Coordinator
Supervisor
Bond Oversight Committee Member**

Designated persons in this category must report investments, business positions in, and income, including gifts, loans and travel payments from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or**
- b. Manufactures or sell supplies, books, machinery or equipment of the type used by the department in which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.**

Declaration of Chief Executive Officer for Multi-County Agencies

The proposed Conflict of Interest Code specifically enumerates each of the positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest. The agency has satisfied all of the requirements of 2 CCR 18750.1(b) preliminary to approval of the proposed code.

Printed Name/Title

Signature

Date

**Biennial Notice to: California Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814-2329**

**ExhibitCENTER UNIFIED SCHOOL DISTRICT
version: March 3, 2004 Antelope, California
revised: December 16, 2009**

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: October 20, 2010

Attached Pages

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials:

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits
(Significant Changes)

Replace	BP/AR 1240	Volunteer Assistance
Add	BP/AR 3552	Summer Meal Program
Add	BP 3555	Nutrition Program Compliance
Replace	AR/E 4112.62/4212.62/4312.62	Maintenance of Criminal Offender Records

RECOMMENDATION: CUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.

VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

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

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

VOLUNTEER ASSISTANCE (continued)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Qualifications

Note: Education Code 45347 and 45349 require certain volunteers, depending on the types of duties they will be performing, to meet qualifications pertaining to basic skills proficiency, tuberculosis testing, and/or criminal background checks; see the accompanying administrative regulation.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Note: Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any volunteer who works with students in a district-sponsored student activity program to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the volunteer to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check prior to beginning the volunteer duties. This legislation was introduced in response to legislation passed in 2009 (AB 1025, Ch. 379, Statutes of 2009) which had required noncertificated personnel or volunteers who "supervise, direct, or coach the activity" to obtain an ASCC.

Thus, the Governing Board may choose whether to require a volunteer to obtain the ASCC (Option 1 below) and/or to obtain a DOJ/FBI criminal background check (Option 2 below). The Board may select either one of the options below, combine them to allow an individual to obtain either the ASCC or DOJ/FBI check at the individual's discretion, or to apply different requirements to different positions in the district.

In addition, AB 346 amended Education Code 45125.01 to allow multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; see AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

See the accompanying administrative regulation for the definition of "student activity program" pursuant to Education Code 49024.

~~**OPTION 1:** Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)~~

~~A volunteer who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)~~

VOLUNTEER ASSISTANCE (continued)

OPTION 2: Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

Legal Reference continued: (see next page)

VOLUNTEER ASSISTANCE (continued)

Legal Reference: (continued)

PENAL CODE (continued)

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops.Cal.Atty Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

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

California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

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

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National Parent Teacher Association: <http://www.pta.org>

Board Policy

Volunteer Assistance

BP 1240

Community Relations

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks including Megan's Law database. Volunteers who are likely to be alone with students will also be finger printed and drug tested.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At

their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

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290 Registration of sex offenders

290.4 Information re sex offenders

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101170 Criminal record clearance

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6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: March 2, 2005 Antelope, California

VOLUNTEER ASSISTANCE

Duties of Volunteers

Note: Education Code 45349 authorizes the use of volunteers in the supervision and instruction of students, subject to Education Code 35021 and 45340-45349.

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

Qualifications

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

Note: Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any volunteer who works with students in a student activity program, as defined below, to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning the volunteer duties. See the accompanying Board policy for options that may be selected or adapted by the district.

In addition, AB 346 amended Education Code 45125.01 to allow multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; see AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

VOLUNTEER ASSISTANCE (continued)

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement.

(cf. 4212.5 - Criminal Background Check)

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

Note: Pursuant to Education Code 35021 and 45349, a district is prohibited from assigning a registered sex offender as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform noninstructional tasks. In addition, Penal Code 290.95 requires any person registered as a sex offender to disclose his/her status as a registrant when he/she applies for or accepts a position as a volunteer where the work would require him/her to work directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis, to have supervision or disciplinary power over minor children, or to touch minor children on more than an incidental basis. Penal Code 290.95 also requires disclosure when the person would be working directly and in an unaccompanied setting providing goods or services to minors. See BP/AR 3515.5 - Sex Offender Notification.

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

Note: Districts may verify whether a person is a registered sex offender by checking the Department of Justice's Megan's Law web site, asking law enforcement to conduct a check pursuant to Education Code 35021.1, and/or requiring volunteers to certify as to their status. The following paragraph should be modified to reflect district practice.

VOLUNTEER ASSISTANCE (continued)

The Superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

Note: Education Code 45347 and 45349 require that volunteers providing supervision or instruction meet the obligations required of classified staff. Pursuant to Education Code 49406, tuberculosis testing is one of these obligations; see AR 4112.4/4212.4/4312.4 - Health Examinations. In areas where there is a high incidence of tuberculosis, the district may revise the following paragraph to require more frequent tests or to require that all volunteers be tested.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Note: The following paragraph is optional pursuant to Education Code 49406.

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Note: See AR 5148.2 - Before/After School Programs for information about health screening and fingerprint clearance requirements for volunteers in the After School Education and Safety program and 21st Century Community Learning Center program pursuant to Education Code 8483.4 and 35021.3.

Volunteer Facilities Projects

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

Pursuant to Labor Code 1720.4, volunteers are exempt from laws requiring workers employed in public works projects (e.g., construction and repair work) to be paid at least the general prevailing rate of per diem wages.

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications

VOLUNTEER ASSISTANCE (continued)

4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7140 - Architectural and Engineering Services)

Administrative Regulation

Volunteer Assistance

AR 1240

Community Relations

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Governing Board policy and administrative regulation.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290. All volunteers will be required to complete a Volunteer Information Form (E(1) 1240).

(cf. 3515.5 - Sex Offender Notification)

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine

that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7140 - Architectural and Engineering Services)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: March 2, 2005 Antelope, California

Add

Business and Noninstructional Operations

BP 3552(a)

SUMMER MEAL PROGRAM

Note: The following **optional** policy is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. Both programs are designed to provide meals to children in low-income communities during summer vacation; however, SSFO funding is available only to districts that also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773).

Pursuant to 7 CFR 225.14, districts participating in SSFO or SFSP must make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals through the National School Lunch or Breakfast Program.

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well nourished throughout the summer vacation, the district ~~shall~~ may sponsor a summer meal program as approved by the California Department of Education (CDE).

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: The following **optional** paragraph is for use by districts that maintain one or more schools on a year-round schedule. Pursuant to 42 USC 1761, the SSFO and SFSP may provide meals at off-session/off-track times of the year for schools on a continuous school calendar. According to the CDE's Frequently Asked Questions, under the SSFO, schools on a year-round schedule may be approved to serve meals during breaks of at least 10 school days. For purposes of the SFSP, 7 CFR 225.2 defines a "continuous school year" as having vacation periods of 15 continuous school days or more during the period from October through April.

~~The district may apply to the CDE to provide meals to children during any extended break in a year-round school schedule. (42 USC 1761; 7 CFR 225.2, 225.6, 225.14)~~

~~*(cf. 6117 - Year-Round Schedules)*~~

~~Between October and April, or at any time or school on a year-round schedule, the district may serve meals at a non-school site in cases of unanticipated school closures, such as a natural disaster, unscheduled major building repair, court order related to school safety or other issues, labor-management dispute, or similar cause as approved by the CDE. (42 USC 1761; 7 CFR 225.6)~~

Note: Both the SSFO and SFSP contain criteria for choosing locations to operate a summer meal program; see the accompanying administrative regulation. Meal service must not begin prior to receiving CDE approval of the site.

SUMMER MEAL PROGRAM (continued)

The Superintendent or designee shall recommend to the Board one or more sites for meal services based on state and federal program criteria and an assessment of family and community needs. When feasible, the Superintendent or designee ~~shall~~ may involve local governmental agencies, food banks, and/or community organizations in identifying suitable site locations. The site(s) shall be approved the CDE before meal service is initiated.

Note: The following paragraph is optional. The U.S. Department of Agriculture's The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to select sites or design programs to offer other organized activities that attract children to the summer meal program.

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

(cf. 1020 - Youth Services)
(cf. 1330.1 - Joint Use Agreements)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6177 - Summer School)

The Superintendent or designee ~~shall~~ may develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)

Note: Districts participating in either the SSFO or SFSP must submit reimbursement claims through the CDE's online Child Nutrition Information and Payment System.

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

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

The Superintendent or designee shall regularly report to the Board regarding program implementation, number of participants at each site, feedback from participating children and their parents/guardians regarding menus and service, and program costs. As needed, the

SUMMER MEAL PROGRAM (continued)

Board shall direct the Superintendent or designee to identify program modifications to increase program quality or children's access to meal services.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Legal References:

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49570 National School Lunch Act

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769i School lunch programs, including:

1751 Note Local wellness policy

1761 Summer Food Service Program and Seamless Summer Feeding Option

1771-1792 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.22 National School Breakfast Program

225.1-225.20 Summer Food Service Program

Management Resources:

CSBA PUBLICATIONS

Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010

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

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

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

The Summer Food Service Program: Food That's In When School is Out, 2010, Nutrition Guidance for Sponsors, rev. March 2010

The Summer Food Service Program: Food That's In When School is Out, 2010 Site Supervisor's Guide, rev. January 2010

The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide, rev. January 2010

Management Resources: (continued on next page)

SUMMER MEAL PROGRAM (continued)

Management Resources: (continued)

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors, rev. December 2009

National School Lunch Program's Seamless Summer Option Questions and Answers, 2009

WEB SITES

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

California Center for Research on Women and Families, Summer Meal Program Coalition: <http://www.ccrwf.org>

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

California Food Policy Advocates: <http://www.cfpa.net>

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

Child Nutrition Information and Payment System: <https://www.cnips.ca.gov>

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

Add

Business and Noninstructional Operations

AR 3552(a)

SUMMER MEAL PROGRAM

Note: The following optional administrative regulation is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. The district should select the section(s) below that correspond to the program(s) offered by the district.

Site Selection

Note: The following section is for use by districts that participate in either the SSFO or SFSP.

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CFR 225.2, 225.15)

1. Open Site: The site provides meals to all children in the area and is located at a school or nonschool site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

2. Restricted Open Site: The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.
3. Closed Enrolled Site: The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

Note: The following optional paragraph is for use by districts that offer meals during summer school session. 7 CFR 225.14 requires such districts to make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals through the National School Lunch or Breakfast Program (42 USC 1751-1769h, 1773; 7 CFR 210.1-210.31, 220.1-220.21).

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

(cf. 3555 - Nutrition Program Compliance)

(cf. 6177 - Summer School)

SUMMER MEAL PROGRAM (continued)

Meal Service

Note: The following section is for use by districts that participate in either the SSFO or SFSP. The district may revise the following paragraph to reflect meals provided by the district.

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast, morning snack, lunch, afternoon snack, and/or supper. The program may provide up to two meals/snacks per day in any combination, except that lunch and supper shall not be provided by the same site on the same day. Sites that primarily serve children from migrant families may apply to serve up to three meals, or two meals and one snack, per day. All meals/snacks shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

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

(cf. 5030 - Student Wellness)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger
2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability

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

Note: The following paragraph is optional. The U.S. Department of Agriculture's (USDA) The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to designate a site supervisor for each site, as specified below.

The Superintendent or designee shall designate a person at each participating site to serve as the program's site supervisor. The site supervisor shall oversee the order or preparation of meals, ensure the site is cleaned before and after the meal, and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SSFO are subject to the requirements in the following optional section. Districts that participate in SSFO also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773) and have one agreement with the CDE for their entire food services operation.

SUMMER MEAL PROGRAM (continued)

All meals offered through the summer meal program shall meet menu planning requirements for the National School Lunch or Breakfast Program pursuant to 7 CFR 210.10 or 7 CFR 220.8. (42 USC 1761)

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

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: The following optional paragraph should be revised to reflect district practice. As part of the application process, districts applying to participate in the SSFO and operate an open site are required to describe how each site will advertise the availability of meal services to children in the community. The CDE's web site specifies that districts must have a large banner or marquee demonstrating that the meal service is available to all children in the community. Additional sample outreach materials, including a flyer translated into multiple languages, a poster, and a template letter for web sites, are available through the CDE.

According to the CDE's Frequently Asked Questions, the district should maintain documentation, such as copies of advertisements, flyers, or radio or TV announcements, so that the advertising method can be confirmed during a CDE review.

Whenever the district operates an open site as defined in the section entitled "Site Selection" above, the Superintendent or designee shall advertise the availability of summer meal services to the neighborhood community. A large banner or marquee shall be prominently displayed at each site before and during the meal service. Other outreach strategies may include, but are not limited to, sending a news release to the local media, distributing a flyer to parents/guardians of district students, posting information on the district or school web site, and placing posters throughout the community.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

Note: Meals provided through the SSFO are reimbursed at the same rate applicable to free meals served through the National School Lunch or Breakfast Program. Reimbursement claims for meals served through the SSFO must be submitted through the CDE's online Child Nutrition Information and Payment System as part of the district's National School Lunch or Breakfast Program claim.

At the point of service, on-site staff shall count the number of eligible meals served. Reimbursement claims shall be submitted using the same procedure used during the school year for the National School Lunch or Breakfast Program.

Note: According to the USDA's National School Lunch Program's Seamless Summer Option Questions and Answers, each SSFO site must be locally reviewed at least once each year unless this requirement is waived by the CDE. The site monitoring review should be completed using a form available from the CDE. State review of local SSFO programs occurs every five years during the CDE's Coordinated Review Effort process.

SUMMER MEAL PROGRAM (continued)

Each year the Superintendent or designee shall conduct at least one review of each site to ensure its compliance with meal counting, claiming, menu planning, and food safety requirements. For newly established sites, such reviews shall be conducted within three weeks of the start of operation.

Additional Requirements for Summer Food Service Program

Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SFSP are subject to the requirements in the following optional section. The SFSP requires annual approval of the program from the CDE.

The district shall annually submit to the CDE a program application and budget for anticipated operational and administrative costs.

Note: 7 CFR 225.15 requires districts that sponsor open sites, as defined in item #1 in the section entitled "Site Selection" above, to send a notice to the media publicizing the availability of the program. A sample news release is available in the USDA's [The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors](#).

The Superintendent or designee shall annually send a notice to the media serving the area from which the district draws its attendance regarding the availability of free meals. (7 CFR 225.15)

(cf. 1112 - Media Relations)

Note: According to the USDA's [2010 Administrative Guidance for Sponsors](#), in addition to the media notice described above, the district is required to take the actions specified in items #1-4 below to inform the community about the program.

In addition, the district and each open site shall:

1. Make program information available to the public upon request
2. Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program
3. Display, in a prominent place at the site and in the district office, the nondiscrimination poster developed or approved by the U.S. Department of Agriculture's Food and Nutrition Service
4. Include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents/guardians of participants and potential participants

SUMMER MEAL PROGRAM (continued)

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

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

Note: CDE Management Bulletin USDA-SFSP-06-2008 states that sponsors of open sites are also required to post signage as provided in item #5 below.

5. Post signage, such as a banner, marquee, poster, or other large display on the exterior of the building facing the street nearest the entrance of the meal service area at each site, before the meal service begins and throughout the service time

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

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

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

Note: 42 USC 1761 and 7 CFR 225.15 and 225.7 require the district to provide training for program administrative and site personnel as provided below. In addition, administrative personnel must participate in mandatory training conducted by the CDE each year before the CDE will approve the SFSP agreement.

Program administrative personnel shall annually attend mandatory training provided by the CDE. In addition, the Superintendent or designee shall annually hold program training sessions for administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall include, but not be limited to, the purpose of the program, site eligibility, record keeping, site operations, meal pattern requirements, and the duties of a program monitor. The Superintendent or designee shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of program administration and operation and are provided with sufficient information to carry out their program responsibilities. Each site shall have present at each meal service at least one person who has received this training. (42 USC 1761; 7 CFR 225.15, 225.7)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: In addition to the self-reviews required by 7 CFR 225.15 as described below, districts are subject to reviews by the CDE at least once every three years, and more frequently under some circumstances, in accordance with 7 CFR 225.7.

SUMMER MEAL PROGRAM (continued)

The Superintendent or designee shall monitor program operations by conducting site visits prior to opening a new site, during the first week of operation, during the first four weeks of operation, and then at a reasonable level thereafter. (7 CFR 225.15)

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)

(cf. 3580 - District Records)

Add

Business and Noninstructional Operations

BP 3555(a)

NUTRITION PROGRAM COMPLIANCE

Note: The following policy is mandated for any district that receives federal financial assistance for its participation in the National School Lunch Program, School Breakfast Program, Special Milk Program, or other child nutrition programs. Districts that do not receive any such financial assistance may delete this policy.

State and federal law prohibit discrimination in such programs. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7) prohibits discrimination on the basis of race, color, and national origin. Title IX (20 USC 1681-1688) prohibits discrimination on the basis of sex. The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. Education Code 220 prohibits discrimination on all those bases and, in addition, on the basis of sexual orientation in all programs and activities in public schools. The U.S. Department of Agriculture, Food and Nutrition Service (FNS) has authority to enforce federal laws in all nutrition programs and activities that receive federal funds. The California Department of Education (CDE) may also investigate complaints regarding discrimination through the Uniform Complaint Procedure, see BP/AR 1312.3 - Uniform Complaint Procedures.

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program.

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

Coordinator

Note: In March 2010, CDE's Nutrition Services Division published its Civil Rights and Complaint Procedures for Child Nutrition Programs to provide guidance and directions to enable districts comply with federal law. The publication was based on FNS's Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, issued in 2005. Both documents provide for the appointment of a civil rights coordinator to be responsible for ensuring district compliance with all the requirements.

The Board designates the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as coordinator of the district's efforts to comply with the laws governing its nutrition programs and to investigate any related complaints. Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the section entitled "Procedures" in the district's AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

NUTRITION PROGRAM COMPLIANCE (continued)

The coordinator shall provide training on the laws, regulations, procedures, and directives related to the district's nutrition programs to district employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in the district's nutrition programs, based on their race, ethnicity, or disability, and that prevent district employees from incorrectly denying the applications for participation submitted by such individuals.

The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the district's nutrition programs and shall, at least annually, report to the Board on whether the district's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.

(cf. 5022 - Students and Family Privacy Rights)
(cf. 5125 - Student Records)

When a significant number of participants or potential participants in the district's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)
(cf. 6174 - English Language Learners)

The coordinator also shall ensure that the district's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability.

(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Notifications

The coordinator shall ensure that the U.S. Department of Agriculture's "And Justice for All" or other approved Nutrition Programs Civil Rights posters are displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

Annually, the coordinator shall notify all students, parents/guardians, and employees of program requirements and the procedures for filing a complaint, through the district's usual means of notification.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

NUTRITION PROGRAM COMPLIANCE (continued)

Note: As part of its instructions to all recipients of federal funds, FNS requires that every program publication contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. FNS provides specific language for the notification and prohibits its modification in any way.

In addition, the coordinator shall ensure that every informational release, publication, or poster concerning the district's nutrition programs and/or activities includes, in a prominent location, the following statement:

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. In addition, California law prohibits discrimination on any basis identified in Government Code 12940.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, the district may instead use the statement "This institution is an equal opportunity provider" in the same print size as the rest of the text.

When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 1500, Sacramento, CA 95814-2342 or call 916-445-0850 or 800-952-5609
2. Office of Civil Rights, USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov
3. USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY)

Legal Reference: (see next page)

NUTRITION PROGRAM COMPLIANCE (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION, NUTRITION SERVICES DIVISION PUBLICATIONS

Civil Rights and Complaint Procedures for Child Nutrition Programs, March 2010

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

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

Protecting Students from Harassment and Hate Crime, January 1999

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

All Personnel

AR 4112.62(a)

4212.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

4312.62

Note: Pursuant to law, school districts are prohibited from hiring, and/or retaining in employment, individuals who have been convicted of certain criminal offenses. For example, Education Code 44830.1 and 45122.1 prohibit the hiring of persons who have been convicted of violent or serious felonies. To ensure that no prohibited individual is hired, districts carry out criminal background checks on prospective employees through the state Department of Justice (DOJ). Education Code 44830.1 and 45125 require that information received from the DOJ be maintained in accordance with the confidentiality provisions outlined in the following optional administrative regulation. This regulation also contains recommendations from the DOJ's sample policy on Criminal Offender Record Information (CORI) for use by employers.

The Superintendent or designee shall ensure that criminal record background checks on employees or prospective employees are conducted through the Department of Justice (DOJ) and that any Criminal Offender Record Information (CORI) received is maintained in accordance with law.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 4112.5/4312.5 - Criminal Record Check)

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

(cf. 4212.5 - Criminal Record Check)

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

Any unauthorized release or reproduction of any criminal offender record or other violation of this administrative regulation may result in suspension, dismissal, and/or criminal or civil legal action.

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

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

Custodian of Records

Note: SB 447 (Ch. 50, Statutes of 2009) added Penal Code 11102.2 which requires the district to designate a custodian of records and to annually notify the DOJ of the identity of the custodian. In addition, Penal Code 11102.2 requires that, effective July 1, 2011, any person designated as a custodian of records must himself/herself receive criminal record background clearance to be eligible to serve in that capacity. The following optional section specifies the formalities for designating a custodian of records and some of the duties of anyone so designated.

AR 4112.62(b)
4212.62
4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

The Superintendent shall designate an employee as custodian of records. Beginning July 1, 2011, any employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

Note: The DOJ requires every person with access to CORI, including the custodian of records, to complete an Employee Statement Form acknowledging an understanding of the law governing CORI. The custodian of records is required to return his/her own form to the DOJ and to retain any forms completed by other district staff. The Employee Statement Form is reproduced in E 4112.62/4212.62/4312.62.

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

The custodian of records shall be responsible for the security, storage, dissemination, and destruction of all CORI furnished to the district. He/she also shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

By March 1, 2012, and by March 1 of every year thereafter, the Superintendent or designee shall notify the DOJ of the district's designated custodian of records. In addition, the Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Interagency Agreements

Note: Education Code 44830.2 and 45125.01 allow districts to enter into an agreement with other school districts within the same county, or in contiguous counties, to share the criminal record information of applicants or temporary/substitute employees in those school districts. One of the participating districts or the County Superintendent of Schools may be designated to act on behalf of the participating districts. The designated district or County Superintendent will send the fingerprints to DOJ for processing, receive and review the criminal history information from the DOJ, and maintain common lists of persons eligible for employment. Pursuant to Education Code 45125.01, as amended by AB 346 (Ch. 52, Statutes of 2010), any district that participates in such an interagency agreement may use this arrangement to conduct criminal background checks for a noncertificated candidate for a paid or volunteer position in a student activity program pursuant to Education Code 49024; see BP/AR 1240 - Volunteer Assistance and BP/AR 4127/4227/4327 - Temporary Athletic Team Coaches.

The following **optional** section is for use by districts designated to receive information on behalf of other districts.

The district shall submit an interagency agreement to the DOJ to establish authorization to submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

AR 4112.62(c)
4212.62
4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

In addition, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the superintendent of any participating district, or the person designated in writing by that superintendent, that the report is available for inspection on a confidential basis by the superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown. This record shall be available to the DOJ. (Education Code 44830.2, 45125.01)

Legal Reference: (see next page)

AR 4112.62(d)
4212.62
4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

Legal Reference:

EDUCATION CODE

44332 Temporary certificate
44332.6 Criminal record check, county board of education
44346.1 Applicants for credential, conviction of a violent or serious felony
44830.1 Certificated employees, conviction of a violent or serious felony
44830.2 Interagency agreements
45122.1 Classified employees, conviction of a violent or serious felony
45125 Use of personal identification cards to ascertain conviction of crime
45125.01 Interagency agreements
45125.5 Automated records check
45126 Duty of Department of Justice to furnish information
49024 Activity Supervisor Clearance Certificates

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
11075-11081 Criminal record dissemination
11102.2 Criminal records: custodian
11105 State criminal history information; furnishing to authorized persons
11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors
11140-11144 Furnishing of state criminal history information
13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

701-708 Criminal offender record information

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:
<http://www.ag.ca.gov/fingerprints>

Administrative Regulation

Maintenance Of Criminal Offender Records

AR 4112.62 4212.62, 4312.62
Personnel

Maintenance of Criminal Offender Records

All information received from the Department of Justice is confidential. (Education Code 44830.1, 45125)

The Superintendent shall designate an employee as record custodian of all confidential fingerprint and criminal record history who shall be responsible for the administration of the information. Any questions regarding Criminal Offender Record Information shall be resolved by the record custodian.

(cf. 1240 - Volunteer Assistance)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4212.5 - Criminal Record Check)

Criminal Offender Record Information shall be accessible only to the record custodian and shall be kept in a locked file separate from other files. The contents of these records shall not be disclosed and shall not be reproduced. (Education Code 44830.1, 45125)

The record custodian shall be fingerprinted and processed through the California Department of Justice. He/she shall sign an Employee Statement Form, acknowledging an understanding of the laws regarding Criminal Offender Record Information.

These records shall be used only for the purpose for which they were requested.

Upon a hiring determination, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

Violation of this administrative regulation may result in suspension, dismissal and/or criminal or civil prosecution.

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

The record custodian shall ensure that the district complies with destruction, storage,

dissemination, auditing, backgrounding and training requirements as set forth in 11 CCR 701-708 and the rules regarding use and security of these records as set forth in Penal Code 11077. (Education Code 44830.1, 45125)

Interagency Agreements

Upon receipt from the Department of Justice of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the designated district shall give notice to the Superintendent or any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the written designee. The report shall be made available at the office of the designated district for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The designated district shall not release a copy of that information to any participating district or any other person. In addition, the designated district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The designated district shall maintain a record of all persons to whom the information has been shown. This record shall be available to the Department of Justice. (Education Code 44830.2, 45125.01)

The designated district shall submit an interagency agreement to the Department of Justice to establish authorization to submit and receive this information. (Education Code 44830.2, 45125.01)

Legal Reference:

EDUCATION CODE

44332 Temporary certificate

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Interagency agreements

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Interagency agreements

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons

**11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence;
availability to employer for applicants for positions with supervisory or disciplinary
power over minors**

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

701-708 Criminal offender record information

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: May 5, 1999 Antelope, California

All Personnel

E 4112.62(a)

4212.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

4312.62

Note: The following is based on the sample Employee Statement Form provided by the California Department of Justice. Such a form must be signed by an employee designated as custodian of records of criminal history information and any other individual granted access to this information by the custodian of records; see the accompanying administrative regulation.

**SAMPLE EMPLOYEE STATEMENT FORM
USE OF CRIMINAL JUSTICE INFORMATION**

As an employee/volunteer of Center Joint Unified School District, you may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violate constitutional rights of privacy. Penal Code 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be disseminated. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes felony penalties for misuse of public records. Penal Code 11142 and 13300 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Civil Code 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual. "

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)

*Penal Code 11142: Authorized person furnishing to other (misdemeanor)

*Penal Code 11143: Unauthorized person in possession (misdemeanor)

*California Constitution, Article I, Section 1 (Right to Privacy)

* Civil Code 1798.53, Invasion of Privacy

*Title 18 USC 641, 1030, 1951, and 1952

E 4112.62(b)
4212.62
4313.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.

**I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY
REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.**

Signature _____ Date _____

Printed Name _____ Title _____

Name of District _____

PLEASE NOTE: Do not return this form to the DOJ. Your Custodian of Records should maintain these forms.

Exhibit

Maintenance Of Criminal Offender Records

E 4112.62 4212.62,4312.62

Personnel

Sample Employee Statement Form

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of Center Unified School District, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code 502 prescribes the penalties related to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes the felony penalties for misuse of public record and CLETS (California Law Enforcement Telecommunication System) information. Penal Code 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature:_____

Date:_____

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item _____

Date: October 20, 2010

Attached Pages _____

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials: _____

SUBJECT: First Reading: Board Policies/Regulations/Exhibits

Replace BP/AR 4127/4227/4327

Temporary Athletic Team Coaches

Replace AR 4161.1/4361.1

Personal Illness/Injury Leave

RECOMMENDATION: CUSD Board of Trustees approve the first reading of presented policies/regulations/exhibits.

All Personnel

BP 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

Note: When hiring a temporary athletic team coach, Education Code 44919 requires districts to first make the position available to a credentialed teacher presently employed by the district. In CTA v. Rialto Unified School District, the California Supreme Court held that the law is intended to grant a current certificated employee a limited advantage in the hiring process over a noncertificated employee or a nonemployee, provided that the applicant applies for the position and meets qualification criteria established by the district.

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

Note: 5 CCR 5596 specifies a code of ethical conduct for athletic coaches; see the accompanying administrative regulation. In addition, the California Interscholastic Federation has adopted a set of principles to guide the conduct of coaches and other participants in interscholastic athletic competitions; see BP 6145.2 - Athletic Competition.

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5131.1 - Bus Conduct)

(cf. 5131.63 - Steroids)

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Qualifications

Note: 5 CCR 5593 establishes the minimum qualifications for employees serving as temporary athletic team coaches; see the accompanying administrative regulation.

TEMPORARY ATHLETIC TEAM COACHES (continued)

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Note: Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any noncertificated employee or any volunteer who works with students in a district-sponsored student activity program such as an interscholastic athletic program to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check prior to beginning the paid or volunteer duties; see BP/AR 1240 - Volunteer Assistance. This legislation was introduced in response to legislation passed in 2009 (AB 1025, Ch. 379, Statutes of 2009) which had required noncertificated personnel or volunteers who "supervise, direct, or coach the activity" to obtain an ASCC.

Thus, the Governing Board may choose whether to require a temporary athletic team coach to obtain the ASCC (Option 1 below) and/or to obtain a DOJ/FBI criminal background check (Option 2 below). The Board may select either one of the options below, combine them to allow an individual to obtain either the ASCC or DOJ/FBI check at the individual's discretion, or to apply different requirements to different positions in the district (e.g., head coaches vs. assistant coaches; employees vs. volunteers).

In addition, AB 346 amended Education Code 45125.01 to allow multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; see AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

OPTION 1: Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)

An individual who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)

~~**OPTION 2:** Any nonecertificated employee or volunteer who works with students in a district sponsored interscholastic athletic program shall, prior to beginning his/her duties, obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)~~

~~An individual who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)~~

TEMPORARY ATHLETIC TEAM COACHES (continued)

(cf. 1240 - Volunteer Assistance)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 4212.5 - Criminal Record Check)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics
44010 Sex offense
44011 Controlled substance offense
44332-44332.5 Temporary certificates
44424 Conviction of a crime
44808 Liability when students are not on school property
44919 Classification of temporary employees
45125.01 Interagency agreements for criminal record information
45347 Instructional aides subject to requirements for classified staff
45349 Use of volunteers to supervise or instruct students
49024 Activity Supervisor Clearance Certificate
49030-49034 Performance-enhancing substances
49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities
5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627
San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005
A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>
California Athletic Trainers' Association: <http://www.ca-at.org>
California Department of Education: <http://www.cde.ca.gov>
California Interscholastic Federation: <http://www.cifstate.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
National Athletic Trainers' Association: <http://www.nata.org>

Board Policy

Temporary Athletic Team Coaches

BP 4127 4227,4327

Personnel

The Governing Board recognizes the importance of qualified temporary athletic team coaches to the district's sports program and to the success of students in sports and interscholastic athletic activities.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that all coaches possess an appropriate level of competence, knowledge, and skill.

Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position. (Education Code 44919)

By December 31, 2008, all district coaches, including volunteer coaches, shall have completed a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Coaches shall bear the expense of the program. (Education Code 49032)

(cf. 5131.63 - Steroids)

All coaches shall be subject to Board policy and administrative regulation, as well as CIF bylaws and codes of ethical conduct.

(cf. 5131.1 - Bus Conduct)

(cf. 6145.2 - Athletic Competition)

Volunteer Coaches

Volunteer athletic team coaches shall meet all the qualification criteria required of temporary athletic team coaches employed by the district.

(cf. 1240 - Volunteer Assistance)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense
44424 Conviction of a crime
44808 Liability when students are not on school property
44919 Classification of temporary employees
49030-39033 Performance-enhancing substances
CODE OF REGULATIONS, TITLE 5
5531 Supervision of extracurricular activities of pupils
5590-5596 Duties of temporary athletic team coaches
COURT DECISIONS
CTA v. Rialto Unified School District, (1997)14 Cal. 4th 627
San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376

Management Resources:

CSBA POLICY BRIEFS

Steroids and Students: What Boards Need to Know, July 2005

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 7, 2006 Antelope, California

TEMPORARY ATHLETIC TEAM COACHES

Qualifications

Note: 5 CCR 5593 establishes minimum qualifications for certificated and noncertificated employees assigned as temporary athletic team coaches. The district should modify the following section to reflect any additional criteria. Districts should consider developing specific criteria for each coaching position.

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

TEMPORARY ATHLETIC TEAM COACHES (continued)

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Note: The qualifications required by 5 CCR 5593 for employees serving as temporary athletic team coaches do not apply to volunteer coaches. The following optional paragraph is for use by districts that require volunteers who supervise or direct an athletic program to meet those same qualifications.

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

TEMPORARY ATHLETIC TEAM COACHES (continued)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Note: Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any noncertificated employee or any volunteer who works with students in a district-sponsored interscholastic athletic program to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties. See the accompanying Board policy for options that may be selected or adapted by the district.

In addition, AB 346 amended Education Code 45125.01 to allow multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; see AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

High School Coaching Education Program

Note: The following section is for use by districts that maintain high schools. Education Code 49032 requires that all high school coaches complete a coaching education program developed by the district or the California Interscholastic Federation (CIF) that meets the guidelines listed in Education Code 35179.1. Districts that wish to set their own standards for the coaching education program instead of using the standards developed by the CIF should modify the following paragraph accordingly.

TEMPORARY ATHLETIC TEAM COACHES (continued)

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association

(cf. 5131.63 - Steroids)

TEMPORARY ATHLETIC TEAM COACHES (continued)

12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

Administrative Regulation

Temporary Athletic Team Coaches

AR 4127 4227,4327

Personnel

At the first regular Governing Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. (Code of Regulations, Title 5, Section 5594)

Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches. (Title 5, Section 5594)

Competencies

The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of: (Code of Regulations, Title 5, Section 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area as evidenced by one or more of the following:

a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card

b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card

c. A valid Emergency Medical Technician (EMT) I or II card

d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)

e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards

2. Coaching techniques

The Superintendent or designee shall establish qualifications in coaching theory and techniques in the sport or game being coached as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques
- b. Completion of inservice programs arranged by a school district or county office of education
- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
- d. Prior coaching in community youth athletic programs in the sport being coached
- e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation.

4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology as it relates to sport participation as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (Code of Regulations, Title 5, Section 5593)

Additional Competencies for Noncertificated Personnel

In addition to the competencies listed above, the Superintendent or designee shall determine that a noncertificated person employed as a temporary athletic team coach:

(Code of Regulations, Title 5, Section 5592)

1. Has not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.

(cf. 4212.5 - Criminal Record Check)

2. Is free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Noncertificated coaches have no authority to give grades to students. (Title 5, Section 5591)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (Code of Regulations, Title 5, Section 5596)

- 1. Show respect for players, officials and other coaches**
- 2. Respect the integrity and judgment of game officials**
- 3. Establish and model fair play, sportsmanship and proper conduct**
- 4. Establish player safety and welfare as the highest priority**
- 5. Provide proper supervision of students at all times**
- 6. Use discretion when providing constructive criticism and when reprimanding players**
- 7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game**
- 8. Properly instruct players in the safe use of equipment**
- 9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution**
- 10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics**
- 11. Avoid suggesting, providing or encouraging any athlete to use nonprescriptive drugs,**

anabolic steroids or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General or the American Medical Association

12. Avoid recruitment of athletes from other schools

13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates

**Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: September 24, 1997 Antelope, California**

PERSONAL ILLNESS/INJURY LEAVE

Note: The following administrative regulation is subject to collective bargaining and may be deleted by those districts whose agreement fully covers the leave provisions specified below.

Ten days of sick leave per year is the minimum prescribed by Education Code 44978 for certificated employees. The Governing Board may allow additional days at its discretion; if it does so, the following paragraph should be revised accordingly.

Full-time certificated employees are entitled to 10 days leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees working less than five school days per week shall be granted comparable sick leave in proportion to the time they work. (Education Code 44978)

(cf. 4161/4261/4361 - Leaves)

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

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

Note: The following paragraph is optional.

An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination of service.

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

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

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

Any certificated employee who leaves the district after at least one school year of employment and accepts a certificated position in another district, county office of education, or community college district within one year shall have transferred with him/her the total amount of accumulated sick leave. The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

Sick leave may be used by a certificated employee for absences due to:

1. Temporary inability to perform his/her duties because of illness, accident, or quarantine, whether or not the cause of the absence arises out of and in the course of employment (Education Code 44964)

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

PERSONAL ILLNESS/INJURY LEAVE (continued)

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

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

3. Personal necessity (Education Code 44981)

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

Note: Optional item #4 below may be revised as desired to specify a different minimum increment for sick leave.

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

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

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

Note: Pursuant to Labor Code 233, any employer who provides sick leave for employees must permit them to use sick leave in any calendar year to attend to the illness of their child, parent, spouse, domestic partner, or domestic partner's child, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement (e.g., five days accrued during six months for full-time certificated employees, unless the district has established an amount that is higher than the legal minimum). Certificated employees also may use personal necessity leave for the serious illness of a member of the employee's immediate family pursuant to Education Code 44981; see AR 4161.2/4261.2/4361.2 - Personal Leaves. Districts are cautioned to consult legal counsel regarding possible interaction of sick leave and personal necessity leave provisions in the Education Code and Labor Code.

6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement (Labor Code 233)

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

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

PERSONAL ILLNESS/INJURY LEAVE (continued)

Continued Absence After Available Sick Leave Is Exhausted

Note: Pursuant to Education Code 44977, an employee who is absent for up to five months after exhausting all his/her available sick leave must receive his/her regular salary minus the cost of a substitute. Option 1 below reflects this requirement.

However, Education Code 44983 provides that Education Code 44977 does not apply to those districts that adopt a rule that gives certificated employees 50 percent or more of their regular salary during the period of absence. Option 2 below is for use by districts that choose to specify such a level of compensation; these districts are mandated to adopt a rule to this effect.

OPTION 1:

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

Note: In Veguez v. Long Beach Unified School District, the court held that an employee is not entitled to more than a total of five months of differential pay "per illness or accident," even if the employee works for a period of time between sick leave increments related to the same medical condition.

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

OPTION 2:

Note: Option 2 below is mandated for use by districts that choose to provide employees at least 50 percent of their regular salary during the period of absence pursuant to Education Code 44983. The following paragraph specifies a percentage of 50 percent and should be modified by districts that have set a higher percentage.

~~After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent for an additional period up to five months, he/she shall receive 50 percent of his/her regular salary during the five-month period of absence.~~

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

PERSONAL ILLNESS/INJURY LEAVE (continued)

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

(cf. 4116 - Probationary/Permanent Status)

Note: When an employee is absent for a period of more than five months, or is absent for a cause other than illness, Education Code 44977 and 44983 provide that the amount deducted from his/her salary shall be determined according to the rules and regulations adopted by the Board as long as such rules are not in conflict with State Board of Education regulations. If not covered in the district's negotiated agreement, the district may add provisions here reflecting salary deductions for employees absent longer than five months.

Verification Requirements

Note: Education Code 44978 mandates the Board to adopt regulations requiring proof of illness or injury and prescribing the means of verification. However, Education Code 44978 provides that these regulations shall not discriminate against evidence of treatment and the need for treatment by the practice of a well-recognized religion. For verification requirements for employees on leave pursuant to the Family and Medical Leave Act, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

The following section should be modified to reflect district practice and any procedures which have been specified in negotiated agreements.

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

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or other authorized health care provider. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

Note: 42 USC 2000ff-1, the Genetic Information Nondiscrimination Act (P.L. 110-233), specifies that it is unlawful for a district to request, require, or purchase an employee's or his/her family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior, knowing, voluntary, and written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Any such information received by the district must be kept confidential.

PERSONAL ILLNESS/INJURY LEAVE (continued)

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

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

(cf. 4032 - Reasonable Accommodation)

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

Legal Reference:

EDUCATION CODE

44964 Power to grant leave of absence in case of illness, accident, or quarantine

44965 Granting of leaves of absence for pregnancy and childbirth

44976 Transfer of leave rights when school is transferred to another district

44977 Salary deduction during absence from duties up to five months after sick leave is exhausted

44978 Provisions for sick leave of certificated employees

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

44979 Transfer of accumulated sick leave to another district

44980 Transfer of accumulated sick leave to a county office of education

44981 Leave of absence for personal necessity

44983 Exception to sick leave when district adopts specific rule

44984 Industrial accident or illness

44986 Leave of absence for disability allowance applicant

LABOR CODE

220 Sections inapplicable to public employees

233 Illness of child, parent, spouse or domestic partner

234 Absence control policy

CODE OF REGULATIONS, TITLE 5

5601 Transfer of accumulated sick leave

UNITED STATES CODE, TITLE 42

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

COURT DECISIONS

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

Administrative Regulation

Personal Illness Injury Leave

AR 4161.1 4361.1

Personnel

Full-time certificated employees are entitled to 10 days leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees working less than five days per week shall be granted comparable sick leave in proportion to the time they work. (Education Code 44978)

(cf. 4161/4261 - Leaves)

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

(cf. 4361 - Leaves)

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

An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination.

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

Any certificated employee who leaves the district after at least one year of employment and accepts a certificated position in another district, county office of education or community college district within one year shall have transferred with him/her the total amount of accumulated sick leave. The district may not require new employees to waive their leave accumulated in a previous district. (Education Code 44979, 44980)

Sick leave may be used by certificated employees for:

1. Cases of temporary inability to perform duties because of illness, accident or quarantine, whether or not the cause of absence arises out of and in the course of employment (Education Code 44964)

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

2. Absences due to pregnancy, miscarriage, childbirth and recovery (Education Code 44965, 44978)

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

3. Cases of personal necessity (Education Code 44981)

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

4. Medical and dental appointments, in increments of not less than one hour
5. Cases of industrial accidents or illnesses when leave granted specifically for that purpose has expired (Education Code 44984)

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

6. Illness of the employee's child, parent or spouse, up to the amount of sick leave that would be accrued during six months (Labor Code 233)

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

Sick Leave Beyond 10 Days

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

The sick leave, including accumulated sick leave, and the five-month period shall run consecutively. (Education Code 44977)

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

After five months, if a certificated employee has exhausted all available sick leave and is not medically able to resume his/her duties, the employee shall be placed either in another position or on a reemployment list. If the employee is on probationary status, he/she shall be placed on the reemployment list for 24 months beginning at the expiration

of the five-month period provided pursuant to Education Code 44977; if on permanent status, the employee shall be placed on the reemployment list for 39 months. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

Verification Requirements

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

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

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

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

(cf. 4032 - Reasonable Accommodation)

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

Legal Reference:

EDUCATION CODE

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44979 Transfer of accumulated sick leave to another district

44980 Transfer of accumulated sick leave to a county office of education

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44983 Exception to sick leave when district adopts specific rule

44986 Leave of absence for disability allowance applicant

LABOR CODE

233 Illness of child, parent or spouse

234 Absence control policy

CODE OF REGULATIONS, TITLE 5

5601 Transfer of accumulated sick leave

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: May 17, 2000 Antelope, California